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WELCOME

The faculty of the Metro Technology Centers (aka Metro Tech) Practical Nursing program would like to welcome you to one of the most challenging and rewarding educational opportunities of your life. We look forward to helping you grow from fledgling students to Licensed Practical Nurses. It is our goal that you become competent practitioners, as you embody the art and science of nursing, utilizing both skill and caring compassion as you assist clients in meeting their self-care needs. We are here to guide and assist you toward that goal. Welcome to Metro Tech!

The Practical Nursing Program is accredited by:
Accreditation Commission for Education in Nursing (ACEN) Inc.
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Phone: 404-975-5000
Fax: 404-975-5020
http://www.acenursing.org

Oklahoma Board of Nursing
2915 N. Classen Blvd., Suite 524
Oklahoma City, OK 73106
Phone: 405-962-1800

Oklahoma Department of Career Technology Education
1500 West Seventh Ave.
Stillwater, OK 74074
Phone: 405-377-2000 or 1-800-522-5810
Fax: 405-743-6809

Metro Technology Centers believes in the worth of all individuals and is committed to equal opportunity for employees, students and any person visiting a District campus. Metro Technology Centers does not discriminate on the basis of race, color, national origin, sex/gender, age, marital or veteran status, religion, pregnancy, or genetic information or disability in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay.
HISTORY OF METRO TECH AND NURSING PROGRAM

History of Metro Tech

The Metro Technology Centers Springlake Campus is located at the site of what used to be an Oklahoma City landmark - Springlake Amusement Park. This historic fun park was opened in 1922 and for more than 60 years generations of Oklahomans looked to Springlake as the ideal spot for entertainment, dancing and breathtaking rides, such as the legendary “Big Dipper” roller coaster.

The amusement park was plagued with numerous fires over its many years of operation. In 1981, after yet another devastating fire, Springlake Amusement Park was closed. But, one bright note still remains in the final chapter of Springlake’s history. The passing of the old park has made it possible for future generations to build the skills that will bring more lasting happiness and security than all the cotton candy, thrilling rides and concerts the world could hope to hold.

The Springlake property (95 acres) was purchased in June 1982 by the Metro Technology Centers Board of Education. It is now known as the Springlake Campus. Metro Technology Centers is a career and technology education district with four campuses serving the greater Oklahoma City metropolitan area offering a variety of training and career programs to high school students, adults and business and industry. Over 80 full-time programs and hundreds of short-term and online classes are available, as well as customized training for business and industry clients.

Metro Technology Centers received its 16th consecutive Gold Star School Award in 2017. The Gold Star School Award recognizes technology centers that have met rigid and demanding criteria, demonstrating a high level of excellence.

History of Practical Nursing Program

The Metro Tech Practical Nursing program, originally Oklahoma City Vocational School of Practical Nursing, was established in 1954 under the jurisdiction of the Oklahoma City Public Schools. Administrative control was transferred to the Oklahoma City Vocational-Technical School District #22 in 1980. At that time, the practical nursing program was housed at the Foster Estes Center. The program was moved to the Skill Center in 1983. In 1985, the program was moved to the Computer and Office Center on the Springlake Campus where it remained until 1991 when construction was completed on the current facility, the Health Careers Center.

The Practical Nursing program serves adult students, with a maximum enrollment of 40 full-time students: twenty-four (24) Day PN and sixteen (16) 1+1 Nursing Education Partnership. The Practical Nursing program is fully accredited by Accreditation Commission for Education in Nursing (ACEN), the Oklahoma Board of Nursing (OBN); and Oklahoma Department of Career and Technology Education (ODCTE).
METRO TECHNOLOGY CENTERS PRACTICAL NURSING PROGRAM
MISSION, VISION AND CORE VALUES

It is the mission of the Metro Technology Practical Nursing Program to prepare individuals for successful employment and life in entry level nursing positions within a global society. Metro Technology Centers (Metro Tech) and the practical nursing program are committed to responding to the student and community needs through the programs, learning environment and quality instruction. Jointly we strive to facilitate the optimal achievement of every student. We are focused on preparing a student with the education to become gainfully employed in a global society. The chart below demonstrates the alignment between Metro Tech and the practical nursing program mission, vision and core values.

<table>
<thead>
<tr>
<th>Mission Statement</th>
<th>Metro-Tech</th>
<th>Similarities</th>
<th>Differences</th>
</tr>
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<tr>
<td><strong>Metro-Tech</strong></td>
<td>Metro Technology Centers prepares people for successful employment and life in a global society. Metro Tech is a leading educational organization committed to preparing individuals for personal achievement and occupational success. Metro Tech is respected and recognized in the community as a leader in career technology education. Metro Tech responds to the dynamics of a global economy through innovative programs, flexible learning environment and quality instruction. <strong>Practical Nursing Program</strong> Metro Technology Centers Practical Nursing Program prepares individuals for successful employment and life in entry level nursing positions within a global society. The Practical Nursing program provides a skilled technical background within the framework of the career-technology education system to prepare entry-level practitioners for beginning positions in practical nursing. The program prepares the graduate for articulation through higher education and career advancement.</td>
<td>Metro Tech and the Practical Nursing program are committed to responding to the student and community needs through the programs, learning environment and quality instruction we offer. Jointly we strive to facilitate the optimal achievement of every student. We are focused on preparing a student with the education to become gainfully employed in a global society.</td>
<td>There are not any differences noted.</td>
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<table>
<thead>
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<th>Vision Statement</th>
<th>Metro Tech</th>
<th>Similarities</th>
<th>Differences</th>
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<tr>
<td><strong>Metro Tech</strong></td>
<td>Metro Technology Centers will be recognized as a critical partner in economic development by preparing a high-quality workforce. Metro Tech serves our community as a first-class technology center that is learning centered, customer focused, innovative in delivery, ethical in practice, and committed to continuous quality improvement. Metro Tech is dedicated to preparing diverse populations for successful employment in a competitive global economy. Metro Tech students acquire knowledge and skills leading to career advancement and lifelong learning. <strong>Practical Nursing Program</strong> Metro Technology Centers Practical Nursing Program will be recognized as a critical partner in economic development by preparing a high-quality workforce. The Practical Nursing program reflects the vision, services</td>
<td>Metro Tech and the Practical Nursing program are committed to educational preparation of the student for successful employment and practice in a global economy. Metro-Tech and the Practical Nursing program value education as a lifelong process and strive to provide articulation between higher education and programs.</td>
<td>There are not any differences noted.</td>
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and purpose of Metro Tech’s career technology education. The Practical Nursing program focuses on the preparation of nurses and the philosophy that encompasses the individual, family, environment, community, health and nursing. The Practical Nursing program uses concepts of the adult learner to facilitate the development of each learner’s potential according to his/her aptitudes, interests and abilities. The Practical Nursing program values learning as a life-long process.

<table>
<thead>
<tr>
<th>Core Values</th>
<th>Metro-Tech</th>
<th>Similarities</th>
<th>Differences</th>
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<tr>
<td>Metro Technology Centers is customer focused, learning centered, accountable and ethical in practice, innovative in delivery, nurturing, sensitive and supportive, dedicated to continuous quality improvement, agile and flexible.</td>
<td>Metro Tech provides a learning-centered education and is responsive to the needs of a diverse community. Metro Tech values faculty, staff, and partners and encourages organizational and personal learning. Metro Tech promotes innovation, is agile, flexible and focuses on the future. Metro-Tech manages by fact, models public responsibility and citizenship. Metro Tech focuses on results and creating value. Metro Tech is guided by visionary leadership and operates using a systems perspective.</td>
<td>Metro Tech and the Practical Nursing program are committed to learning centered education and are responsive to the needs of a diverse community. Metro Tech and the Practical Nursing program model responsibility and citizenship. Jointly they are committed to educational preparation of students for successful employment in a global economy. Metro Tech and the Practical Nursing program follow an identified plan for systematic evaluation of processes and outcomes.</td>
<td>There are not any differences noted.</td>
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**The Nursing Program**

The Practical Nursing Program is customer focused, learning centered, accountable and ethical in practice, innovative in delivery, nurturing, sensitive and supportive, dedicated to continuous quality improvement to our mission and Performance Excellence Plan.

The Practical Nursing faculty believes teaching/learning is a process that involves the students, peers and faculty. Nursing faculty encourages and assists students to share in the responsibility of his/her own learning. Nursing faculty are committed to the mission of career technology education in preparing nurses who share in care of the ill, or for individuals in rehabilitation or wellness programs in diverse communities. Nursing faculty supports the concept that nursing is both an art and a science. Nursing faculty serves as role models and assist students in problem solving and decision-making. The Practical Nursing Program follows an identified plan for the systematic evaluation and continuous program improvement.
END-OF-PROGRAM STUDENT LEARNING OUTCOMES (SLO)

Upon completion of this program, the student will be able to:

1. Utilize effective communication in establishing therapeutic relationships with clients and the interdisciplinary health care team observing client confidentiality and professional boundaries.

2. Provide client-centered care based on established plans of care and problem solving skills/nursing process that promote health and positive client outcomes for clients of all ages and stages.

3. Utilize evidence-based practice while implementing safe, quality nursing care and maintaining continued competence.

4. Demonstrate the ability to function as a member of the interdisciplinary team with regard for the roles and responsibilities of the LPN.

5. Utilize information technology to provide and document client care and to promote safety standards in a variety of health care settings.

6. Utilize legal and ethical standards of the practice of nursing consistent with the Oklahoma Nursing Practice Act.

7. Demonstrate professional behaviors and accountability including self-evaluation that will promote lifelong learning and career skills.

CONCEPTUAL FRAMEWORK

The curriculum of the Metro Tech Practical Nursing Career Major is based on the vision, mission and core values of the nursing program and reflects the mission, vision, services and purposes of Metro Technology Centers. The curriculum is designed to prepare graduates who are able to practice as competent entry-level practitioners for positions in practical nursing. The curriculum also supports the belief that nursing is an art and a science with essentials of caring as a foundational concept.

The conceptual framework of the Metro Tech Practical Nursing Career Major views each person as a unique individual affected by the family, the community, the environment and by all significant relationships in a complex and dynamic society. The career major regards the individual as one who desires to progress toward a maximum level of self-care in spite of existing health deficits. As a result, the curriculum for the preparation of the practical nurse has been designed utilizing concepts of Dorothea Orem’s Theory of Self-Care within the conceptual framework. Concepts of Abraham Maslow’s hierarchy of needs and Erik Erikson’s stages of psychosocial development are integrated into each nursing course as well. As students move into increasingly complex care issues, the
CONCEPTUAL FRAMEWORK (cont’d.)

theories are explored in more detail, with the goal of appropriate application to each clinical environment.

The teaching/learning of the nursing student proceeds in a sequential fashion from simple to complex and normal to abnormal. Students are introduced to concepts of health promotion as well as health maintenance. The nursing career major includes courses designed to introduce the student to intellectual thought processes. Interwoven throughout the program of learning are threads of the conceptual framework and critical thinking exercises, which demonstrates student decision making. The threads are: nursing process, scientific principles, communication theory, ethical/legal principles, teaching/learning principles and understanding the role of the practical nurse as a member of the interdisciplinary team. These concepts and processes provide the organization for the nursing curriculum.

CURRICULUM MODEL

The curriculum is structured into an integrated system of three core component areas, which include Nursing Concepts, Fundamentals of Nursing and Medical-Surgical Nursing. Nursing concepts and nursing fundamentals support wellness, health maintenance, disease prevention as well as healing is integrated into each of the modules of learning as well as medical-surgical nursing. These modules are comprised of closely related knowledge, legal and ethical issues and/or skill sets in which learners share the responsibility and accountability for learning. Through promotion of adult learners as mutual partners, the curriculum encourages the active participation and ownership of every facet of the learning experience. (See Curriculum Model, page 11).
CURRICULUM MODEL

Practical Nursing Integrated Training Delivery System Model

Clinical Components
- Clinical I - Basic Nursing
- Clinical II - Medical-Surgical Part 1
- Clinical IV - Maternal-Newborn
- Pediatrics
- Mental Health

Theory Components
- Fundamentals of Nursing
- Basic Nursing Skills
- Concepts of Nursing

TP - Transition to Practice

Simple to Complex
Student-focused
Integrated
Modularized
COURSE DESCRIPTIONS

Academic Lifestyles PRC 1000 15 hours
Master Student Workshop is designed to provide the foundation needed for success in school while preparing for certification or licensure in the chosen healthcare field. Topics of instruction include time management, resource management, study techniques, test taking skills, communication, cultural diversity, ethics and professionalism.

Core Medical Terminology PRC 1010 45 hours (Pre-requisite Course) TC
Medical Terminology course 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.

Technical Anatomy and Physiology PRC 1020 120 hours (Pre-requisite Course) TC
Anatomy and Physiology course is the study of the structural complexity of the human body and its intricate functional mechanisms. 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 & immune systems, respiratory systems, digestive system & metabolism, urinary system, and reproductive system.

Basic Nursing Skills PRC 1030 91 hours
Basic Nursing Skills course is designed to introduce students to basic nursing care for long term care patients. This course consists of 75 hours of didactic learning in which students will identify roles and responsibilities of a nurse assistant while learning basic care skills. The students will be able to identify normal and abnormal findings of basic skills. The course consists of 16 hours of long term clinical experience in which students will perform skills learned in the didactic portion of the course.

Concepts of Nursing PRC 1040 40 hours
Concepts of Nursing course focuses on the use of nursing related concepts by practical nurses as providers of care and members of the discipline in collaboration with health team members. Emphasis is placed on the concepts of learning, teamwork, communication in nursing, human development, professionalism, health promotion, nursing ethics and law, and changing health care delivery systems.

Fundamentals of Nursing PRC 1050 160 hours
Fundamentals of Nursing course is an introduction to nursing care. Topics include utilizing the nursing process, performing assessment/data collection, and providing patient education. Principles and skills of nursing practice, documentation, and an introduction to physical assessment/data collection are taught. Special topics covering the care of the geriatric patient, the dying patient, the pre/post-operative patient, and the management of pain are included in the course. Emphasis will be placed on developing critical thinking skills, demonstrating professionalism by maintaining
COURSE DESCRIPTIONS (cont’d.)

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

**Clinical I Basic Nursing Skills PRC 1060  80 hours**
Clinical I- Basic Nursing focuses on providing comfort and assistance in performing activities of daily living for patients with common non-complicated disorders. Data collection skills will be practiced. The student will assist the client and significant others during the normal expected stages of growth and development. Experiences will be provided that will give the student opportunities to reduce the patient’s potential for developing complications or health problems related to treatments, procedures or existing conditions. Students will identify patient problems, identify appropriate interventions and evaluate nursing care to patients in extended care facilities.

**Pharmacology and Intravenous Therapy Skills PRC 1070  50 hours**
Pharmacology and Intravenous Therapy Skills course provides instruction in basic pharmacology that is needed for safe and effective medication administration. Skills include medication administration as well as IV therapy. Fluid and electrolyte balance will be included. Content includes components of medication preparation and administration including the essential knowledge needed to adequately contribute to the assessment and evaluation of the effects of medication on clients throughout the lifespan.

**Medical Surgical Nursing I PRC 1220  99 hours**
Medical Surgical Nursing I course builds on concepts from previous courses; this course focuses on health management, maintenance and prevention of illness; care of the individual as a whole and deviations from the normal state of health. The administration of patient care includes using the nursing process, performing focused assessments, using critical thinking, and assisting with patient education. The systems included are integumentary, musculoskeletal, respiratory, cardiac, vascular, urinary and sensory. The concepts of patient care; treatments, pharmacology, and diet therapy are included within each system. Content is presented from a patient-centered approach based on Maslow’s Hierarchy of Needs. Patient care includes consideration of physiological, cognitive, psychosocial, and spiritual needs. Consideration is also given to the impact of health issues; the potential physical and mental adjustments as well as diversional and rehabilitative activities.

**Clinical II - Medical Surgical Nursing (Part I) PRC 1230  168 hours**
Clinical II-Medical Surgical Nursing (Part I), focuses on the utilization of the nursing process in caring for acute care patients. The emphasis will be on prioritization, decision making, time management and critical thinking appropriate to the LPN’s scope of practice. As the student progresses, more complex patient situations will be presented and they will begin to function in a role independent of the instructor. Rotations includes nursing care for patients with medical surgical problems, home health needs, geriatric nursing needs and conditions that requires visits to the medical office.

**Medical Surgical Nursing II PRC 1240  99 hours**
Medical Surgical Nursing II course builds on concepts from previous courses, this course focuses on health management, maintenance and prevention of illness; care for the individual as a whole;
and deviations from the normal state of health. Administering patient care includes use of the nursing process while performing focused assessments, using sound judgment, and providing patient education. The systems included are hematology, immunology, neurology, digestive, endocrine, and reproductive, as well as oncology nursing. The concepts of patient care, treatments, pharmacology, and diet therapy are included within each system. Content is presented from a patient-centered approach based on Maslow’s Hierarchy of Needs. Patient care involves consideration of physiological, cognitive, psychosocial, and spiritual needs within a cultural framework. Consideration is also given to the impact of health issues: the potential physical and mental adjustments required, as well as any necessary diversional or rehabilitative activities.

Clinical III-Medical Surgical Nursing (Part II) PRC 1250 168 hours
Clinical III-Medical Surgical Nursing (Part II) is a continuation of the utilization of the nursing process in caring for acute care patients. The student will care for multiple patients during this clinical rotation. The emphasis will be on prioritization, decision making, time management and critical thinking appropriate to the LPN’s scope of practice. As the student progresses, more complex patient situations will be presented and they will begin to function in a role more independent of the instructor.

Specialty Nursing PRC 1280 120 hours
This course includes content in the nursing specialty areas of maternal and newborn nursing, pediatric nursing and mental health nursing. Maternal and newborn nursing includes 40 hours theory 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 are included. Mental health nursing includes 40 hours of theory with focus on the role of the practical nurse. The content includes the universal concepts needed to care for clients experiencing common mental health alterations, mental health issues, and client care needs that frequently challenge the geriatric client. Pediatric nursing includes 40 hours where students learn to relate normal growth and development along with the physical, emotional and social needs of the pediatric client; apply fundamental nursing skills and principles in the care of the pediatric client and family; and describe various pediatric disorders.

Clinical IV Maternal/Newborn, Pediatric and Mental Health PRC 1140 104 hours
Clinical IV- the student will assist the patient and significant others during the normal expected stages of growth and development from conception throughout the life span in the clinical environment. The student will provide patient care related to prevention and early detection of health problems involved in maternal/newborn, pediatric and mental health nursing.

Transition to Practice PRC 1260 54 hours
Transition to Practice course is designed to provide concepts to be discussed in relation to the transition from student to Licensed Practical Nurse. Beginning organization and management skills are included. The student will participate in job readiness skills.
COURSE DESCRIPTIONS (cont’d.)

Clinical V - Transition to Practice PRC 1270  96 hours
Clinical V-Transition to Practice skills are enhanced as the student functions in the role of team leader. The course will prepare the student to independently assume the role of the LPN in professional practice; a preceptor rotation assists in the completion of this transition.
### CURRICULUM PLAN

Metro Technology Centers Practical Nursing Program Curriculum Plan

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<th>Course #</th>
<th>Course Title</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Transfer Credit</th>
<th>Total Hours</th>
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<td>PRC 1000</td>
<td>Academic Life Skills</td>
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<tr>
<td>PRC 1030</td>
<td>Basic Nursing Skills</td>
<td>26</td>
<td>49</td>
<td>16</td>
<td></td>
<td>91</td>
</tr>
<tr>
<td>PRC 1040</td>
<td>Concepts of Nursing</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>PRC 1050</td>
<td>Fundamentals of Nursing</td>
<td>71</td>
<td>89</td>
<td></td>
<td></td>
<td>160</td>
</tr>
<tr>
<td>PRC 1060</td>
<td>Clinical I Basic Nursing Skills</td>
<td></td>
<td></td>
<td>80</td>
<td></td>
<td>80</td>
</tr>
<tr>
<td>PRC 1070</td>
<td>Pharmacology &amp; Intravenous Therapy Skills</td>
<td>25</td>
<td>25</td>
<td></td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>PRC 1220</td>
<td>Medical-Surgical Nursing I</td>
<td>57</td>
<td>42</td>
<td></td>
<td></td>
<td>99</td>
</tr>
<tr>
<td>PRC 1230</td>
<td>Clinical II – Medical-Surgical Nursing Part I</td>
<td></td>
<td></td>
<td>104 (+ 64 Pharmacology)</td>
<td></td>
<td>168</td>
</tr>
<tr>
<td>PRC 1240</td>
<td>Medical-Surgical Nursing II</td>
<td>61</td>
<td>38</td>
<td></td>
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<tr>
<td>PRC 1250</td>
<td>Clinical III – Medical-Surgical Nursing Part II</td>
<td></td>
<td></td>
<td>168</td>
<td></td>
<td>168</td>
</tr>
<tr>
<td>PRC 1280</td>
<td>Nursing Specialty: Pediatrics</td>
<td>25</td>
<td>15</td>
<td></td>
<td></td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Maternal-Newborn</td>
<td>29</td>
<td>11</td>
<td></td>
<td></td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Mental Health</td>
<td>31</td>
<td>9</td>
<td></td>
<td></td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>(120 hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRC 1140</td>
<td>Clinical IV – Specialty Clinical Maternal Newborn, Pediatrics, Mental Health</td>
<td></td>
<td></td>
<td>OB 40 Peds 40 MH 24</td>
<td></td>
<td>104 hours</td>
</tr>
<tr>
<td>PRC 1260</td>
<td>Transitions to Practice</td>
<td>30</td>
<td>24</td>
<td></td>
<td></td>
<td>54</td>
</tr>
<tr>
<td>PRC 1270</td>
<td>Clinical V Transitions to Practice</td>
<td></td>
<td></td>
<td>96</td>
<td></td>
<td>96</td>
</tr>
<tr>
<td></td>
<td><strong>Total Curriculum Plan Hours</strong></td>
<td>410</td>
<td>302</td>
<td>632</td>
<td></td>
<td>1344</td>
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</tbody>
</table>

**Total Program Hours**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Transfer Credit</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRC 1010</td>
<td>*Medical Terminology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>45</td>
</tr>
<tr>
<td>PRC 1020</td>
<td>*Anatomy &amp; Physiology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>120</td>
</tr>
<tr>
<td></td>
<td><strong>Total Program Hours</strong></td>
<td>410</td>
<td>302</td>
<td>632</td>
<td></td>
<td>165</td>
</tr>
</tbody>
</table>

*Prerequisite
CODE OF ETHICS

The National Association for Practical Nurse Education and Service (NAPNES) has adopted the following code of ethics to serve as a guideline for ethical behavior:

1. Consider as a basic obligation the conservation of life and the prevention of disease.

2. Promote and protect the physical, mental, emotional, and spiritual health of the patient and his family.

3. Fulfill all duties faithfully and efficiently.

4. Function within established legal guidelines.

5. Accept personal responsibility (for the acts) and seek to merit the respect and confidence of all members of the health team.

6. Hold in confidence all matters coming to his knowledge, in the practice of his profession, and in no way and at no time violate this confidence.

7. Give conscientious service and charge just fees.

8. Learn and respect the religious and cultural beliefs of his patient and of all people.

9. Meet his obligation to the patient by keeping abreast of current trends in health care through reading and continuing education.

10. As a citizen of the United States, uphold the laws of the land and seek to promote legislation which shall meet the health needs of its people.
PRACTICAL NURSES’ S 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 and to carry out faithfully and to the best of my ability the instructions of the physician or the nurse who may be assigned to supervise my work

I will not do anything evil or malicious, and 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

And I pledge myself to do all in my power to raise the standards and the prestige of Practical Nursing

May my life be devoted to service, and to the high ideals of the nursing profession
Beginning in 2003, the Joint Commission established National Patient Safety Goals (NPSGs) to promote specific and standardized improvements in patient safety in hospitals and health care organizations across the nation.

National Patient Safety Goals, which are updated annually, are used to measure hospital safety. To earn or maintain accreditation by the Joint Commission, organizations must demonstrate through clinical documentation and onsite surveys that they have the policies and practices in place to protect patients from the negative impact of specific health care errors.

2017 Hospital National Patient Safety Goals ([www.jointcommission.org](http://www.jointcommission.org))

**Identify patients correctly**
- Use at least two ways to identify patients
- Make sure that the correct patient gets the correct blood when they get a blood transfusion

**Improve staff communication**
- Get important test results to the right staff person on time.

**Use medicines safely**
- Before a procedure, label medicines that are not labeled.
- Take extra care with patients who take medicines to thin their blood.
- Record and pass along correct information about a patient’s medicines. Find out what medicines the patient is taking. Compare those medicines to new medicines given to the patient. Make sure the patient knows which medicines to take when they are at home. Tell the patient it is important to bring their up-to-date list of medicines every time they visit a doctor.

**Use alarms safely**
- Make improvements to ensure that alarms on medical equipment are heard and responded to on time.

**Prevent infection**
- Use the hand cleaning guidelines from the Centers for Disease Control and Prevention or the World Health Organization. Set goals for improving hand cleaning. Use the goals to improve hand cleaning.
- Use proven guidelines to prevent infections that are difficult to treat.
- Use proven guidelines to prevent infection of the blood from central lines.
- Use proven guidelines to prevent infection after surgery.
- Use proven guidelines to prevent infections of the urinary tract that are caused by catheters.

**Identify patient safety risks**
- Find out which patients are most likely to try to commit suicide.

**Prevent mistakes in surgery**
- Make sure that the correct surgery is done on the correct patient and at the correct place on the patient’s body.
- Mark the correct place on the patient’s body where the surgery is to be done.
- Pause before the surgery to make sure that a mistake is not being made.
PROFESSIONAL APPEARANCE/BEHAVIOR

Appropriate standards of dress for persons in the health care profession are taken into consideration in the Practical Nursing career major. Our career major is preparing students for the workplace; therefore, each student is expected to dress and behave in a professional manner (follow Metro Tech dress policy during classroom hours).

The student uniform has been designed to provide neat, comfortable attire which identifies you with our school. The school uniform is to be worn only when participating in school activities. Instructors will counsel students when they are inappropriately dressed. Students may return to the clinical area upon conforming to the clinical dress code if completed in timely manner (see Guidelines for Clinical Experience on attendance). Points will be deducted for not meeting professional appearance.

The complete uniform includes:
   a. scrub jacket
   b. scrub pants & top
   c. white shoes (no canvas or crocks, open heels)
   d. white hosiery/socks
   e. school patch
   f. ID badge
   g. plain white or flesh colored under garments

In the clinical facility and laboratory setting, the student should have:
   a. watch with second hand
   b. pen with black ink
   c. small notebook
   d. drug handbook when applicable
   e. stethoscope
   f. competency notebook

The student is expected to maintain an appearance which is clean, neat, and appropriate at all times and is expected to adhere to dress code of clinical facilities.

Please adhere to the following guidelines while in laboratory and clinical settings:
   a. bathe regularly and use deodorant/antiperspirant. (No perfumes/colognes or strong lotions.)
   b. maintain good oral hygiene
   c. wear hair pulled back so it is not in student’s face and it does not touch the patient. (Hair ornaments must be inconspicuous)
   d. jewelry should not be worn during clinical or laboratory experience
      ▪ No visible body piercing with exception to 1 pair of stud earrings and cannot be distracting. (No gauged piercings)
      ▪ No facial piercing or tongue piercing
      ▪ Only wedding or engagement rings may be worn, although caution should be used when wearing exam gloves
   e. no visible body tattoos
   f. keep beards neatly trimmed
PROFESSIONAL APPEARANCE/BEHAVIOR (cont’d.)

g. keep fingernails short and clean (clear un-chipped polish only and no artificial nails)

h. use cosmetics with discretion

Laboratory practice is designed to prepare students for the clinical experience. To aid in preparing for the clinical experience, **students must wear scrubs during scheduled laboratory practice**. Scrubs during laboratory practice may be any color and must not have any institution or facility markings, except when wearing the Metro Tech Practical Nursing uniform.

STUDENT WORK/EMPLOYMENT GUIDELINES

All student activities associated with the career major curriculum, particularly clinical experience, must be educational. Students will not receive pay while participating in clinical experience.

Facilities may offer students employment; however, students may not apply any paid work experience toward clinical requirements of the career major. **Students may not wear the school uniform during any paid work experience.**

The Oklahoma Board of Nursing has adopted the following guidelines relating to the employment of students in nursing programs:

GUIDELINES FOR EMPLOYMENT OF NURSING STUDENTS

**TITLE:**

Nurse Tech
1) currently enrolled in a program of registered nursing or between terms/semesters; or
2) has completed a program of registered nursing and has applied to write the licensure examination.

Practical Nurse Tech
1) 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.

**SCOPE OF PRACTICE**

After evaluation of competency and as defined in the agency’s job description, the Nurse Tech and Practical Nurse Tech are allowed to perform all duties of the nursing assistant, as well as selected other tasks learned in a school of nursing, under the supervision of an registered nurse.

**EXCEPTION:** No medications may be administered.
STUDENT WORK/EMPLOYMENT GUIDELINES (cont’d.)

SUPERVISION:
A registered nurse is directly responsible at all times for the Nurse Tech, who is functioning within the defined scope of practice. The RN must be physically present in the institution not, however, overseeing every activity.

JOB DESCRIPTION
A written job description must be developed by the employing institution and provided to the Nurse Tech. The job description may be more restrictive than the Board policy but may not be less restrictive.

TUITION GUIDELINES

- Payment in full is required at the time of enrollment.
- Use VISA, MasterCard, Discover or American Express with card holder name, number and expiration date.
- Payments are to be made to the Office of the Bursar, 7:30A-6:30P, Metro Technology Centers, Business Conference Center, 1900 Springlake Drive, Oklahoma City, OK 73111-5240. Purchase orders may be sent to bursar@metrotech.edu or faxed to (405) 424-7809.
- Company paid enrollments must include a letter of authorization or credit information.
- Books, supplies, uniforms, internships, paperwork and testing fees may cost extra.
- There is a $25 fee for returned checks.
- Fee waivers do not apply to books and supplies.
- Tuition and fees are subject to change.
- Half-priced tuition on ACD courses is offered on a space-available basis to district residents 65 years of age or older and all employees and eligible students of Crooked Oak and Oklahoma City public school districts. Some courses may not apply.

REFUND GUIDELINES

- Refunds will be given if a written, e-mailed, faxed or in-person request is made to the Bursar in the Business Conference Center, 1900 Springlake Drive, Oklahoma City, OK 73111.
- Please allow at least 10 business days for processing refunds.
- Refunds must be requested a minimum of three business days prior to the first meeting of the course to qualify for a full refund.
- Refunds requested less than three business days before course begins will be subject to a $10 processing fee.
- No refunds will be issued after the second course meeting.
- Courses cancelled by Metro Tech will qualify for a full refund.
- No refunds will be given for supplies or any other non-tuition items.
- Refunds cannot be issued for non-attendance.
TUITION AND TOTAL PROGRAM COSTS
2017-18 SCHOOL YEAR

Note: Costs are approximate and subject to change without notice

<table>
<thead>
<tr>
<th>PROGRAM (In-State)</th>
<th>TUITION</th>
<th>BOOKS</th>
<th>SUPPLIES</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional Practical Nursing</td>
<td>$3,360.00</td>
<td>$856.00</td>
<td>$1012.00</td>
<td>$5200.00</td>
</tr>
<tr>
<td>1+1 Practical Nursing</td>
<td>$3,360.00</td>
<td>$856.00</td>
<td>$1012.00</td>
<td>$5200.00</td>
</tr>
</tbody>
</table>

Program supply costs include, but are not limited to: Membership in professional and/or student organizations; uniform (2 sets scrubs, lab jacket and school patch); Stethoscope and blood pressure cuff; laptop computer; Achievement tests-2 ATI; Diploma and cover; Liability insurance; Identification badge

This program is eligible for financial aid

MISCELLANEOUS COSTS NOT INCLUDED IN TUITION
Prices may vary and are subject to change without notice.

Application fee to OBN.........................................................................................$88.50 - up
Bandage scissors....................................................................................................$6.00 - up
Calculator ............................................................................................................$2.00 - up
Digital thermometer .............................................................................................$15.00 - up
Clinical portal fee ..............................................................................................$36.50 yearly
National Council of State Boards of Nursing NCLEX registration fee ........ $200.00 - up
Background screening (clinical) ........................................................................ $45.00 - up
Background screening and fingerprinting (licensure) ........................................ $56.00 - up
Penlight..................................................................................................................$5.00 - up
White duty shoes ................................................................................................ $45.00 - up
Graduation uniform/gown ...................................................................................$25.00 - up
Hosiery - white/flesh tone ..................................................................................$2.50 - up
Support hosiery - white/flesh tone .....................................................................$5.95 - up
Wristwatch with second hand ............................................................................ $25.00 - up
External memory device ......................................................................................$20.00 - up
Immunizations.......................................................................................................$150.00 - up
BLS for Health Care Providers (CPR certification) ........................................... $45.00 - up
Ear phones for computer .....................................................................................$10.00 - up
STUDENT SERVICES, ASSISTANCE & INFORMATION

Testing and Assessment
The assessment staff administers achievement tests, aptitude assessments, interest inventories and personality indicators. The staff also provides guidance and counseling to assist students in career choices.

Career Counseling Services
A counseling staff is available to assist individuals in finding their career and technical aptitudes and interests.

College Connection
Prior Learning Assessment (PLA) is offered as the way for students to receive credit for the work completed at Metro Technology Centers toward college degrees at many of our 2-year colleges in the state of Oklahoma. PLA consists of Certifications (industry specific and application specific); Portfolio of Work Reviews; Institutional Challenge Exams + Skill Assessments (administered at the college); and Transfer Credit as part of the Prior Learning Assessment that will allow for students to gain college credit for the work completed at Metro Technology Centers. These credits will only be applied after the student enrolls at the college and competes 12 credit hours.

Employment Services
These services are available to both current and former students of Metro Tech. Employment Services work closely with businesses and industries to keep lists of job openings. Financial aid, scholarships and tuition waiver programs are available for qualified persons enrolled in full-time career majors.

Academic Centers
The Academic Center is a multi-delivery educational system formulated to meet the needs of students through individual remediation and the development of basic and accelerated skills to prepare individuals for the job market. Services available include:

- Reading, math, spelling, vocabulary, and writing skill building
- Advanced math concepts for skill area programs
- Basic computer literacy and keyboarding skills
- Job readiness skills
- ACT and GED preparation
- Research materials (encyclopedia, dictionary, almanac, etc.)
- Supplementary materials for teachers and students
- Auditory materials for classes/oral testing
- Assessment
- Study skills, test-taking skills
- Career Technology Student Organization (CTSO) contest preparation

Child Care
Program Features include:

- Hours 7:00 am-6:00 pm (weekdays)
- DHS approved, NAEYC guidelines
- Experienced, qualified staff
STUDENT SERVICES, ASSISTANCE & INFORMATION (cont’d.)

Child Care (cont’d.)
• Ages 6 weeks through 5 years
• After school program for K-6th grade. Transportation from schools provided in northeast area. (Call 405-427-1034 for more information.)
• Affordable rates, VISA/MasterCard/American Express accepted
• Financial assistance available
• Breakfast, lunch and snack included
• No registration fee
• Priority enrollment given to Metro Technology Centers’ students and staff

For more information or to enroll your child in the Child Care Training Center, please call (405)595-4751.

Health/Dental Services
Through referral service from the Registrar’s office, students may use the Perry Klassen Clinic located on the Springlake campus.

Disability Services
Metro Tech provides reasonable accommodations and support for students with disabilities and special education needs covered by the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Individuals with Disabilities Education Act (IDEA).

Disability Services - Notice of RIGHTS

AMERICANS WITH DISABILITIES ACT
Introduction and Procedural Safeguards

Metro Technology Centers, in compliance with Section 504 of the Rehabilitation Act of 1973, insures: “No qualified person with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.”

• It is the policy of Metro Technology Centers not to discriminate on the basis of disability in its educational programs or activities.
• Accommodation for a disabled student is not about assuring success, but about ensuring equal access to a program.
• A student seeking enrollment in a Metro Technology Centers class, full-time or short-term, can request accommodations if they have a legitimate, documented disability (mental or physical impairment which substantially affects the student’s academic achievement).
• Students must provide documentation of disability such as doctor’s statements, medical records, medical evaluations, Voc-Rehab assessments, etc.
• An adult student served by special education services in high school must provide documentation (copy of IEP, eligibility and psychological assessment) and request accommodations as an adult.
STUDENT SERVICES, ASSISTANCE & INFORMATION (cont’d.)

Disability Services – Notice of RIGHTS (cont’d.)

- Students requesting accommodations must meet attendance requirements and participate in the program without being disruptive to the learning environment.
- Documentation and information about accommodation for a particular student is confidential and will be made available on a need-to-know basis only.
- Disabilities include “invisible disabilities” such as learning disabilities, chemical sensitivity, medical conditions, or temporary conditions resulting from accident or health related, etc.
- Illegal drug use, whether recreational or habitual, is not protected under ADA.
- The school will provide accommodations only if:
  1. The student requests accommodations
  2. The student needs accommodation to gain equal access to a program.
  3. Proper and sufficient documentation is presented with the request for accommodation.
  4. The team, consisting of, but not limited to, counselor, teacher, administrative representative, and Special Needs representative review documentation and approve requested accommodations.
- Reasonable accommodations are not appropriate for a student under these circumstances:
  1. The student or the student’s behavior poses a direct threat to the health and safety of others;
  2. A substantial change to an essential element of the curriculum has been requested for consideration;
  3. A substantial change in the manner in which you provide educational opportunity (separate facilities, home-based instruction, etc.) has been requested for consideration; or
  4. The requested accommodation presents an undue financial or administrative burden.
- Students disagreeing with the decisions reached by school personnel for accommodations necessary for access to educational programming and/or facilities may request a hearing before an impartial hearing officer.

DISABILITY SERVICES ACCOMMODATION REQUEST

Metro Tech provides reasonable accommodations and support for students with disabilities and special education needs covered by the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Individuals with Disabilities Education Act (IDEA). If you have a physical or mental impairment that substantially limits a major life activity you may be eligible for accommodations in the assessment process and/or classroom accommodations that will ensure the assessment and/or classroom work accurately reflects your skills, knowledge and abilities. Attempts will be made to provide reasonable accommodations that will allow you to demonstrate your abilities. You may go to: https://www.metrotech.edu/student_services/disability_services/Accommodation_Request and complete Steps 1-3 to submit your request online.
Step 1: Contact Information
Submit your contact information on the form. The information requested and any documentation regarding your disability or need for accommodation to attend career objectives in a program or assessment will be considered strictly confidential and will not be furnished to any outside source without your permission to provide reasonable accommodations that will allow you to demonstrate your abilities.

Step 2: Disability Documentation
Prior to receiving accommodations all students identified as being disabled must have the proper documentation on file in order to receive accommodations. Your request for accommodation must be certified by an appropriate professional (licensed physician, licensed psychologist, approved agency, etc.)

Metro Technology Centers believes in the worth of all individuals and is committed to equal opportunity for each employee, student or any person visiting a district campus. Metro Technology Centers does not discriminate on the basis of race, color, national origin, sex/gender, age, marital or veteran status, religion, pregnancy, or genetic information or disability in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay.

Please submit your documentation by fax, US mail, E-mail or in person to:

Title IX Coordinator
Jade Carter
Metro Technology Centers
Business Conference Center, Room B7
1900 Springlake Drive
Oklahoma City, OK 73111
Phone: (405) 595-4418
Fax (405) 424-5760
jade.carter@metrotech.edu

Step 3: Approval and Plan Development
Once documentation is submitted you will be contacted and an accommodation plan will be developed. Persons included in development of plan can include Title IX Coordinator, student, instructor, and others whom student invites. Plan may be developed face to face or in some cases as a conference call. Plan development should be in place prior to first day of class or ASAP after that date. All documentation is confidential.

FINANCIAL AID

Financial aid in the form of scholarships, grants, veteran's benefits, loans and tuition waiver programs are available for qualified persons enrolled in full-time career majors that are at least 600 clock hours in length. Financial aid is based on clock hours in the classroom; therefore students must be in attendance to receive financial aid. Once you’ve taken out a loan and entered school, you must go through loan entrance counseling and learn about the terms and conditions of your
loans. Students may apply for the Federal Pell Grant and Stafford Loan Programs online by completing the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). For more information, call 595-4446 or 595-4436. You must reapply each year for federal student aid.

Fortunately, it’s now easy to annually renew your Free Application for Federal Student Aid (FAFSA) online.

**Apply for your financial aid online!**

The Metro Tech Federal Pell Code is - **016140**

Complete Your Student Loan Counseling Online:

**Entrance Counseling**

The Metro Tech OPEID number is - **00533900**

**Exit Loan Counseling**

The Metro Tech OPEID number is – **005339**

**Metro Technology Centers is approved for the following aid programs:**

- Federal Pell Grant
- Federal Subsidized Stafford Loan (formerly GSL)
- Federal Unsubsidized Stafford Loan
- Direct PLUS Loan
- Oklahoma Tuition Aid Grant

**To qualify for Federal student aid, you must:**

1. Have a high school diploma, a GED, or have the ability-to-benefit
2. Be enrolled as a regular student in an eligible career major
3. Be a U.S. Citizen or eligible non-citizen
4. Be enrolled at least half-time at Metro Tech
5. Make satisfactory academic progress and attendance
6. Sign a statement of education purpose/certification statement on refunds and default
7. Sign a statement of updated information
8. Sign a statement of registration status, if required
9. Show financial need
10. Have a social security number

**Metro Technology Centers programs approved for financial aid**

Most of the Metro Technology Centers full-time day programs are approved for financial aid. Some of the Metro Technology Centers full-time evening programs are approved for financial aid.

**Metro Technology Centers is also approved for Veteran Benefits**

All full-time day programs are approved for veteran benefits except Health Science Technology and Hospitality/Intergenerational Services.
FINANCIAL AID (cont’d.)

For more information:

- Call the Financial Aid/Veteran Coordinator’s office at (405)595-4436 or (405)595-4446
- Contact the Metro Technology Centers Financial Aid Department, (405)595-4446 or aid@metrotech.edu.
- There is helpful scholarship advice and a scholarship directory at scholarships4school.com.

PROCEDURES AND EXPECTATIONS

MEDICAL EMERGENCIES

If a student has an injury or sudden illness while at Metro Tech, he/she should notify the instructor immediately for further direction. Students who are ill must sign-out in the attendance office before leaving the campus. Staff will contact a parent/guardian before secondary students are allowed to leave school. Metro Tech staff will not issue medication or perform medical treatments on any student, minor or adult.

SAFETY DRILLS

Metro Technology Centers is dedicated to providing our students, staff and visitors protection from disasters and emergencies. In doing so, a part of the Metro Tech Crisis Management Plan outlines ten safety drills completed during each school year. These drills include two fire drills, two tornado drills, two lockdown drills, two intruder drills and two drills determined by the school superintendent.

INSURANCE

Students are responsible for their own accident and health insurance. The school does not carry insurance on students. High school students may get information on school accident insurance at their home high school.

TRANSPORTATION AND PARKING

Since some of the classes are held at the Health Careers Center and others in various health agencies, the student is responsible for furnishing his/her own transportation to the clinical facilities and/or on field trips. Students are encouraged to form car pools. However, student assignment in the clinical area cannot be scheduled on the basis of car pools.

Students are expected to drive with care and caution in the parking lot and on the Springlake campus. The campus speed limit is fifteen (15) miles per hour. Students who exceed the speed limit or drive recklessly on campus will lose campus driving privileges. Students should park in the student parking lot. Parking is not permitted in handicapped, faculty, staff or visitor parking spaces.
PROCEDURES AND EXPECTATIONS (cont’d.)

INFORMATION TECHNOLOGY RESOURCES

Guidelines for Use of Metro Tech’s Information Technology Resources, Including Internet Access

Metro Technology Centers provides a system of information technology resources, including access to the Internet, to its students. The system has a limited educational purpose. The term “educational purpose” includes use of the system for learning activities and for professional or career development.

Use of the system by students will be governed by this policy, by related District policy and regulations and by all applicable laws.

The District makes no warranties of any kind; either expresses or implied that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage students may suffer, including but not limited to, loss of data or interruptions of service.

WIRELESS COMMUNICATION/ELECTRONIC DEVICES

In order to maintain an environment conducive to learning, Metro Tech requests that students leave all wireless communication devices (cell phones, iPods, PDA’s, etc.) turned to a silent mode or vibrate to respect the educational environment. The sound and operation of these devices disrupts school activities and limits concentration.

**Students with cell phones or ear pieces accessible during testing will receive zeroes on exams.** Students are not to be texting or answer phones during class. Students should wait until breaks to check phone messages or missed calls.

Any misuse of the device shall act to forfeit the right to carry such wireless communication device, at the discretion of the site director. Misuse shall be defined as any operation, including ringing or sounding, which disrupts school activities. Criminal use of the device shall also be considered misuse. Prior permission for emergency purposes with your instructor allows for you to carry the phone, but not to answer or use during class.

ADMISSION CRITERIA

It is Metro Technology Center’s Board policy that consideration should be given to all individuals desiring to attend Metro Tech. Applicants are considered for admission according to the following criteria. Applicants are ranked according to a point system based upon their H.S or college GPA or GED score, Post-secondary education, and pre-entrance assessment scores.
ADMISSION CRITERIA (cont’d.)

The applicant must:

1. Be a high school graduate or have a GED certificate or equivalent
2. Be 18 prior to clinical assignment
3. Complete 2-3 hour college-level Medical Terminology course with minimum grade of “C”
4. Complete Anatomy & Physiology (4 or more college credit hours) with minimum grade of “C”
5. Submit all required documentation to the administration office by the announced deadline.

Additional requirements:

- completed application for admission
- official copies of all transcripts – high school, college, career tech, GED scores (official equivalency interpretation required of all foreign transcripts)
- assessment test scores (see application process)
- upon acceptance into the program, a physical examination must be completed by a physician
- upon acceptance into the program, immunization records (required for clinical assignments)
- current CPR certification which does not expire during the program year
- submit to random drug screen
- GroupOne background screening (required for clinical assignments)


ADMISSION WITH ADVANCED STANDING

The definition of admission with advanced standing is: “The evaluation of an individual’s previous educational experience and the application of such experience to the requirements of specific instruction areas within a program of study.”

Admission with advanced standing will be considered on an individual basis. An applicant seeking admission with advanced standing will be evaluated according to the following criteria:

1. Meet all general admission requirements. Students already attending Metro Tech must be sure all required application documents are turned in by deadline.
2. Apply within two years of withdrawal from the equivalent program of study. Credit will be granted only for courses taken within the last two years.
3. Applicants may request to take challenge exams (theory &/or skill) for courses completed beyond the 2 years. This will be at the student’s expense.
ADMISSION WITH ADVANCED STANDING (cont’d.)

4. Submit the following documentation:
   a. Letter of recommendation from the previous institution.
   b. Statement of good standing at the time of withdrawal/completion from the previous institution.
   c. Official transcript of all work completed at the previous institution.
   d. Course syllabus for each course for consideration for advance standing.
   e. Documentation of laboratory/clinical competencies.
   f. Documentation of required immunizations

5. No credit will be granted for courses taken through in-service education or “on-the-job training.”

6. Former students seeking readmission with advanced standing must meet follow the readmission procedure see page 31.

7. Admission into the career major shall be in accordance with the scheduled course offerings. Admission will be contingent upon available space and/or admission ranking.

8. Applicants must complete at least 50% of the career major at this institution in order to receive a certificate of completion from Metro Technology Centers.

9. Applicants may be required to successfully complete a clinical and/or theory competency exam.

ADMISSION OF PERSON WITH ARREST/CONVICTION RECORD

Most hospitals will not allow a student that has a criminal history to participate in the clinical experience. If the student is not eligible for clinical placement, the student will not be able to meet the requirements of the career major.

If the student is able to secure a clinical opportunity, that does not guarantee the Oklahoma Board of Nursing will allow student to take licensure examination or guarantee employment. Metro Tech does not guarantee any student employment upon completion of the career major. Student background screenings will be shared with clinical sites.

STUDENT EXIT FROM THE PROGRAM

A student will immediately notify, in writing, the nursing faculty or the Practical Nursing Program Coordinator of his/her intent to withdraw from the Practical Nursing program. To be placed on the readmission list, this notification must also containing a statement requesting consideration of reentry to the program at a later date, if so desired.

An exit interview with the Practical Nursing Program Coordinator must be conducted within 30 days of exit date from the program.
STUDENT READMISSION PROCEDURE

This procedure applies to students who were admitted to and attended the Metro Tech Practical Nursing program and withdrew due to personal or academic reasons. Readmission to any nursing course is on a space-available basis, provided that all courses needed for program completion are still available in the current school term. A student seeking readmission will be placed on a waiting list based on standing in the program. Highest priority is given to a student who withdraws in good standing; secondly, to those with a failing theory grade; followed by those who failed clinical. Any student who seeks readmission to the program must be deemed eligible and must follow the readmission procedures and complete all program requirements in effect at the time of return as stated in the Practical Nursing Student Readmission Requirements. A student may be readmitted to the Practical Nursing program only once and must reenter within one year of exiting the program. Due to high enrollment, a student who withdraws from the program is not guaranteed an opportunity to be readmitted.

Any student who failed due to unsafe clinical performance or who exhibited academic dishonesty or substance abuse is not eligible for readmission.

Eligibility for readmission is at the discretion of and subject to approval of the Practical Nursing Program Coordinator and Practical Nursing Program Readmission Committee. Eligibility will be revoked if a student fails to complete all requirements for readmission.

Nursing courses are comprised of theory, skills, and simulations. All components must be successfully completed in order to achieve a passing grade in each nursing course. A student that has failed any component of a course is required to repeat the entire course upon readmission. Clinical courses are essential counterparts to nursing courses. As such, a student failing a nursing course is required to also repeat the clinical course counterpart or pass a clinical competence theory/skills exam. A student who has not satisfactorily completed the Medical-Surgical II course with theory and clinical grade averages of 80% or higher is strongly encouraged to audit Medical-Surgical I theory and clinical elements or successfully complete a Medical-Surgical I challenge exam. This recommendation is to aid in the student’s success in the Medical-Surgical II courses, as well as in preparation for passing the NCLEX.

Readmission Procedure Checklist:

- Exit interview conducted within 30 days from prior exit date
- Readmission Plan reviewed by the Practical Nursing Program Coordinator and the exiting student for consideration for readmission

The Readmission Plan, outlining required or suggested activities and associated deadlines prior to being considered for readmission, will be developed by the Practical Nursing Program Coordinator and Practical Nursing Program Readmission Committee. This may include, but is not limited to: a physician’s release and proof of ability to meet essential functions; work experience in the nursing field; a written plan for problem-solving of personal issues interfering with academic success; and/or a study plan for improving academic performance.
STUDENT READMISSION REQUIREMENTS

The Nursing Program Coordinator will contact the top candidate(s) for readmission after deadlines listed in the Readmission Plan, to schedule appointments regarding possible openings in the class. (It is the student’s responsibility to notify the Practical Nursing Program Coordinator of any address or phone number changes.) Students who are rated as the top candidate(s) for readmission will be required to complete the following items to be prepared in the event an opening becomes available.

PRIOR TO ADMISSION:

____ Complete competency exam (passing ATI exam at level 2 or comprehensive exam at 80%), as required by ____________________________

____ Complete a new application and related documents (including any new requirements) if changes have been made since the previous submission.

____ Complete new background screening by ____________________________

____ Complete new drug screen by ____________________________

____ Update all required immunizations by ____________________________

____ Submit current BLS (CPR) card by ____________________________

____ Complete new Physical Examination form by ____________________________

____ Demonstrate skill competencies in the following areas by ____________________________
   __ PEG/NG tube feedings
   __ Foley catheterization insertion/removal
   __ Phlebotomy
   __ IV initiation
   __ Sterile wet to dry dressing changes
   __ Tracheostomy care and suctioning
   __ Patient head-to-toe assessment

____ Demonstrate Pharmacology competencies in the following by ____________________________
   __ Medication Administration
   __ Minimum Medication Calculation Test

UPON ADMISSION:

____ Obtain a new student ID badge by ____________________________

____ Complete all Safety and NESA requirements by ____________________________
   __ Safety exam
   __ NESA exam
   __ Bloodborne pathgens video
   __ Standard Precautions videos, parts 1, 2 & 3
   __ Signatures on student packet

____ Enroll in the required clinical website by ____________________________

____ Complete VA Hospital students’ online modules ____________________________ / / /

Print Student Name ____________________________ Student Signature ____________________________ Date / / /

Nursing Program Coordinator Signature ____________________________ Date / / /
STUDENT READMISSION PLAN

___ Exit letter on file requesting consideration for readmission into the Practical Nursing program

___ Exit interview conducted with Practical Nursing Program Coordinator within 30 days of prior exit date

___ Date of readmission is within one (1) year of exiting the Practical Nursing program at Metro Tech

___ Student has initiated contact with the Practical Nursing Program Coordinator after start date of following school year to confirm desire for readmission, and prior to these deadlines:

   ___ September 1st for readmission to Pharmacology
   ___ November 1st for readmission to Medical-Surgical I
   ___ December 1st for readmission to Medical-Surgical II

   (A student requesting readmission into any course(s) prior to Pharmacology must reapply to the program to be considered for acceptance; however, advanced standing may be granted for courses already taken, if accepted into the program.)

___ Complete a written plan identifying any challenges previously faced in the Practical Nursing program such as: attendance (absences/tardiness); study habits; assignment completion, etc. and addressing ways performance can be improved, if accepted for readmission

___ Physician’s release and Physical Exam form, if previous exit was due to medical reasons, prior to requesting readmission into the Practical Nursing program

_______________________________            _______________________________            __/__/__
Print Student Name                                             Student Signature                                             Date

_____________________________            __/__/__
Nursing Program Coordinator Signature                             Date
ATTENDANCE

The following guidelines have been established for all students enrolled in an accredited full-time adult Health Careers Education career major. Students receiving financial assistance must meet the attendance requirements established by the funding institution.

1. It is recommended that students only be absent an average of one day per month (i.e. 12 absences in 12 months equaling 72 hours). Absences will not be considered as “excused” or “unexcused.” Students will be counseled per the following schedule:
   a. Instructor/Faculty Advisor when absent hours reach 25 hours
   b. HCC Counselor when absent hours reach 50 hours
   c. PN Coordinator when absent hours reach 60 hours
   d. HCC Director when absent hours reach 72 hours

2. Students are expected to make up work missed while they are absent. It is the responsibility of the students to contact the instructor and arrange to complete the work missed in the required time frame. The normal time frame is one (1) school day for each day missed.

3. **If students miss three (3) consecutive days without notification or authorization, they may be dismissed from the program.**

4. If students are absent three (3) consecutive days due to personal illness, they must present written releases from physicians before they can return to class or participate in clinical experience.

5. Clinical attendance is mandatory. **Clinical make up is based upon availability of clinical space and may be scheduled on evenings, weekends or scheduled breaks** (See Guidelines for Clinical Experience).

6. Students must have turned in proof of all immunizations, American Heart Association CPR card for HealthCare Providers, Group 1 background check and completed drug screen and remain current on TB and CPR card to be able to attend clinical experience. Students who are not current or are missing any of the above documentation will receive zero points for each clinical day they are unable to attend. This could result in a student not passing a clinical course.

7. Students are expected to be on time. Prior to being absent or tardy, students must notify the instructor. If students do not do so, they may be placed on attendance probation. Failure to follow this policy may be grounds for dismissal.

8. Students may apply for a “Leave of Absence” for a minimum of five (5) days, and a maximum of fifteen (15) days. All arrangements for a leave of absence must be recommended by the instructor or counselor, and approved by the site director. If a leave of absence is granted, the student is allowed to cease to attend the class for the specified period. When students return from the leave of absence, they will be allowed the same amount of time absent to make up work missed. The period of absence will not be counted toward accumulated hours of absence, and no grades will be kept during the leave. Requests for Leave of Absence will be made on a form designated by the superintendent. Students will be allowed only one (1) Leave of Absence per year. Agency students will not be paid during the Leave of Absence.
ATTENDANCE (cont’d.)

9. Any exception to the attendance procedure will be dealt with on an individual basis. The site director may consider extenuating circumstances and emergencies. **Documentation of an extenuating circumstance or emergency must be presented to the site director within five (5) days after the student returns to school.** The site director will select a three-member committee made up of the site director, site counselor, and an outside member. The committee will review the documentation and make a determination within five (5) days.

10. Students may appeal decisions as provided for by Board Policy 10015:10.6.8.

COMMUNICATION

The Discussion Board is an important means of communication in the classroom. Students will be held responsible for all new information that is posted on the Discussion Boards located on eLearn.

The Practical Nursing classroom “Data Centers” will provide the student with classroom progress. Each Practical Nurse class will have their own Data Center. Students are expected to assist in posting outcomes on the class Data Center.

GRADING/PROMOTION/RETENTION PROCEDURES

The following grading procedures will be enforced:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
</tr>
<tr>
<td>B</td>
<td>87-93</td>
</tr>
<tr>
<td>C</td>
<td>80-86</td>
</tr>
</tbody>
</table>

Minimum passing grade is **80%**

Grades are earned based on the competencies demonstrated during assessments. Clinical grades are based on the student’s achievement of learning outcomes “objectives” while in the clinical assignment.

General Information

1. Progress reports will be issued to students at the end of each grading period. At any point the instructor deems necessary, he/she will request a conference with any student who is having difficulty with his/her grades. Students shall be responsible for tracking their own progress.

2. In order to progress students, must successfully complete each course by maintaining satisfactory attendance and a minimum average of 80% in each course.
GRADING/PROMOTION/RETENTION PROCEDURES (cont’d.)

3. Any fraction of a grade point will be rounded off as follows:

   0.5 or above will be rounded up to the next whole number:
   i. Example: 79.5 = 80%
   0.4 or below will be rounded down to the next whole number:
   ii. Example: 79.4 = 79

4. Students are required to maintain all course averages at a minimum of 80% in each course. Students failing to maintain minimum end of course averages of 80% will be dismissed from the nursing program.

5. In courses with clinical components, students must achieve a final minimum passing grade of 80% in both the theory and clinical components in order to receive credit for the course and continue in the career major. Students not achieving minimum of 80% final course grade in the theory and/or clinical component must repeat the course.

6. Cheating will result in written warnings and zeros for the first offense. Students will be dismissed from the career major for second cheating offense of any kind.

7. **Students are required to pass the ATI Comprehensive exam at a level equivalent to 90% probability of passing the NCLEX-PN on the first attempt, as a graduation requirement of the program. Students have two tests included in tuition. If the student does not pass on the first two attempts, then the student is responsible for further costs of testing.**

8. Student must protect the privacy of faculty, peers, patients and family members of patients by not inappropriately disclosing confidential information about faculty, peers, patients or their family members that is disclosed to them during their capacity as a Metro Technology Centers student. Students must also agree to HIPAA guidelines. **Students breaking confidentiality or HIPAA guidelines may be dismissed from the program.**

9. Students will not discuss or post any information about faculty, peers, patients, family members, or any clinical facility on any electronic venue (i.e. My Space, Facebook, Twitter, cell phones, etc.). Nor will students leave/save any patient, family, faculty, clinical facility or student information on any open access desktop or hard-drive. Students posting/discussing inappropriate information may be dismissed from the program.

10. Students are encouraged to participate in HOSA throughout their career major. Students who have signed up to attend a HOSA event and decide not to attend/participate may be required to reimburse Metro Tech for registration of event.
AFFIRMATION STATEMENT

STUDENT AFFIRMATION FORM

I understand that I am a member of a profession which requires the utmost discretion and professionalism. I acknowledge that I have a responsibility to act in a matter consistent with a professional. In this regard:

_______ I agree to protect the privacy of faculty, peers, patients and family members of patients by not inappropriately disclosing confidential information about faculty, peers, patients or their family members that is disclosed to me in my capacity as a Metro Technology Centers student. In addition, I agree not to inappropriately disclose confidential information about my agency or institution that is disclosed to me in my capacity as a Metro Technology Centers student. I will adhere to HIPAA guidelines.

_______ I will not discuss or post any information about faculty, peers, patients, family members, or any clinical facility on any electronic venue (i.e. My Space, Facebook, Twitter, cell phones, etc.). Nor will I leave/save any patient, family, faculty, clinical facility or student information on any open access desktop or hard-drive.

_______ I have/will read the student handbook and syllabus for each of the courses in this Career Major and I understand the criteria established for grading my course work. I understand that my average on exams and/or course assignments must be 80 or higher in order to pass the course and remain in the Career Major.

_______ I agree that I will conduct myself in a manner that exhibits professional values in accordance with my professional Code of Ethics.

_______ I will maintain and uphold the academic integrity of Metro Technology Centers and will not condone or participate in any activities of academic dishonesty including, but not limited to, plagiarism, cheating, stealing or copying another’s assigned work, or lying about any situation.

_______ I will not recreate or copy any items or portions of any course exam for my own use, or for use by others during my enrollment at Metro Technology Centers.

_______ I will not accept or access any unauthorized information related to any exam administered during my enrollment at Metro Technology Centers.

_______ 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 course work for the purpose of copying.

_______ I understand that violating any of the above can result in termination from the Career Major.

__________________________________________                     ________________
Student’s Signature                                            Date

__________________________________________                     ________________
1. Assignments are due at the beginning of class on the scheduled due date to receive credit.
2. Assignment points are all or nothing. All assignments must provide completed at 100% with answers that are evidence-based otherwise zero points are awarded.
3. Students who turn in incomplete assignments or assignments that were completed inaccurately or fraudulently will forfeit their assignment points.
4. Late assignments will NOT be accepted.
5. There are no makeup opportunities for quizzes or assignments that are to be completed in class. Failure to submit a quiz or assignment that was done in class will result in a zero for the quiz/assignment.
6. Research Papers are to be in APA Format with title page (no abstract page needed). Information on APA format can be found at www.apastyle.org. All papers will be graded on grammar and format.

*Instructor may accept late assignments with point deduction per instructor/coordinator discretion.

**SKILLS LAB PRACTICE**

All students must meet competency in nursing skills prior to completing skills in the clinical setting. Students in Day and 1+1 will have laboratory times placed into their calendars to allow them to practice and complete their competency check with their instructors. Additional times can be arranged with instructors.

Laboratory practice is designed to prepare students for the clinical experience. To aid in preparing for the clinical experience, students must wear scrubs during scheduled laboratory practice. Scrubs during laboratory practice may be any color and must not have any institution or facility markings. Students must follow professional appearance guidelines addressed on pages 19-20.

All students need to practice a skill a minimum of two times with a peer prior to their scheduled competency check. Competency checks are important to provide patient safety in the clinical setting. Students who are unable to meet competency in any skill will not be allowed to attend clinical until competency is met. Students who do not meet competency after 3 attempts will be required to meet with Lab Coordinator for additional practice.

For a few skills, students serve as the “patients” for one another for non-invasive procedures. Students will demonstrate invasive procedures on the mannequins.

Any student who has major difficulty (ex. breaking sterile field) with skills at clinical will be required to schedule time with their instructor/coordinator to complete another competency check in the laboratory setting prior to continuing clinical for patient safety.
SKILLS LAB SAFETY EXPECTATIONS

Students must follow laboratory procedures and instructor instructions at all times to provide a safe environment in the lab. Students who do not act professional in the lab setting will be counseled for unprofessional behavior.

The following safety rules apply to all students while practicing in the skills lab:

1. Be attentive to the task at hand. The skills lab is not a place to play. Concentrate on the skill being practiced.
2. Follow instructor’s instructions at all time.
3. No cell phones allowed in lab, no ink pens.
4. Students must wear shoes.
5. Observe instructor demonstrate a skill prior to practicing the skill.
6. Syringes and needles are to be used under direct supervision of an instructor. Needles are not to be recapped. Immediately dispose of sharps in the sharps containers in the skills lab.
7. Apply universal precautions.
8. Wash hands when indicated.
10. Walk; never run, while in the building.
11. In case of fire, leave the building immediately, but do not run.
12. Carefully check water temperatures to avoid injury.
13. Promptly wipe-up spills
14. Do not sit on the beds.
15. Keep all aisles open and clear.
16. Bed should be in the low position after completing a skill.
17. Do not allow the linen to touch the floor.
18. Use good body mechanics when pulling, lifting, or pushing an object.
19. Lock wheels of any equipment being used.
20. Use care when moving beds or over-bed tables.
21. Use care when drawing curtain.
22. Handle mannequins with caution.
23. Know proper use of equipment and supplies before using.
24. Observe electrical wires, plugs and outlets and report any problems to an instructor.
25. All equipment should be held so as not to cause injury to self or others.
26. Report any equipment problems, or accidents regardless of how minor, to an instructor.
SIMULATION AND NURSING SKILLS LAB GUIDELINES

Student Specific:

1. Participate in an orientation to the lab as appropriate to program.
2. Wear Metro Tech nametag during skills lab and simulations.
3. Wear nursing uniform/scrubs during skills lab and simulations (including appropriate shoes).
4. All simulated practice needles are to be covered with needle sheath when not being actively used. Needles and syringes are not to be discarded in trash containers-use needle containers provided unless you are instructed otherwise. Syringes and needles are not to be removed from lab/classroom.
5. Do not overfill any needle containers. Report to instructors any needle containers that are full.
6. If a latex or betadine allergy exists or is suspected, please notify your instructors and lab personnel.
7. Remember to adhere to the Confidentiality Statement and Student Affirmation Statement while in the nursing or simulation labs.

Lab Specific:

1. Drinks/food are not allowed in the Nursing Skills or Simulation Lab.
2. No ink pens or markers allowed in the Simulation Lab.
3. Please return all chairs and overbed tables to their proper place before you leave. Straighten bed linens, and return beds to the lowest position with the siderails down.
4. Linens that are not soiled should be refolded appropriately and placed on clean linen cart. Instructor should be notified of any soiled linen placed in dirty linen hamper. Instructor is responsible to be sure linen is cleaned, folded and put back on clean linen cart.
5. No sitting on beds, wheelchairs or other equipment in Nursing Skills or Simulation Lab.
6. Keep shoes off beds. Students are to remove shoes if they are going to act as patient in the hospital beds.
7. No betadine is to be used on the simulators/manikins.
8. Return any supplies and equipment that you have used while in the lab to its designated location (to the area from where you took it; ask instructor if you need assistance)
9. Wipe up all spills on floors when they occur.
10. Clean up any waste/recyclables and put them in the appropriate container. (Before putting any supplies in the trash check with instructor regarding if it is recyclable.)
11. Report any incidents or malfunctions of equipment to the instructor. Instructor should notify the Simulation/Skills Lab Coordinator by giving a detailed note/email of the issues.
12. Special rules will be shared regarding Simulated Learning Resources, their use and their security.

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All Participants will:

1. Be in attendance. Simulation attendance is **mandatory** and is required for completion of the program.
2. **Bring stethoscope, penlight, bandage scissors, watch with second hand and pencil.**
3. **Turn off** cell phones in the simulation lab.
4. Arrive at least 5 minutes prior to their simulation time.
5. Come prepared with their completed preplanning. This will be their ticket in the door to participate (each simulation will have their own preplanning instructions - see PN Simulation List).
6. Wash their hands with soap and water prior to simulation to remove stains, oils or ink.
7. Follow standard precautions during simulation and adhere to clinical guidelines.
8. Limit/avoid conversation and discussion to the scenario itself, to maximize the learning opportunities.
9. Not to use ink pens near simulators.
10. Not be allowed in the simulation lab without a faculty member observing.
11. Place oral medication into ziplock bag (patient stomach) when administering medications.
12. Never remove an IV catheter from a simulator/manikin unless instructed to do so.

*(Students who are not on time or do not come with completed preplanning will forfeit their time slot and have to reschedule on their own time with Simulation/Skills Lab Coordinator. This could cause completion date to be delayed. Student will also be marked absent if they are unable to participate in their simulation.)*
# PRACTICAL NURSING SIMULATIONS

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<th>eLearn Course</th>
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<td>What is Wrong with this Picture Simulation</td>
<td>HCC Simulation &amp; Skills Lab</td>
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<tr>
<td>Respiratory Simulation</td>
<td>HCC Simulation &amp; Skills Lab</td>
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<td>Assessment practice/check off</td>
<td>See Below*</td>
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<td>Fundamentals Multiple Task Simulation</td>
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<tr>
<td>Medication Check off</td>
<td>HCC Skills Lab-Pharmacology**</td>
</tr>
<tr>
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<tr>
<td>Burn Simulation</td>
<td>Simulation Lab-Medical-Surgical I</td>
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<tr>
<td>Hematology/Vascular Simulation</td>
<td>Simulation Lab-Medical-Surgical I</td>
</tr>
<tr>
<td>Med Administration I</td>
<td>Simulation Lab-Medical-Surgical I**</td>
</tr>
<tr>
<td><strong>Medical-Surgical II</strong></td>
<td></td>
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<tr>
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<td>Simulation Lab-Medical-Surgical II</td>
</tr>
<tr>
<td>Med Administration II</td>
<td>Simulation Lab-Medical-Surgical II**</td>
</tr>
<tr>
<td>Med Administration III</td>
<td>Simulation Lab-Medical-Surgical II**</td>
</tr>
<tr>
<td>Reproductive Pregnancy</td>
<td>Simulation Lab-Medical-Surgical II</td>
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<td><strong>Transition to Practice (Leadership)</strong></td>
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<td>PN Leadership Simulation Course**</td>
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<td>Time Management #2</td>
<td>PN Leadership Simulation Course**</td>
</tr>
<tr>
<td>Priority Care #1</td>
<td>PN Leadership Simulation Course**</td>
</tr>
<tr>
<td>Priority Care #2</td>
<td>PN Leadership Simulation Course**</td>
</tr>
</tbody>
</table>

*Instructors will give instructions on where to find charting for assessments.

**You will not be able to see patient chart until time slots have been selected/scheduled.
Simulation Confidentiality and Consent Form

Every student in Metro Technology Center’s Nursing Program will read and sign the Simulation Confidentiality Agreement and Consent for Video/Audio Recording at the beginning of their program prior to utilizing the Simulation Lab and Equipment. This form will be on file in the Simulation Lab.

Printed Student Name: ________________________________________
Date: __________

Simulation Lab Confidentiality Agreement

I agree to keep all information regarding and surrounding the simulation(s) in which I participate confidential until such time that all students in my current class have completed the simulation(s). I agree not to discuss the simulation in any way with any member of the Nursing Programs until she/he has completed the simulation(s).

__________________________________     ____________
Student Signature               Date

Consent form for Video/Audio Recording of Simulations

I authorize Metro Technology Centers to record my participation and appearance in simulations on video and audio tape. I understand that this video/audio recording will be used for educational/instructional purposes only within the Nursing Program. Furthermore, this recording will be destroyed within one year of filming/recording.

__________________________________     ____________
Student Signature               Date
TESTING PROCEDURES

Students are required to take the exam as scheduled. All student tests will be administered in a designated classroom, or as directed. The Practical Nurse instructor on duty will be available to monitor and answer questions.

A student must score 100% on the Safety Test in Basic Nursing Skills before progression to the next module will be permitted. A delay in progression could result in probation. Sharing information of test content with other students who have not taken test is considered dishonest (cheating) and could result in dismissal from program.

Students are required to take exams at the scheduled time. **Students who do not take an exam at the scheduled time will be given option B test form.** Students who are tardy for exam will not be allowed to enter and will be given option B test form.

Students must take missed exams upon return to class/clinical. Students who fail to make up exams in the allotted time frame may receive zeros for the exam.

Test grades will be calculated according to the Grading Policy as stated in this guide. **All students should monitor and record their grades to track their progress.**

**TEST ITEM CHALLENGE**

If a student desires to challenge a test item, the student must:

1. Use the appropriate test question challenge form and make the appeal in writing to the instructor who taught the content for the test.
2. Test Question Challenge Form must be filled out completely for consideration.
3. Site sources (text name, page number, and answer written out) providing documentable evidence the answer on the test key is incorrect.

The PN faculty will review challenged questions. The student will be notified of the outcome of the challenge. Only the student who challenged the test item will receive credit, if applicable.

**RECAPTURE PROCEDURE**

It is important to identify why a question is missed on your exams. Students are encouraged to make appointments with their instructor to review the questions they missed. Students must refrain from discussing or sharing test questions with other students (unfair advantage). Probation or dismissal from the program may result if a test is removed from either the classroom or instructor’s office.

**REMEDICATION**

If a student scores below 80% on a test, he/she is required to complete a remediation assignment as given by his/her instructor. Remediation assignments are to be completed within 2 weeks of the original exam date. Courses are incomplete until all remediations are done. This could lead to a
REMEDIATION (cont’d.)

delay in transcripts being released. Remediation assignments covering specific topics for Medical-Surgical I and II will come from Saunders Comprehensive Review for the NCLEX-PN Examination, latest edition. Students must score at least an 85% and submit printed test results to the instructor.

PROGRAM COMPLETION

Completion ceremonies will be held in May for all eligible students. Students with incomplete grades may be allowed to participate in completion ceremonies, if it is the opinion of the faculty that the students will have met completion requirements within a designated period of time.

In order to complete a full-time adult Health Careers Education program, students must meet the following criteria:

- Successfully complete all course requirements with a minimum final grade of “C”
- Maintain attendance in accordance with current attendance policy
- Successfully perform all required competencies (including lab and clinical competencies)
- All course work is completed and submitted within 60 days of the scheduled completion date

Upon successful completion of the program and payment of all school obligations, students will receive certificates of completion and transcripts. Completers are then entitled to take national certification or licensure examinations.

STUDENT HEALTH

The following student health procedure will be enforced:

1. The District does not provide medical care for students. The District employs a safety officer, and there is a designated first responder at each site.

2. Students are encouraged to seek health counseling or medical care when indicated. Students should make medical and dental appointments after school hours if possible.

3. Students are expected to practice principles of personal health as learned during the course of study.

4. Students are not to discuss health problems about themselves or their families with physicians and/or employees in the clinical areas.

5. All cases of illness or infection must be reported to the instructor or the program coordinator.

6. Depending on the nature of the illness, students may be required to submit written statements from physicians to be able to return to school or the clinical area.
STUDENT HEALTH (cont’d.)

7. If students become ill while in the clinical area, they should report to the instructor and/or the clinical supervisor. Students may be asked to leave the clinical area.

8. Students are responsible for their own medical expenses for illnesses or injuries. Students are encouraged to carry health and hospitalization insurance. The school does not have a physician assigned to the care of students. In case of illness or emergency, students must be able to call upon their own physicians.

9. The District does not accept any liability in the clinical area, in the event that students are injured while participating in clinical activities. If at school, students should report to the first responder. In the clinical area, students should report to the instructor and/or the clinical supervisor, and follow the policies of the clinical facility. **Students will be responsible for any costs incurred.**

10. If students exhibit symptoms of illness or inappropriate behavior that would affect their own safety or the safety of others, they may be asked to leave the clinical area. Students may be asked to bring “return to work” statements from their physicians.

11. Due to the nature of clinical experience, students returning to school following surgery, communicable disease or health problems that limit skill performance, will be required to provide “return to work” statements from physicians describing any limitations. Students will not be allowed to attend clinical with any weight lifting limitations due to the inability to complete clinical objectives without the risk of lifting.

12. Students requiring classroom or clinical accommodations must submit written documentation to the instructor/coordinator promptly upon entering the career major.

13. The Metro Technology Centers Board of Education believes that all students have the privilege to receive public education and to take part in activities offered by the school, regardless of marital or parental status.

   Because of the exposure of students to various health risks including ionizing radiation, we request that the faculty be informed of pregnancy so these risks can be minimized. **Notification of pregnancy is voluntary, but must be in writing, signed and dated by the student.**

14. Because Tuberculosis continues to be a viable disease, Metro Tech has established procedures to protect employees and students in high-risk settings.

15. Students will not be assigned to perform high-risk procedures on patients who have suspected or confirmed cases of Tuberculosis without appropriate precautions.

16. Students are required to complete the first two Hepatitis B vaccine injections prior to beginning clinical assignments. Students may decline the HBV series by signing declination forms. This may result in the students unable to complete their clinical experience at some clinical facilities.
STUDENT HEALTH (cont’d.)

17. Students must provide documentation of required immunizations before beginning any clinical assignment.

IMMUNIZATIONS

Health care workers are at risk for contracting various communicable diseases. In order to protect the worker and to minimize the risk for carrying disease to susceptible patients, all health care facilities require workers to complete testing and/or immunizations prior to patient contact. The policies extend to students completing clinical practice in the facilities. Since Metro Tech students have clinical practice in a number of facilities, the requirements must be broad enough to meet the expectations of all of them.

Student immunizations will be posted on the online clinical portal which is used to identify clinical spots between clinical facilities and educational institutions. The charge for this service is $20 per student per year which is the students’ responsibility. Students who have not submitted the information requested by the site and paid the $20 by the start of their clinical rotation will not be able to attend clinical. Students will be considered absent and will receive zero points for each day counted absent.

Students must complete the following requirements before beginning clinical practice.

**Tuberculosis skin test (TST)** may be listed as PPD on immunization records. If you have not had a TST within one year, you are required to take two tests with a minimum of one week between tests. Be aware that the test must be read by a qualified health care worker between 48 to 72 hours after the test so it is advisable not do the test on a Thursday or Friday. If you have a current TST test, provide documentation of that test and the previous year’s test. If the TST is positive, you must go to the Oklahoma State Health Department and undergo a survey and receive a certificate stating you do not have active TB. It is advisable to complete your TST series first if you are sure you will have to take the MMR vaccination because there is a conflict between the two procedures that could cause a time delay. The (2) TB test must be no more than 364 days apart.

**Measles (Rubeola)-Mumps-Rubella (MMR) vaccination – series of two (2) injections**
Must have been given after 12 months of age; provide documentation
If you cannot provide documentation, you can:
- choose to have a titer (blood sample) drawn to determine if you are immune to all 3 diseases or
- take the series of 2 MMR injections. Unless you know that you were exposed to and are immune to all three diseases, the second option is probably the best choice.

**Varicella (chicken pox) vaccine – series of two (2) injections**
If you feel you have ever been exposed to the disease, have a titer drawn to determine immunity. If you are not immune, you must take the series of 2 injections and provide documentation.

**Hepatitis B (HBV) vaccination – series of three (3) injections**
If you had the series previously, provide documentation or have a titer drawn to determine immunity. If you need the series, get the initial injection, then get the second injection 1 month later, and then get the third injection 6 months after the first injection. You have the option to
IMMUNIZATIONS (cont’d.)

decline the series but be aware that may keep you from attending many clinical sites and negatively affect possible future employment.

Tetanus-Diphtheria-Pertussis (Dtap or Tdap) – One (1) injection
According to the CDC the Tdap/Dtap is only given once. A Td booster is recommended every 10 years and may be required by health care facilities.

Influenza – One (1) injection
Most clinical sites require an annual flu shot. However, this is normally not available until the fall so may not be required to start clinical depending on when you are scheduled to begin.

DRUG FREE POLICY/DRUG SCREENING PROCEDURE

The mission of Metro Technology Centers is to prepare people for successful employment and life in a global society. We accomplish this by providing a caring, engaging environment for the empowerment of student learning potential. Therefore, in order to uphold the highest standards for student success, Metro Technology Centers has adopted a drug-free policy (Metro Tech School Board Policy, BP-10007: 10-6.3.10:title 70 O.S.1;10.229-2 – refer to student handbook). As a condition of enrollment in applicable career majors, students may be required to submit to a drug screen. Students in ALL applicable career majors will sign a statement of understanding to be kept on file throughout the length of the career major.

Notification
Initial notification of drug screening will be included in acceptance letters sent to those enrolling in applicable career majors. Specific details of the procedure will be announced during the first day of class.

Procedure
Drug screenings will be conducted on-site by an independent testing agency responsible for the testing, as well as notifying individual students and faculty of results. Students may be selected for testing any time on a random basis throughout the program. If a student is absent on the day of screening, upon return to class, they will immediately report to the assigned clinic for screening.

☐ A “negative” report will allow the student to continue enrollment.

☐ A “non-negative” report will result in dismissal from the career major.

If at any time, reasonable suspicion of chemical use is determined, the student will be directed to submit to a drug screening within 24 hours at the student’s expense.

Reasonable suspicion is defined as the belief that a student is using or is under the influence of alcohol or drugs based on observable phenomena including but not necessarily limited to:

1. Physical signs/manifestations of chemical use and/or the direct observation of such use
2. Evidence that a student has tampered with a drug screening test
DRUG FREE POLICY/DRUG SCREENING PROCEDURE (cont’d.)

3. Evidence that a student is involved in the possession, use, sale, solicitation or transfer of alcohol or drugs while on Metro Technology Centers premises or while participating in any activity associated with or sponsored by Metro Technology Centers
METRO TECHNOLOGY CENTERS
Drug Screening Statement of Understanding

I understand that as a requirement for enrollment in applicable career majors, I must submit to a drug screen. The result of the test will be provided to the assigned site director. I understand that if the test result is non-negative, I will be dismissed from the career major. I further understand that I may be subject to additional drug screening while enrolled at Metro Technology Centers. In addition, refusing to submit to a required drug screen will result in dismissal from the career major.

BY SIGNING THIS DOCUMENT, I INDICATE THAT I HAVE READ, UNDERSTAND, AND AGREE TO METRO TECHNOLOGY CENTERS’ DRUG POLICY. I UNDERSTAND THAT A NEGATIVE DRUG TEST IS REQUIRED FOR CONTINUED ENROLLMENT. THIS SIGNED DOCUMENT CONSTITUTES MY CONSENT FOR DRUG SCREENING BY A METRO TECHNOLOGY CENTERS DESIGNATED LABORATORY. IT ALSO CONSTITUTES CONSENT FOR THE LABORATORY TO RELEASE THE RESULT OF MY DRUG SCREEN TO THE ASSIGNED SITE DIRECTOR.

___________________________________                  ___________________________________
Student’s Signature                          Date                  Faculty signature                          Date

___________________________________                  ___________________________________
Student’s Printed Name                      Date                  Faculty signature (if more than one faculty) Date
Metro Technology Centers maintains a drug-free environment. Random drug and alcohol testing may be conducted. Additionally, any student who demonstrates behavioral changes suspected to be related to the use of drugs or alcohol will be subjected to testing. The faculty member’s decision to refer a student for drug testing will be based on, but not limited to:

- Observable phenomena such as direct observation of drug use and or physical symptoms or manifestations of being under the influence of a drug
- Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, and deterioration of work performance
- Evidence that a student has tampered with a drug screening test
- Evidence that a student is involved in the possession, use, sale, solicitation or transfer of alcohol or drugs while on Metro Technology Centers premises or while participating in any activity associated with or sponsored by Metro Technology Centers

Testing will be conducted using the following procedure:

1. The faculty member will have another faculty member or licensed health care professional confirm the suspicious behavior. If a preceptor reports behavioral changes, the faculty will ask the preceptor to have another employee or licensed health care professional confirm the behavior.

2. The student will be asked to accompany a faculty member and a witness (as defined above) to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and a decision whether to refer for drug testing will be made. In the case of a work-based learning environment, faculty may visit the site or confer by phone with the student. A witness should be included during the phone conference.

3. If a decision is made to refer the student for drug testing, the student should be instructed on where and when to report for testing:
   a. Provide the student with a Request for Random Drug Screen form (available in the site director’s office).
   b. Provide the student with the name and address of the collection site (available in the site director’s office).
   c. Instruct the student to report for testing immediately, if possible, or if this is not reasonable, provide a time frame not to exceed 24 hours.

4. The faculty member will notify the site director of the referral.

5. The faculty member will complete the Faculty Report of Reasonable Suspicion of Drug/Alcohol Use form and submit the form to the site director’s office as soon as possible.

6. The site director will then proceed with Dismissal-Suspension of Adult Student Procedure (INST-TP-0010) or Dismissal-suspension of Secondary Student Procedure (INST-TP-0009).

7. The student will be suspended from all class participation until the screening results have been reviewed by the site director. If the drug/alcohol screen is negative, the site director will notify the faculty to readmit the student to the course without penalty.

8. If the screen is non-negative the student will be continue with the Dismissal-Suspension procedure currently in progress.

9. All referred drug screenings will be at the student’s expense.
METRO TECHNOLOGY CENTERS
FACULTY REPORT OF REASONABLE SUSPICION OF DRUG/ALCOHOL USE

Please use the space below to provide a detailed description of the student’s behavior. All information is to be kept confidential. Please return the form in a sealed envelope to the site director’s office as soon as possible. Notify the site director’s office by phone immediately to request a drug test.

1. Name of Student: ____________________________________________________________

2. Date of Incident: _____________________________________________________________

3. Time of Incident: _____________________________________________________________

4. Location of Incident: _________________________________________________________

5. Detailed description: Include any behavioral, visual, olfactory or auditory observations.

   - Speech (normal, incoherent, confused, change in speech, slurred, rambling, shouting, using profanity, slow)
   - Coordination (normal, swaying, staggering, lack of coordination, grasping for support)
   - Performance (unsafe practices, unsatisfactory work)
   - Alertness (change in alertness, sleepy, confused)
   - Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, agitated, indifferent, threatening, antagonistic)
   - Eyes (bloodshot, dilated)
   - Clothing (dirty, disheveled)
   - Odor of alcohol on breath
   - Other observed actions or behaviors (list below)
   - Complaints of student behavior from personnel or other students (list below)
   - Unexplained absences or tardiness (list below)

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Faculty Signature ___________________________ Date ___________________________
HEALTH CAREERS CENTER
PRACTICAL NURSING
STATEMENT OF UNDERSTANDING OF CLINICAL REQUIREMENTS

I have been notified and understand the following requirements must be completed prior to participation in any clinical assignments. Students unable to attend clinical due to these requirements not being met will receive zero points each day absent from clinical.

1. Apply for a background check according to Metro Tech HCC requirements.

2. Submit a Statement of Good Health completed by my physician.

3. Submit all required Immunization documentation.

4. Submit to Drug Screening as required by the program.

5. Submit documentation of current certification of an American Heart Association CPR course for healthcare providers.

6. Register on the Clinical Portal which includes student cost of $36.50/yearly (student’s responsibility to pay the $36.50/yearly)

I understand that any adverse background check information or a “non-negative” drug screen may result in one or more of the following consequences:

1. Delay in or inability to participate in clinical assignments.

2. Delay in or inability to complete the program.

3. Dismissal from the program.

4. Forfeiture of tuition and related program costs.

5. Notification of law enforcement officials.

I give permission for each clinical site to have a copy of my immunization records, background check, and/or drug screen results if requested by them.

__________________________________________________________
Print Name

__________________________________________________________
Student’s Signature         Date
STUDENT PRINCIPLES, RIGHTS AND RESPONSIBILITIES

I. Introduction

It is the intent of Metro Technology Centers to ensure that students understand their rights and their responsibilities as students. Student Rights and Responsibilities clarify the rights and responsibilities for student members of this academic community.

II. Principles, Rights and Responsibilities

A. General Statement

As members of the academic community, students have both rights and responsibilities. The most essential student right is the right to competent instruction under conditions conducive to learning. The most important responsibilities are to respect the rights of other members of the academic community and to conform to standards essential to the purposes and processes of the district.

The district endeavors to provide for students those privileges, opportunities, and protections which best promote the learning process in all its aspects. The following statement outlines those academic rights and responsibilities of students essential in helping the academic community fulfill this responsibility. The principles identified are designed to facilitate communication, foster academic integrity, and defend freedoms of inquiry, discussion, and expression among members of the academic community. Such principles should protect and promote conditions conducive to learning, and will serve as a guide for students, faculty, and administrators involved in programs of instruction and classroom activities.

B. Student/Faculty Relations and Classroom Activities

The district endeavors to provide a learning environment where honest academic conduct is encouraged and where the instructor-student relationship is valued. The following principles will facilitate such an environment:

1. Students enjoy free inquiry and expression. They are free to take reasoned exception to the data and views offered in a course and to reserve judgment about matters of opinion. However, students are still responsible for maintaining standards of academic performance and learning the content of any career major for which they are enrolled.

2. Subject matter presented to students in a career major is generally consistent with the description, purpose, and scope announced for the career major.

3. Evaluation of students and the award of credit is based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, age, sex, religion, national origin, genetic information, disability, degree of political activism, or personal beliefs. Course grades should reflect the standards of academic integrity and performance established by the faculty member and the district.

4. Students and faculty are expected to help maintain the quality and integrity of the educational process by conducting themselves in an honest and ethical manner. Any form of academic misconduct represents an erosion of academic standards and will not
be tolerated by either the instructor or the student. Knowledge of any dishonest act should be reported and dealt with through orderly procedures as established by the district.

5. Students should maintain a sense of responsibility when progressing through their career majors. It is their responsibility to become informed of requirements for completion and to meet those requirements satisfactorily. Likewise, the district should provide timely, accurate information related to the respective career majors.

6. Students should enroll in career majors with the intention of devoting the effort both inside and outside the classroom necessary to satisfactorily complete all career major requirements.

7. It is the responsibility of the student to act in a manner conducive to learning by being prepared, prompt, attentive, and courteous in the classroom and abiding by policies set by the instructor to maintain an academic decorum.

8. Cell phones and other electronic devices are disruptive to the class. If a student’s work or family situation requires the student to keep the device turned on during class, the student must turn the phone to a silent or vibrate mode. If a student must receive a call during class, the student will leave the room. A student may not make a call during class. Cell phones and all electronic devices may not be used during an exam unless stipulated by the instructor. Use of a cell phone or electronic device during an exam is considered academic misconduct, and the student will be subject to appropriate penalties. This policy may be strengthened by the instructor. No recording or taking pictures unless instructor approval is granted.

III. Standards of Conduct

Standards of Conduct at Metro Technology Centers are set forth in writing in order to give students general notice of prohibited conduct. These policies should be read and interpreted broadly. They are not designed to identify or define all possible types of prohibited conduct in exhaustive terms.

A. Definitions of Inappropriate Behavior

Students will be held accountable for, and face possible disciplinary action, should their behavior fall into one of the following categories:

1. Academic Dishonesty: Behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved academic credit, either for oneself or for another person.

2. Academic Misconduct: Academic misconduct differs from academic dishonesty in that there is no intent to deliberately obtain undeserved academic credit by fraudulent means. Even unknowingly allowing other students to see test answers or to see term projects or papers are possible acts of academic misconduct. Students are required to actively protect their work against misuse by others.
3. **Nonacademic Misconduct**: Misconduct that is not of an academic nature, usually involving violations of law, district policies or accepted societal norms.

**B. Acts of Academic Dishonesty, Academic Misconduct, and Nonacademic Misconduct**

1. **Examples of Academic Dishonesty**:

   - **Plagiarism**: The representation of previously written, published, or created work as one’s own. Wherever the wording, arguments, data, design, etc. belonging to someone else are used in a paper, report, oral presentation, or similar academic project, this fact must be made explicitly clear by citing the appropriate references or sources. The reference wording must fully indicate the extent to which any part or parts of the project are attributed to others. Paraphrased materials must be acknowledged in the same manner as material that is used verbatim.

   - **Unauthorized Collaboration on Projects**: The representation of work as solely one’s own when, in fact, it is the result of an unauthorized joint effort.

   - **Cheating on Examinations**: The covert gathering of information before or during an examination from other students or use of unauthorized notes or other unapproved aids. It is the responsibility of the instructor to indicate what testing aids, if any, are authorized for use during an examination.

   - **Unauthorized Advance Access to Exams**: The submission of materials prepared at leisure, as a result of unauthorized advance access to an examination or examination materials, as if the materials were prepared under the rigors of the exam setting.

   - **Fraudulent Alteration of Academic Materials**: The alteration of graded papers, research data, computer materials/records, course withdrawal slips and trial schedules, or the falsification of any academic documents in order to receive undeserved credit or advantage. This includes forging instructors’ or advisors’ signatures and altering transcripts.

   - **Knowing Cooperation with Another Person in an Academically Dishonest Undertaking**: Failure by a student to prevent misuse of his/her work by others. A student must actively protect his/her own work. Reasonable care must be taken that exam answers are not seen by others or that term papers or projects are not plagiarized or otherwise misused by others. Even passive cooperation in such an act is unacceptable.

2. **Examples of Academic Misconduct**:

   - Failure to observe the rules governing the conduct of examinations through ignorance, carelessness, preoccupation, or psychological stress. Failure to stop when time is called at the end of an examination.
3. **Examples of Nonacademic Misconduct**

- Disruption or obstruction of normal district or district sponsored or hosted activities including, but not limited to, studying, teaching, research, district administration; or fire, police or emergency services on district premises; or at officially arranged district activities off-campus.

- Fighting or physical abuse of any person. Physical abuse is not limited to those actions causing personal injury. It may also include physically restraining someone against his/her will, holding or transporting an individual against his/her will, or similar actions.

- Intentionally, recklessly, or negligently engaging in verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the mental or physical health and/or safety of any person or causes reasonable apprehension of such harm.

- Theft, attempted theft or unauthorized use or possession of district property or property belonging to others.

- Individual or group activities that result in defacement, damage or destruction of district or personal property.

- Sexual misconduct includes, but is not limited to, unwelcome sexual contact or acts which involve intimidation, coercion, the implied use or threatened use of force, use of intoxicants to substantially impair the victim’s ability to give effective consent, engaging in such acts when there is reasonable cause to believe the other person is in a mental state which renders him/her incapable of understanding the nature of the contact, or where the victim is a minor; indecent exposure; and voyeurism.

- Stalking is defined as willfully, maliciously, and repeatedly following or harassing another person in a manner that would cause a reasonable person to feel frightened, intimidated, harassed, or molested.

- Sexual harassment, a form of gender discrimination, includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:
  a. submission to such conduct is made explicitly or implicitly a term or condition of leadership, membership in an organization, student social events, academic standing, or participation in any district activity; or
  b. submission to, or rejection of, such conduct by an individual is used as a basis for evaluation, particularly in making employment or academic decisions affecting the individual; or
  c. such conduct has the purpose or effect of unreasonably interfering with the other individual’s performance or creating an intimidating, hostile, or offensive education and district environment.
STUDENT PRINCIPLES, RIGHTS AND RESPONSIBILITIES (cont’d.)

- Hazing, which is any action or activity which causes or intends to cause physical or mental discomfort or distress, which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

- Gambling for money or other things of value on campus or at district-sponsored activities except as permitted by law.

- Failure to comply with the lawful directions of any district employee acting within the scope of their official duties and/or failure to identify oneself to such a person when requested to do so.

- Intentionally or recklessly interfering with normal district or district-sponsored activities.

- Forgery or unauthorized use of district documents, financial aid documents, records, computers, electronic mail, telephones, identification or property. This includes providing false representations to the district in any form, written or verbal. Submission of false information or withholding information at the time of admission or readmission may make an individual ineligible for admission to, or continuation in, Metro Technology Centers.

- Possessing, using or storing firearms, explosives or dangerous chemicals on district property or in the course of any district activity. Handguns are allowed in locked vehicles only with a concealed carry permit as authorized by law.

- False reporting of a bomb, fire or other emergency.

- Misuse or unauthorized use of fire fighting, fire sprinkler systems, and other safety equipment or warning devices.

- Unauthorized entry into, or use of, any district building, facility, vehicle, equipment room or area. This includes unauthorized possession or use of district keys, computers, lock combinations or other special access codes, including telephone codes.

- Illegal use, possession, cultivation, manufacture, sale or distribution of any state or federally controlled drug or substance. Consumption, possession, sale or serving of alcoholic beverages on campus and in any of its buildings or at district functions. Students are expected to know and abide by all applicable laws regarding alcoholic beverages.

- Use of tobacco and tobacco products while on school premises.
STUDENT PRINCIPLES, RIGHTS AND RESPONSIBILITIES (cont’d.)

- Violation of district Information Technology policies including, but not limited to, the electronic mail policy, the computer use policy, and the network security policy.

- Attempting, or encouraging others, to commit prohibited acts may be sanctioned to the same extent as if one had committed the prohibited act.

- Classroom disruption is behavior or activity that interferes with the instructor’s ability to teach the class or students’ ability to benefit from the educational process.

- Interfering with disciplinary procedures or outcomes, including but not limited to: falsification, distortion or misrepresentation of information before a hearing officer or hearing panel; knowingly initiating a complaint without cause; harassment and/or intimidation of any member of a hearing panel, witness(es), or district personnel before, during or after a proceeding; failure to comply with the sanction(s) imposed by either a hearing officer or hearing committee.

The Superintendent or designee, the Board of Education, and faculty members have the authority to set reasonable standards in their classes within the definitions provided. Clearly communicated and consistently enforced standards regarding academic dishonesty and misconduct will be upheld by the Evidentiary Hearing process and explained in detail in the Dismissal/Interim Suspension of Students board policy and procedures. *(BP-10006 and BP-5024)*

CONFLICT RESOLUTION

In any organization with a variety of jobs and many people, different points of view will develop. Recognizing this fact, Metro Tech has developed a procedure for resolving conflicts in an orderly and fair manner. If you have a disagreement or dispute with another person, follow these steps:

1. Discuss the complaint informally with the person involved and try to resolve the problem. Be sure to explain how you perceived the situation and try not to blame the other person. Often disagreements are simply miscommunications.

2. If you cannot solve the problem with the person involved, invite your site counselor to serve as a liaison between the two of you.

3. If these methods don’t work, submit your complaint in writing to your Program Director and request a meeting about the issue. The Program Director will make a decision and put it in writing.

4. In the event the disagreement is between staff members and students and cannot be resolved at a lower level, you may appeal in writing to the Associate/Assistant Superintendent. Students reporting alleged violations of rights by District personnel will be protected from retaliatory action.

*Reference: Metro Tech School Board Policy, BP-10015*
CAMPUS CONDUCT

- Metro Technology Centers reserves the right to remove any individual who disrupts the educational process

STUDENT COMPLAINTS OF DISCRIMINATION, HARASSMENT AND/OR RETALIATION

This policy applies to any high school or adult student of Metro Technology Centers. Any student who may be subjected to discrimination, harassment or retaliation or who witnesses such actions is encouraged to report such alleged actions to the Site Director, or the Campus Liaison posted at each site or to the:

Title IX Coordinator Metro Technology Centers
1900 Springlake Drive
Oklahoma City, OK 73111
405-424-8324
TitleIX@metrotech.edu

Submitting, Receiving, & Investigating a Complaint

A student or any witness of discrimination, harassment, disability harassment, sexual harassment, threatening behavior, or retaliation may make a verbal report or may file a written complaint using the official Complaint/Compliance Form available at the site or found on the Metro Technology Centers website under the Contact Us link. Complainant rights and options during the investigation and appeal process are provided on the website at the complaint link.

Complaint/Compliance Form is submitted to the Site Director or the Campus Liaison to be forwarded to the Title IX Coordinator. If the complaint is against the Site Director or the Campus Liaison, the complaint may be submitted directly to the Associate Superintendent, Dean of Instruction, or Title IX Coordinator.

If the complaint is based upon potential harm to any person or sexual misconduct, security should be notified immediately. Complaints of potential harm, sexual misconduct or discrimination should be referred to the site administrator, parents (if student is a minor), and Title IX Coordinator within 24 hours and the investigation shall begin immediately.

Complaint investigations at all District levels will be conducted in a thorough and impartial manner within ten (10) school days of receiving the complaint, to the extent reasonably possible. The complainant and respondent will be provided opportunity to provide witnesses and other evidence.

During the investigation process, the center may take interim measures as deemed necessary to meet the immediate needs of parties to the complaint investigation, such as, but not limited to, scheduling/academic adjustments, no contact orders, transportation adjustments, counseling services and outside referrals.

Investigation Findings

For all findings and decisions, the investigator shall notify all parties in writing of the decision and
their right to appeal within 5 days of completing the investigation, to the extent reasonably possible. The Site Administrator shall monitor and provide any needed support to involved parties.

If the investigator finds that discrimination, harassment, disability harassment, sexual harassment, threatening behavior, or retaliation has occurred, then the respondent will be disciplined following school procedures up to and including suspension and/or dismissal in accordance to District policy for non-academic misconduct. It may also be recommended and required that the respondent be placed in training and/or counseling that correlates with the found misconduct before 1) returning to school or 2) concurrently while attending school. On-site counseling and/or academic support will be offered to the complainant.

If the investigator finds that discrimination, harassment, disability harassment, sexual harassment, threatening behavior, or retaliation did not occur, then written notice to the parties of the outcome of the investigation will be provided to the extent permitted by law.

Individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action up to and including suspension or dismissal. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

**Appeal Process**

All parties have the right to appeal investigation decisions.

The appeal must be made in writing to the Associate Superintendent within 10 days of written notice of the outcome of the investigation.

Upon receiving an appeal request, the District will provide the appellant a written explanation of the appellant rights and options within two days.

Within five days of receipt of an appeal request the Associate Superintendent shall appoint an impartial panel for a hearing of the appeal. Such panel will consist of five persons with a minimum of one member of District leadership, one professional level staff member and one faculty member. No person will serve on the panel who was a witness or has such close ties to the parties to the complaint that the individual could not be impartial.

The hearing will take place within ten days of receipt of the appeals request, to the extent reasonably possible. The appellant has the right to bring witnesses and other evidence. The hearing will be conducted in an impartial manner.

In the event the recommendations arising from the investigation are overturned by the hearing panel, appropriate measures will be taken in compliance with Metro Tech Board Policy.

The decision of the hearing panel is final.

**Retaliation**

Retaliation is any negative conduct which is taken in response to an individual’s complaint of
harassment or discrimination or participation in any investigation of such harassment or discrimination complaint. At no point will retaliation of any type be permitted.

Reference: Metro Tech School Board Policy, BP-5026

CIVIL RIGHTS COMPLAINT/APPEAL PROCEDURES

With every student’s right goes a student’s counter responsibility. Metro Tech expects our personnel to stress the importance of orderly conduct. Channels of communication are always available for students via student-teacher, student-counselor and student-administrator dialogue. If all channels are exhausted, a student may use the following complaint/appeal procedures.

An employee, student, or community citizen may file a written complaint of a civil rights violation by using the Official Complaint/Compliance Form (HR-F-0030) available in the Human Resources Office and KALMS Online. Complaints outside of civil rights should be referred to supervisor and/or site/supervisor or designee.

Any employee, student, or community citizen who suspects there has been a violation of BP-2031 - Equal Opportunity/Diversity/Civility/Non-Discrimination, or BP-5020 - Discrimination, Harassment, Retaliation, Intimidation, and/or Threatening Behavior, shall report the alleged violation to the Counselor, Civil Rights Compliance Officer, Complaint Investigator, Campus Compliance Officer, and Compliance Officer for Students within fifteen (15) working days of the alleged incident. Names, addresses, telephone numbers and business hours of these individuals are posted at each campus, as well as the Business Conference Center. If a complaint is directed against the Civil Rights Compliance Officer or Complaint Investigator, the Superintendent/CEO will appoint or designate an individual to investigate the complaint.

The Civil Rights Compliance Officer and/or Complaint Investigator (or designated individual, as applicable) will send a copy of the complaint to the Superintendent/CEO within five (5) days after receipt of a written or verbal complaint. The Civil Rights Compliance Officer and/or Complaint Investigator (or designated individual, as applicable) shall proceed to investigate the allegation(s) and conduct interviews with complainant, witnesses and the respondent. After the interviews and fact finding have been completed, the Civil Rights Compliance Officer and/or Complaint Investigator (or designated individual, as applicable) shall submit a written report to the Superintendent/CEO, who shall review the report along with the Official Complaint/Compliance Form and determine appropriate action. This decision shall be communicated in writing to the complainant.

If the complainant is not satisfied with the decision rendered by the Superintendent/CEO, a written appeal, Statement of Complaint Board Level Appeal Form (HR-F-0033), may be filed with the Board of Education. Any appeal of a decision not filed within the specified time limit shall be deemed resolved by the determination of the Superintendent/CEO’s level. The time, date, and place for a meeting or hearing at all levels shall be set within the prescribed time limit by the appropriate administrator.
CIVIL RIGHTS COMPLAINT/APPEAL PROCEDURES (cont’d.)

References: Civil Rights Complaint Procedures for Employees, Students, and Community Citizens (HR-TP-0014); Metro Tech School Board Policy 2031; Metro Tech School Board Policy 5020

STUDENT RECORDS/DIRECTORY INFORMATION

STUDENT RECORDS: NOTICE OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law established in 1974 that gives parents and students who are 18 years of age or older (eligible students) specific rights to access educational records and to protect the privacy of these records. These rights include: the right to inspect and review education records; the right to request the amendment of education records that the student believes are inaccurate, misleading, or otherwise in violation of student’s privacy rights under FERPA; the right to provide written consent before the school discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent; and the right to file a complaint with the U. S. Department of Education concerning alleged failures by Metro Technology Centers to comply with FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-8520. Prior consent is not required when the information is shared with school officials who have a legitimate educational interest in the student.

MTC may disclose information on a student without violating FERPA through what is known as “directory information”. This information is generally not considered harmful or an invasion of privacy if released and can also be disclosed to outside organizations without a student’s prior written consent.

DIRECTORY INFORMATION INCLUDES THE FOLLOWING:

- Name
- Career major/courses of study
- Dates of attendance
- Participation in officially recognized District activities
- Certifications/licensures
- Certificates and awards
- Most recent school attended

If you do not want Metro Technology Centers to disclose directory information from your education records without prior written consent, you must notify the Registrar’s office by the last day of September each school year. Upon receipt of this request, information will be released to the designated person(s) unless rescinded by the student, or parent/guardian if the student is under the age of 18 years, in writing.

A copy of Metro Tech’s Board Policy on Student Records (BP-10001 Student Information) can be obtained on the website: www.metrotech.edu under About Metro Tech > Board Policies.
The Metro Technology Center 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, and evidence of citizenship or qualified alien status. Applicants for practical nurse licensure must meet the following Board of Nursing requirements. 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; and to qualified alien applicants who present, 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

Applicants in these six categories will only be eligible to receive a license card that is valid for the time period of their authorized stay in the United States, or if there is no date of end to the time period of their authorized stay, for one year. The license card is required to indicate that it is temporary. The information will be verified through the Systematic Alien Verification for Entitlements (SAVE) Program, operated by the United States Department of Homeland Security.

The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related 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, with the exception of felony convictions. An individual with a felony conviction 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 [59 O.S. §567.5 & 567.6].

Board Approved: 7/92 OBN Policy/Guideline # E-05
Revised: 9/01, 5/04, 1/25/05, 11/13/07, 5/25/10, 8/27/15
NATIONAL LICENSURE EXAMINATION PROCESS

APPLICATION FOR LICENSURE (LPN)

Students must submit applications to Oklahoma Board of Nursing for approval to take licensure exam. The Oklahoma Board of Nursing licensure application fee is $88.50. The examination application for Oklahoma Licensure by Examination (LPN) can be found at: https://pay.apps.ok.gov/nursing/licensing/app/index.php or under Practical Nursing course on Metro Tech’s eLearn site at https://elearn.metrotech.edu. Students can also contact the Oklahoma Board of Nursing at the following address and phone number:

OKLAHOMA BOARD OF NURSING
2915 N. Classen Boulevard, Suite 524
Oklahoma City, OK 73106
(405) 962-1800

BACKGROUND SCREENING FOR BOARD APPLICATION

Review of criminal history: Effective January 1, 2013, state law requires each applicant for licensure to have a fingerprint-based background check completed, not more than ninety (90) days old at the time of submission of the application for licensure. The criminal history records search must be conducted through the Board’s vendor, L-1 (MorphoTrust), by appointment only (www.identogo.com) or 877-219-0197.

In addition to the background check, applicants for licensure 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 a nursing license, certification or registration, any professional or occupational license, registration, or certification and/or any application for a nursing or professional or occupational license, registration, or certification or if there is currently any investigation of your nursing license, registration, or certification; and/or any professional or occupational license, registration or certification; and/or any application for a nursing and/or professional or occupational license, registration, or certification in any state, territory or country, or have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing in writing. A “report in writing” means that the applicant/licensee provided a signed and dated description stating in his/her own words the date, location and circumstances of the incident, and if applicable, the resulting action taken by the court, agency, or disciplinary board. The report may be in the form of a letter or a statement in the provided space on the application. The report must be accompanied by certified court records or a board order. A verbal report does not constitute a “report in writing”. A written report not accompanied by a full set of certified court records or the board order(s) does not constitute a “report in writing”. Failure to report such action is a violation of the Oklahoma Nursing Practice Act.

TRANSCRIPT

An official transcript should be submitted from your school after you have graduated. Transcripts that have been issued to the student will not be accepted. Many of the nursing education programs automatically send graduate transcripts to the Oklahoma Board of Nursing as a courtesy to their
NATIONAL LICENSURE EXAMINATION PROCESS (cont’d.)

graduates; however, you will need to check with the director of your program on the school’s
policy. Graduates from out-of-state programs should request that the school send an official copy of
the transcript to the Oklahoma Board of Nursing.

NCLEX REGISTRATION

The National Council Licensure Examination (NCLEX) is administered by Pearson VUE and
delivered through Pearson Professional Centers.

To register for the examination go to: https://home.pearsonvue.com/test-taker.aspx. The $200 fee is
payable to NCSBN by credit card. Students may also register with a credit card by telephone at
866-496-2539.

You must be registered with Pearson VUE to receive an Authorization to Test letter (ATT),
which is issued by Pearson Vue after your application has been approved by the Oklahoma
Board of Nursing. Once you are registered with NCLEX, your NCLEX registration will remain
effective for one year, awaiting the approval of the Board, or until you are approved and take the
examination, whichever comes first. After the Board approves your registration and you have
received your ATT, you have 90 days to schedule and take the examination. We recommend that
you schedule an appointment immediately upon receiving the ATT to ensure that you are able to get
your choice of dates and times. You must take the examination within 90 days from the date the
ATT was issued or you will forfeit your fee and have to re-register. Instructions for scheduling an
appointment and information regarding test center locations are included with the ATT letter. Note
current requirements for documents that you must take to the testing center on your test day as
found on the NCLEX website.

You are required to notify the Board in writing of any address changes occurring during the
registration and testing process. This notification must be signed and submitted in person, by mail,
or by facsimile.

Your application for licensure is valid for one year after receipt. After that time, a new application
and fee must be submitted. Fees are not pro-rated and are non-refundable.

CHECKLIST FOR LICENSURE APPLICATION AND NCLEX REGISTRATION

- Have you submitted your online application to the Oklahoma Board of Nursing?
- Did you submit the registration form to NCLEX, with the appropriate fees?
- Did you sign the “Evidence of Status” form in the presence of a notary?
- If you answered “yes” to the questions on arrests, discipline, or competency, have you
  submitted a signed letter and certified court documents?
- Have you submitted a criminal history record search conducted by the OSBI, no more than
  three (3) months old at the time the application was submitted?
- Have you completed the IdentoGo USA screening (background & fingerprinting)?
- Is the last name on your licensure application the same as the last name on your transcript?
- U.S. citizen, you must send in a copy of your birth certificate.
- If you are not a U.S. citizen, you must provide in person to the Board of Nursing your alien
  registration number or control number provided by the BCIS?
- Have you arranged for your official transcript to be mailed to the Board of Nursing office?
INCLEMENT WEATHER

In the event that full-time classes are cancelled due to inclement weather or other unforeseen conditions, students and staff are to consult Metro Tech’s website: www.metrotech.edu; the automated telephone system (405-424-8324) for a recorded message; or the Metro Technology Centers’ Information Hotline (405-595-4534) for the most accurate and timely information. Cancellations will also be posted on Metro Tech’s Facebook page: https://www.facebook.com/MetroTechOKC

For school cancellation due to cold temperatures, students will need to verify with instructor, whether adult students will attend.

Students should listen to the following stations for school closing information:

<table>
<thead>
<tr>
<th>Television:</th>
<th>Radio:</th>
</tr>
</thead>
<tbody>
<tr>
<td>KFOR…… channel 4 (NBC)</td>
<td>WKY</td>
</tr>
<tr>
<td>KOCO…… channel 5 (ABC)</td>
<td>KTOK</td>
</tr>
<tr>
<td>KWTV…… channel 9 (CBS)</td>
<td>KOMA</td>
</tr>
<tr>
<td>KOKH…… channel 25 (FOX)</td>
<td></td>
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</tbody>
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