

RALPH R. WILLIS
CAREER AND TECHNICAL CENTER

School of Practical Nursing



Ralph R. Willis Career and Technical Center
Three Mile Curve
Logan, West Virginia 25601
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<http://www.rrw.logancountyschoolswv.com/>



Mission

Ralph R. Willis Career and Technical Center provides a cutting edge, state of the art learning environment that: boosts self-esteem and confidence; focuses on high expectations; develops life skills and technical skill sets and creates a high-quality workforce in an ever-evolving, forward-moving society.

The Ralph R. Willis Career and Technical Center School of Practical Nursing program is approved and supported by the:

Logan County Board of Education

Ralph R. Willis Career and Technical Center School of Practical Nursing Advisory Committee

The Ralph R. Willis Career and Technical Center School of Practical Nursing is accredited by the:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
(800) 917 – 2081 or (770) 396 – 3898
www.council.org





General Information

The Ralph R. Willis Career and Technical Center School of Practical Nursing is operated as an Adult Preparatory Program and is funded by the Bureau of Adult and Technical Education of the West Virginia Department of Education. The program is a comprehensive 12-month course of instruction in practical nursing accredited by the Council on Occupational Education. The program is conducted Monday through Friday and admit approximately 30 students, usually beginning during the month of August. The curriculum consists of systematically organized classroom instruction, laboratory practice and clinical experience. Upon successful completion of the program, the graduate will receive a certificate of completion and be eligible to take the NCLEX-PN.

Students receive classroom and clinical instruction in a variety of settings. The school is affiliated with area hospitals, nursing homes, and other healthcare facilities. These agencies are an integral part of the educational program, with more than half of the program hours spent in these locations. Students provide their own transportation to school and to the clinical sites.



Eligibility Requirements

1. Age 18 or older, Prior to the start of clinicals
2. High school diploma (from a state-accredited school) or GED/TASC
3. Successful completion of the pre-admission examination
4. Stable physical and mental health
5. Sincere interest in providing health care

Admission Process

The admission policy provides a record of the requirements and procedures necessary for an applicant to qualify for admission to the Ralph R. Willis Career and Technical Center School of Practical Nursing. The requirements are in accordance with the admission requirements recommended by the West Virginia State Board of Examiners for Licensed Practical Nurses.

Educational Requirements:

1. Applicant must have a recognized high school diploma, high school transcript, or results of the GED/TASC test showing satisfactory performance. Science-oriented background and advanced math courses are recommended.
2. Applicant must obtain a satisfactory score of a minimum Total Score of 60 on the preadmission examination.
3. Applicant must request official high school and college transcripts to be mailed to the school.



Health Requirements:

1. Current immunizations as required by the Logan County Health Department Medical Director, including PPD, varicella, Tdap, MMR, hepatitis B, COVID-19 and influenza, with titers to prove immunity. The student will be required to have a second influenza vaccine in the fall while enrolled in the program.
2. Pre-entrance dental examination and clearance by family dentist.
3. Pre-entrance physical examination and clearance by a primary care provider.

References:

Three professional reference forms must be provided to the school prior to the interview. Persons completing references must not be related to the applicant. Appropriate individuals to provide references include teachers or employers.

Admission Procedure:

1. Interested person obtains application by contacting or visiting school.
2. Applicant submits application and registers for the pre-admission examination. The cost of this exam is \$95.00 (may change without notification).
3. Applicant takes the pre-admission examination.
4. When the pre-admission test results are returned:
 - α. Applicant who did not make acceptable score is notified.
 - β. Applicant with satisfactory score is notified and an interview is scheduled.
5. Applicant schedules an appointment for an interview.
6. Applicant requests official high school and college transcripts to be mailed to the school.
7. Three weeks before interviewing, applicant completes state and federal criminal background check and requests three professional reference forms to be



8. Applicant interviews with member of the faculty and/or advisory committee.
9. Selection committee evaluates the applicant's record.
10. Applicant is notified of the decision of the selection committee.
11. Accepted applicant responds by sending enrollment form as letter of intent and pays nonrefundable \$100.00 seat-deposit by deadline.
12. Applicant recommended for admission completes prerequisite coursework at the Technical Center (Bridge program with Adult Basic Education).
13. Applicant recommended for admission will receive the following forms:
 - a. History and physical examination forms to be completed by the student and his/her primary care provider by the deadline. This exam requires the following diagnostic tests: complete blood count (CBC), RPR or STS serology, urine drug screen, and any other tests or x-rays that may be necessary to clear health status.
 - b. Immunization form to be completed by his/her primary care provider, with titers to prove immunity, by the deadline.
 - c. Dental examination form to be completed by his/her dentist by the deadline.
14. Applicant submits completed:
 - a. History and physical examination forms, which state applicant is physically and emotionally able to participate in all classroom and clinical experiences;
 - b. Immunization form, which indicates that all immunizations are up to date and titers proving immunity;
 - c. Dental form, which indicates that dental health is satisfactory or that repairs are scheduled.
15. Applicant must meet health requirements for final admission.



16. Applicant attends orientation meeting.
17. Acceptance and final admission is contingent upon documentation of health requirements, results of the criminal background checks, and successful completion of the prerequisite and medical terminology coursework with a minimum grade of 80% in both.

The school cannot refuse to educate anyone who meets the admission criteria, but applicants must understand that the state board could deny licensure or the opportunity to sit for the NCLEX-PN examination; see statement page 6.

Course Requirements

Course 9123 Practical Nursing-Principles and Fundamentals

Course 9124 Social Sciences (Integrated)

Course 9125 Anatomy and Physiology

Course 9126 Nutrition and Diet Therapy

Course 9127 Pharmacology

Course 9128 Medical Surgical

Course 9129 Geriatrics

Course 9130 Psychiatric (Mental Health) Nursing

Course 9131 Obstetrics

Course 9132 Pediatrics

Note:: Program courses are not completed in the sequence above, the sequence is determined by the Practical Nursing Coordinator and adjusted yearly in the program calendar. Each course must be completed with a “C” (80% or above)average to continue in the program.

Title IX ADA 504 Notice

Ralph R. Willis Career and Technical Center (RRWCTC) does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, disability, age, or marital status in any of its policies, procedures or practices as required by Title IX, Section 504, and ADA regulations. For inquiries concerning Title IX, please contact the Title IX Coordinator or Section 504 Coordinator

at:

Logan County Board of Education

506 Holly Avenue

Logan, WV 25601

Phone: (304) 792-2060



Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. For more information regarding civil rights or grievance procedures, contact the Director.

NOTE: THE WEST VIRGINIA STATE BOARD OF EXAMINERS FOR LICENSED PRACTICAL NURSES RESERVES THE RIGHT TO REFUSE TO ADMIT APPLICANTS TO THE LICENSURE EXAMINATION WHO HAVE BEEN CONVICTED OF A FELONY, ARE HABITUALLY INTEMPERATE, ADDICTED TO THE USE OF HABIT-FORMING DRUGS, OR ARE MENTALLY INCOMPETENT. THE APPLICANT WILL BE REQUIRED TO CONTACT THE WEST VIRGINIA STATE BOARD OF EXAMINERS FOR LICENSED PRACTICAL NURSES TO DISCUSS THE POTENTIAL IMPACT OF A CRIMINAL CONVICTION ON THE APPLICATION AND LICENSURE PROCESS, PRIOR TO APPLICATION.

Urine Drug Screening

Students may be requested to submit to random drug/alcohol screening during the course of the academic year. Said screening may be requested at any time by the nursing faculty of the practical nursing program and shall be performed in accordance with proper chain of custody procedures. The random drug/alcohol screening shall be performed at the expense of the student and is included in the tuition costs. Students are required to follow the procedure, as outlined in the Ralph R. Willis Career and Technical Center School of Practical Nursing policy book, for submitting the sample.

In addition, the faculty has the right to request that the student submit to testing if reasonable cause exists. The student shall agree to submit to drug and alcohol screen testing to determine whether alcohol, any controlled substances, or any substance which is mood altering in any



way are present in his/her blood and/or urine. Said testing shall be performed as soon as possible, following proper chain of custody procedures. Testing pursuant to probable cause shall be at the expense of the student and is not included in the tuition costs. Failure to submit to such a reasonable request shall be prima facie evidence of the presence of the aforementioned substances, and shall be grounds for immediate dismissal from the practical nursing program.

Any individual who is on methadone/buprenorphine/other dependence maintenance treatment must disclose this to the Coordinator of the program at the time of application. This individual will be instructed to contact the LPN Board office to discuss implications of participation in methadone/buprenorphine/other dependence maintenance treatment on enrollment and progression through the LPN program, as well as implications with regards to disciplinary action by the Board at the time the individual may request licensure by examination. Factors to be considered with regards to the individual's acceptance into the program include, but are not limited to, the nature of the drug dependence which led to the methadone/buprenorphine/other dependence maintenance treatment, length of time receiving the methadone/buprenorphine/other dependence maintenance treatment, stage of methadone/buprenorphine/other dependence maintenance treatment, acceptance of the individual by clinical agencies for clinical experience, and medical opinion of the individual's treating physician with regards to his/her ability to function in the capacity of a student practical nurse.

Cost of the Program

Tuition, fees, and other costs of the program total \$9,265.00.



Textbooks, a tablet/laptop, and uniforms are included in the cost. The full amount of tuition, fees, and other costs is due on or before the first day of classes; failure to pay the full balance of tuition, fees, and other costs will result in dismissal from the program. Students are responsible for their own living arrangements and transportation.

A prorated refund policy based on hours completed is used to calculate a refund when any student withdraws or is withdrawn from the program. The following items are non-refundable and are not calculated in the refund rate:

1. Administrative costs/curriculum development
2. Uniforms (become student property the first day of class)
3. Textbooks, laptop, lab supplies, and supplies (these become student property the first day of class)

NOTE: Any money owed toward the Federal Pell Grant will be returned first before any refund is given to any other agency or the student.

Financial Aid

Pell Grant: Available to those who meet income and attendance criteria; apply at fafsa.gov

1. WorkForce West Virginia: Available to those who meet criteria set up by the agency.
2. Veteran's Administration: Available to those who meet criteria set up by the agency.
3. Division of Rehabilitation Services: Available to those who meet criteria set up by the agency.

Note: The Ralph R. Willis Career and Technical Center does not participate with guaranteed student loan or Stafford loan programs.



Transfer Credit – Students using VA Benefits

The Ralph R. Willis Career and Technical Center will accept, review, and maintain a written record of previous education and training submitted from students using VA Education Benefits. Such material will be reviewed to determine if credit toward completion of the desired program is possible.

Philosophy

Man is a complex integrated whole with biological, psychosocial, and spiritual needs. Man's behavior is a result of his interactions with his environment and is representative of his needs. Man is a finite being with varying capacities to function in society. He is a unique individual who has defined systems of daily living that reflect his values, cultures, motives and lifestyles. Additionally, each individual has the right to make decisions regarding his/her health care needs and to participate in meeting those needs. The profession of nursing makes a unique contribution in helping clients, families, and/or groups achieve an optimal level of health in a variety of settings.

“Health is a state of complete physical, mental and social well being and not merely the absence of disease or infirmity” (WHO, 1971). Health is described as a dynamic continuum, with wellness being the highest level of functioning relative to the individual's internal and external environment. Illness is an individual state in which one's ability to function is recognized as impaired.

Nursing is both an art and a science, founded on a professional body of knowledge that integrates concepts from liberal arts and biological, physical, psychological, and social sciences. It is a learned profession based on an understanding of the human condition across the life span and the relationship of an individual with others and within the environment.



Nursing is a dynamic, continually evolving discipline that employs critical thinking to integrate increasingly complex knowledge, skills, technologies, and client care activities into evidence-based nursing practice. The goal of nursing for client care is preventing illness; promoting comfort; protecting, promoting, and restoring health; and promoting dignity in dying.

The Licensed Practical Nurse is an integral member of the interdisciplinary health care team. The practical nurse uses “specialized knowledge and skills which meet the health care needs of people in a variety of settings under the direction of qualified health professionals” (NFLPN, 2003). The practical nurse uses the nursing process to collect and organize relevant health care data, assists in the identification of health needs/problems throughout the client’s life span, and contributes to the interdisciplinary team in a variety of settings. The entry-level practical nurse demonstrates the essential competencies needed to care for clients with commonly occurring health problems that have predictable outcomes. “Professional behaviors, within the scope of nursing practice for a practical nurse, are characterized by adherence to standards of care, accountability of one’s own actions and behavior, and use of legal and ethical principles in nursing practice” (NAPNES, 2007).

Practical nurse education recognizes the need for trained and competent individuals. The program of instruction is designed to assist the student in acquiring the skills to administer evidence-based nursing care to individuals, families, and communities. Individualized patient care is emphasized to encourage the development of knowledge, attitudes, and skills essential to nursing.

Faculty view learning as a process of knowledge acquisition attained through exposure to multiple stimuli, occurring at any time and place and leading to changes in knowledge,



behavior, and attitude. Learning is a continuous process that spans a lifetime. As one ages and matures, that person's ability to grasp ideas from his environment changes.

Learning can occur as a result of a deliberate effort or unconsciously in a formal or informal setting. The ability, readiness, motivation, and responsibility to learn are seen as characteristics of the adult learner. The outcome of education is a change in behavior. The process of education is the provision of experience within a positive learning atmosphere. The Ralph R. Willis Career and Technical Center School of Practical Nursing exists to educate students of any age, color, sex, race, creed, or marital status, who meet the admission criteria. The curriculum is constructed on basic principles and developed through guided clinical experiences. Such principles and experiences should proceed from known to unknown, simple to complex, and normal to abnormal. Graduates of this program are eligible to take the National Council Licensure Examination for Practical Nurses and may apply for endorsement to practice in other states. The graduate realizes continuing education is essential to adapt to the changing patterns of health care.

Terminal Objectives

Upon completion of the Practical Nursing Program, the graduate will:

- Assess basic physical, emotional, spiritual, and cultural needs of the client.
- Collect data from available resources, including client, family, health care records, health care team members, established protocols, and guidelines.
- Utilize information technology in client care.
- Document collected data accurately and concisely.
- Utilize effective communication as a member of an interdisciplinary team in reporting and recording observations to appropriate health care professional.
- Safeguard the client's and his family's rights to



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- Facilitate client's ability to cope, adapt, and problem solve situations related to illness or stressful events.
 - Administer medications, according to current standard of practice including safety checks and evaluation of client's response to medication.
 - Contribute to the development and/or update of the client plan of care utilizing established nursing diagnoses for clients with common, well-defined health problems.
 - Prioritize nursing care needs of client.
 - Recognize the client's potential and initiate preventive measures for complications related to treatments, procedures, or existing conditions.
 - Modify nursing approach based on client's response.
 - Supervise and evaluate activities of assistive personnel.
 - Respond to unsafe practice of a health care provider by following regulation/policy for reporting specific issues.
 - Instruct client, based on client's needs/nurse's level of knowledge, about health promoting/disease preventive practices and early detection of health problems.
 - Comply with the scope of practice as outlined in the West Virginia State Board of Examiners for Licensed Practical Nurses Law and Rules.
 - Describe the role of the Licensed Practical Nurse in the health care delivery system.
 - Demonstrate responsibility for continuous personal and professional growth and education.
 - Recognize personal potential and career mobility options.
 - Demonstrate the ability to evaluate self for the purpose of improving work performance.
 - Demonstrate professional standards in dress, behavior, language, and attitude.
 - Subscribe to nurse's codes of ethics.
 - Function as an advocate for the health care consumer.



- Utilize knowledge of normal values and to identify/ intervene to control deviations in health status.
- Assist the client and significant others in the normal expected stages of growth and development from conception through advanced old age.
- Provide safe and effective client care and comfort, according to accepted standards of nursing practice, including but not limited to client education, appropriateness of health care provider's orders, environment, acknowledgement and documentation of practice error, equipment, security alerts, and immunizations.
- Provide evidence-based care to clients with acute, chronic, or life-threatening physical problems and/or mental illness, collaborating with health care team members to coordinate delivery of nursing care.
- Make clinical decisions using knowledge of norms and data from various sources, and, if necessary, in collaboration with clinical supervisor.

Subjects Comprising the Practical Nursing Program

Course 9123 Practical Nursing Principles and Fundamentals

Students learn the technical procedures used in direct patient care. The course is designed to progress from simple to complex and to enable students to understand the rationale for various procedures and treatments. Students are introduced to the nursing process as a method of problem solving and delivery of client care. Students apply knowledge of skills and related principles in administration of treatments and procedures encountered in the healthcare setting, within the scope of practical nursing.



Course 9124 Social Sciences (Integrated PVRI, PVR II)

This course assists students in becoming members of the nursing team by providing them with a definition of nursing; basic history of nursing; an understanding of the needs of an individual when ill; and the ethical and legal responsibilities of the Licensed Practical Nurse. This course also aids students in the transition to graduate nurses by enhancing self-understanding, clarifying dynamics of the health professional-patient relationship, and developing awareness of the larger societal and healthcare context in which the relationship takes place. Concepts of professionalism, communication, delegation, leadership, organization, time management, and critical thinking are emphasized.

Course 9128 Medical-Surgical Nursing

Students study common diseases and disorders of the adult, including symptoms of illness and methods of diagnosis, treatment, and prevention. The content is presented according to bodily systems and taught through lecture, discussion, audiovisuals, case studies, demonstration, and supervised live and virtual clinical experiences. Emphasis is placed on meeting needs of individual patients as determined by the nursing process and patient teaching. Students must perform basic nursing procedures with 100% accuracy. Students will develop nursing care plans based on individual patient needs and complete medication summaries to learn about commonly administered medications. Students demonstrate their comprehension of classroom theory by performing appropriate nursing assessments, identifying common signs and symptoms, identifying patient problems associated with assigned patient's diagnosis, delivering and documenting appropriate care, and patient teaching.



Course 9131 Obstetrics

Students learn the physiological and emotional aspects of pregnancy, including physical development of the fetus, importance of prenatal care, complications of pregnancy, progression of labor, delivery of infant, and care of the newborn. Students apply this knowledge by assisting with the admission of a patient in active labor and providing emotional and physical support to the patient utilizing techniques discussed in class; using various monitors to track fetal heart tones and time uterine contractions; and observing vaginal and/or cesarean deliveries. Students provide care for post-partum patients, which includes performing assessments, monitoring for complications, and assisting parents with infant care with the use of teaching films. Students provide and document care of a newborn, including assessment of vital signs and feeding.

Course 9132 Pediatrics

Students learn the symptoms, diagnosis, and treatment of diseases and disorders that commonly occur in children. Students are taught the care of young patients based on the nursing process. The information is presented through lecture and discussion, audiovisuals, case studies, demonstrations, and live and virtual clinical experiences. Students develop plans of care based on individual patient needs and complete medication summaries to assist in their learning about medications commonly administered to children. Students also learn to calculate safe dosages of medication for children. Students demonstrate their comprehension of classroom theory by performing nursing assessments; identifying signs and symptoms and patient problems commonly associated with the assigned patient's medical diagnosis; delivering and documenting appropriate care; and patient/parent teaching.



Course 9130 Psychiatric (Mental Health)Nursing

Students study the behavior exhibited by persons on the continuum of mental health and illness, including personality development and adjustment to society. This course provides students with knowledge of principles of mental hygiene and the opportunity for students to better manage stress and understand their behavior and that of others. Students are familiarized with community agencies that provide support and/or therapy for those with mental illness and their families. Students interact with and observe the behaviors of clients with various behavioral health disorders, including substance abuse. Students attend and participate in various group activities and patient-focused meetings in inpatient and outpatient settings.

Course 9129 Geriatrics

Students are introduced to the aging process. The course begins with an overview of the aging population and age-related disorders. Students discuss the adjustment of the gerian to degenerative changes, nursing home placement, and alternatives to placement in long-term care facilities. Concepts relevant to ethical and legal responsibilities, pathophysiology, nutrition, pharmacology, and psychosocial development are emphasized. Students are assigned to two clients (one in a skilled nursing facility and the other living at home), and are expected to work with the clients to collect a thorough medical history and physical examination, including a psychosocial life history. In addition, students complete other assessments including pressure ulcer risk, discharge planning risk, and functional assessment forms.



Course 9125 Anatomy and Physiology

Students study the structures of the body and their functions. The basic organization of the body is first presented; then each system is discussed, examining the normal function of each organ. Students will demonstrate their understanding of anatomy during the delivery of care, including the administration of medication.

Course 9124 Social Science (Growth & Development)

Students learn the basic concepts of growth and development of an individual from infancy through adulthood. Emphasis is placed upon basic needs of the family and the individual developmental tasks. Information is presented for specific age groups. Students apply the theoretical concepts during the assessment and care of patients.

Course 9126 Nutrition and Diet Therapy

Students learn the foundations of nutrition. Topics explored and explained include national health care goals; the functions and sources of nutrients, minerals, and vitamins; energy balance; digestion and metabolism; food supply; and eating disorders. Students demonstrate their knowledge of basic nutritional requirements to maintain health during patient care and patient teaching.

Course 9127 Pharmacology

Students study medications and their safe administration to patients. Aspects of drug administration included in the course are: basic terminology associated with pharmacology, calculation of dosages, basic classifications of drugs, their therapeutic use, common adverse effects and precautions related to their administration. Students demonstrate their ability to safely and accurately administer medications to patients in various clinical settings.



*For more information or to obtain an application,
Please don't hesitate to contact us!*



Stop in or write to us...

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Set Yourself Up ...*For Success!*



Notes