

Practical Nursing Program

Student Handbook
2024-2025

Approved by Cabinet

WESTERN
DAKOTA



TECHNICAL COLLEGE

Welcome to Western Dakota Tech's Practical Nursing Program!

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

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

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

ADA/504 Accommodations

Students Rights to Assistance or Accommodations: Western Dakota Technical College (hereinafter WDTC) does not discriminate on the basis of disability. If you have a disability as defined by federal or state law, including a temporary disability related to pregnancy and/or parenting as a result of a medical necessity due to childbirth, WDTC will provide reasonable accommodations including but not limited to architectural access, aids and services necessary for effective communication, and modification of its policies and procedures. To request ADA/504 accommodations, students must contact the Student Resource Coordinator who serves as the Disability Services Coordinator. The Student Resource Coordinator will work with the student and the student's instructor(s) to establish approved accommodations. For a full list of WDTC ADA/504 guidelines, see the [WDTC Disability Services Handbook](#).

Western Dakota Technical College's Diversity, Equity, Inclusion, and Belonging Definition

Western Dakota Technical College respects the uniqueness of every individual who works at, attends, or visits WDTC and is committed to diversity, equity, inclusion, and belonging. We know and acknowledge all of us have different strengths and backgrounds that contribute to the success of us as individuals and WDTC as a whole. We believe everyone should have equitable access to technical education and the professional career pathways it provides. Thus, WDTC strives to provide a supportive and inclusive environment for all employees and students, regardless of areas of difference, so individuals can find both personal and professional success at WDTC.

Discrimination and Harassment

All employees, non-employees, and students have a responsibility to maintain a positive learning, work and school activity environment by reporting all incidents or suspected incidents of discrimination and/or harassment involving themselves or others.

Notice of Non-Discrimination:

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

Title IX at Western Dakota Technical College:

Title IX of the U.S. Education Amendments of 1972 ("Title IX") is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Western Dakota Technical College (WDTC) does not discriminate on the basis of sex in the education programs or activities that it operates including admissions and employment.

Under Title IX, discrimination on the basis of sex can also include sexual harassment which is defined as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the College conditioning the provision of education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity; or
3. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the WDTC Title IX Coordinator, or by any other means that results in the WDTC Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number, electronic mail address, or by mail to the office address listed for the WDTC Title IX Coordinator. The following person has been designated to handle inquiries regarding the non-discrimination policies and/or laws: Kelly Oehlerking, Title IX Coordinator; 800 Mickelson Drive, Office D206, Rapid City, SD, 57703; 605-718-2931; Kelly.Oehlerking@wdt.edu.

WDTC Policies 2001/4001, 2001/4001.Procedure.001, and 2001/4001.Procedure. 002 provide information on WDTC's grievance procedures and grievance processes, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how WDTC will respond.

Policy - <https://www.wdt.edu/assets/docs/uploads/about/policies/4001.pdf>

Procedure. 001 <https://www.wdt.edu/assets/docs/uploads/about/policies/4001procedure001.pdf>

Procedure. 002 <https://www.wdt.edu/assets/docs/uploads/about/policies/4001procedure002.pdf>

Inquiries about the application of Title IX may be referred to the WDTC Title IX Coordinator, to the Assistant Secretary, or to both. The Assistant Secretary contact information is U.S. Department of Education, Office of Postsecondary Education, 400 Maryland Avenue, S.W., Washington, DC 20202, Main Telephone: 202-453-6914.

Table of Contents

ADA/504 Accommodations.....	1
Western Dakota Technical College’s Diversity, Equity, Inclusion, and Belonging Definition	1
Discrimination and Harassment.....	1
WDTC Mission Statement	5
Practical Nursing Program Mission Statement	5
Practical Nursing Program Philosophy Statement.....	5
Conceptual Framework.....	5
Program Learning Outcomes	6
The Teaching/Learning Process and Responsibilities	7
LPN Scope of Practice	7
Special Considerations	10
Practical Nursing Policies and Procedures.....	10
Re-Admission Policies	10
Progression	10
Medication Test	11
Documents.....	11
Attendance Policy and Procedure.....	11
Additional Clinical Attendance Guidelines.....	11
Health, Illness, And Injury Policies and Procedures.....	11
Nursing Department Academic Integrity Policy.....	12
Disciplinary Policy and Procedure.....	12
Professionalism.....	13
Unprofessional or Illegal Behavior	13
Conduct.....	13
Clinical and Lab Dress Code	14
Daily Dress Code	15
Clinical Experience	15
Graduation and Licensure Procedure	16
Licensure	16
NCLEX Results.....	16

WDTC MISSION STATEMENT

Western Dakota Technical College prepares students to be highly-skilled professionals through accessible, career-focused programs to improve their lives, while adapting to community workforce needs and positively impacting our economy.

PRACTICAL NURSING PROGRAM MISSION STATEMENT

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

PRACTICAL NURSING PROGRAM PHILOSOPHY STATEMENT

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

CONCEPTUAL FRAMEWORK

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

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

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

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

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

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

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

Adapted from: Quality and Safety Education for Nurses Institute (2019). QSEN Competencies.

www.qsen.org

PROGRAM LEARNING OUTCOMES

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

<i>WDTC Institutional Learning Outcome</i>	<i>Program Learning Outcomes</i>
<i>Critical Thinking</i>	<p>Students will be able to:</p> <p>Quality Improvement: establish the quality and safety of health care systems by evaluating data to monitor the outcomes of care processes and using improvement methods to design and test changes.</p>
<i>Technical Knowledge and Skills</i>	<p>Students will be able to:</p> <p>Safety: demonstrate safety measures and minimize the risk of harm to patients and providers by engaging in system effectiveness and applying individual safety measures.</p> <p>Evidence-based Practice: deliver optimal health care by integrating best current evidence with clinical expertise and integrating evidence-based practice with patient/family preferences and values.</p>
<i>Communication</i>	<p>Students will be able to:</p> <p>Informatics: employ informatics to communicate with care teams, manage knowledge, mitigate error, and support decision making.</p>
<i>Professionalism</i>	<p>Students will be able to:</p> <p>Teamwork and Collaboration: demonstrate teamwork and collaboration by functioning effectively within nursing in interprofessional teams, engaging in open communication and mutual respect, and applying shared decision-making to achieve quality patient care.</p> <p>Patient-Centered Care: provide a patient-centered care by providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.</p>

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

THE TEACHING/LEARNING PROCESS AND RESPONSIBILITIES

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

LPN SCOPE OF PRACTICE

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

A licensed practical nurse practices under the supervision of a registered nurse, advanced practice registered nurse, licensed physician, or other health care provider authorized by the state. A licensed practical nurse is guided by nursing standards established or recognized by the board and includes:

1. Collecting data and conducting a focused nursing assessment of the health status of a patient;
2. Participating with other health care providers in the development and modification of the patient-centered health care plan;
3. Implementing nursing interventions within a patient-centered health care plan;
4. Assisting in the evaluation of responses to interventions;
5. Providing for the maintenance of safe and effective nursing care rendered directly or indirectly;
6. Advocating for the best interest of the patient;
7. Communicating and collaborating with patients and members of the health care team;
8. Assisting with health counseling and teaching;
9. Delegating and assigning nursing interventions to implement the plan of care; and
10. Other acts that require education and training consistent with professional standards as prescribed by the board, by rules promulgated pursuant to chapter [1-26](#), and commensurate with the licensed practical nurse's education, demonstrated competence, and experience.

The Practical Nursing curriculum also integrates Chapter 20:48:04:01 of the South Dakota Nurse Practice Act which outlines the standards of nursing practice including Chapter 20:48:04:06 Intravenous therapy tasks that may be performed by LPNs.

Standards of Nursing Practice:

1. Practice within the legal boundaries for nursing practice authorized in SDCL chapter [36-9](#) and this article;

2. Accept personal responsibility and be accountable for actions, competence, decisions, and behavior in the course of nursing practice. A nurse does not avoid this responsibility by accepting the orders or directions of another person;
3. Perform only those activities, tasks, or responsibilities that another reasonable and prudent nurse with similar educational preparation and demonstrated clinical competence would perform and that one has determined can be accomplished safely;
4. Perform activities, tasks, or responsibilities only after considering the complexity and frequency of nursing care needed by the client population served;
5. Perform activities, tasks, or responsibilities only after considering if a practice setting allows a nurse to perform the activities, tasks, or responsibilities in the practice setting, provides a sufficient number of qualified personnel within the practice setting, and provides adequate channels of communication that lend support to the types of nursing services offered in the practice setting;
6. Maintain competence through ongoing learning and application of knowledge in current nursing practice;
7. Obtain instruction and supervision when needed in implementing new or unfamiliar nursing techniques or practices;
8. Document nursing care provided, changes in a client's condition, or relevant information, in an accurate and timely manner;
9. Maintain professional boundaries and therapeutic relationships with clients;
10. Collaborate and consult with, or refer clients to, other health care providers to resolve situations beyond one's expertise;
11. Practice without discrimination on the basis of age, race, religion, gender, national origin, sexual orientation, patient diagnosis, or disability;
12. Advocate for the respect, dignity, rights, and property of clients;
13. Take preventive measures to promote an environment that is conducive to health and safety; and
14. Report illegal, substandard, unethical, unsafe, or incompetent nursing practice.

Intravenous therapy tasks that may be performed by licensed practical nurses. A licensed practical nurse who has completed a program of study that included supervised clinical practice acquired through a pre-licensure nursing education program or a continuing education program and who has demonstrated clinical competence may perform the following intravenous therapy tasks for clients who are twelve years of age or older, as ordered by a legally authorized medical prescriber, and as supervised in accordance with § [20:48:04:01.03](#):

1. Insert peripheral venous access devices, using a needle or a catheter not to exceed three inches in length;
2. Administer local anesthetics by the intradermal, subcutaneous, or topical routes for the purpose of pain control when inserting a peripheral catheter;
3. Obtain blood samples through a peripheral or a central line;
4. Assemble and maintain peripheral line and central line infusion equipment;

5. Administer intravenous fluids, with or without added medication, that have been prepared and labeled by a pharmacist, registered nurse, physician, dentist, or manufacturer, via a peripheral or a central line, excluding the medications listed in § [20:48:04:07](#);
6. Calculate and adjust infusion rates using standard formulas for peripheral and central lines;
7. Reconstitute medications by activation of a manufacturer's prepared bag and vial system;
8. Administer peripheral intravenous push medications, if:
 - a. Direct supervision is provided by a registered nurse, advanced practice registered nurse, physician, or other board-approved licensed health care provider;
 - b. The medication is not listed in § [20:48:04:07](#); and
 - c. Administration occurs in a health care facility licensed pursuant to SDCL chapter [34-12](#);
9. Flush peripheral or central catheter lines with heparin or saline solutions;
10. Administer total parenteral nutrition and fat emulsion solutions via a central line;
11. Assemble and maintain patient-controlled analgesia infusion equipment, program the pump pursuant to an authorized provider's order that prescribes a specific dosage, and assist a client with self-bolus when needed;
12. Monitor the administration of blood products and plasma volume expanders after a registered nurse or physician has administered the blood product and monitored the client for the initial fifteen minutes of the infusion;
13. Discontinue intravenous therapy infusion, blood products, and plasma volume expanders;
14. Perform routine peripheral and central line intravenous site dressing changes;
15. Remove peripheral intravenous therapy catheters that do not exceed three inches in length; and
16. Remove implanted venous access device needles.

The LPN Scope of Practice varies from facility to facility. In general, LPNs can do **ALL BUT THE FOLLOWING**:

- 1) Administer the following intravenous therapy fluids, medications, agents, or drug classifications:
 - a. Antiarrhythmics;
 - b. Antineoplastic chemotherapy;
 - c. Biologics, including immunotherapy;
 - d. Fibrinolytics;
 - e. Immunoglobulins;
 - f. Investigative or experimental;
 - g. Oxytocics;
 - h. Paralytics;
 - i. Thrombolytics;
 - j. Tocolytics; or
 - k. Vasoactives;
- 2) Titrate medications that require continuous assessments to determine the dosage of medication or agent;
- 3) Administer medications for the purpose of inducing moderate sedation, a drug-induced depression of consciousness during which a client is capable of responding to verbal commands;

- 4) Administer medications for the purpose of inducing deep sedation, a drug-induced loss of consciousness where the client may not be easily aroused and interventions to maintain a patent airway may be needed;
- 5) Administer medications for the purpose of inducing general anesthesia, a drug-induced loss of consciousness where the client is not arousable, and interventions are required to maintain a patent airway;
- 6) Administer fluids, medication, or agents via an epidural, intrathecal, intraosseous, umbilical, or ventricular reservoir; or
- 7) Insert or remove a midline intravenous catheter, peripherally inserted central line catheter, or other type of central line catheter.

PLEASE CONSULT YOUR FACILITY'S POLICIES AND PROCEDURES FOR ANY QUESTIONS

SPECIAL CONSIDERATIONS

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

PRACTICAL NURSING POLICIES AND PROCEDURES

Re-Admission Policies

A student may choose to withdraw from a course at times stated by the WDTC academic calendar. Withdrawal in good standing with WDTC and the Nursing Program allows the student to be eligible for re-admission to courses according to WDTC policies. If a student earns less than a "C" in any nursing program course, the student may re-apply to the program and retake that course. Students that withdraw from a course or earn less than a "C" may retake the course a total of one time and will not be allowed to advance in semesters until that course is successfully completed. Students that earn less than a "C" in a nursing technical course or withdraw from a course more than one time will no longer be eligible for acceptance into the nursing program. Students that withdraw from a course or earn less than a "C" in any nursing course have one year from the end of that semester for that course to reapply and gain acceptance to the nursing program and complete that course.

Students that withdraw from the program after successful completion of the first semester of technical courses have one year from the end of that semester to reapply and gain acceptance to the nursing program. If significant curriculum changes have been made in that timeframe, student may have to repeat first semester nursing technical courses.

Seats in future cohorts following reapplication to the program are not guaranteed.

Progression

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

Grading for Nursing Courses as follows:

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

A grade of “C” or greater is required in each nursing course to progress to the next semester. If failing to progress, students may continue to take any non-nursing coursework while waiting to re-apply for admission.

Medication Test

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

Documents

All documents you provide to the nursing program administrative assistant should be copies. Keep the originals for your own personal records. Copies of CPR certification, and all vaccinations must be kept current and on file with the Nursing Administrative Assistant. Failure to provide required clinical documentation will result in unexcused absences with no make-up opportunity.

Attendance Policy and Procedure

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

Additional Clinical Attendance Guidelines

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

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

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

Health, Illness, And Injury Policies and Procedures

Absences due to illness (vomiting, diarrhea, elevated temperatures, or any contagious illness) may require doctor’s verification. Students must notify the clinical instructor prior to the start of the shift if

they will be absent for the clinical day. Students must communicate with their clinical instructor to determine when it is appropriate to return to clinical. Students who have had surgery or have an injury must provide documentation from their physician that they are able to participate in clinical. Documentation must be provided before they are at the assigned clinical site.

Students incurring any injury in the clinical or lab setting must report immediately to an instructor or preceptor for the necessary policies and procedures of the facility. Required emergency treatment and appropriate report forms must be completed. If the facility assesses cost for this treatment, the student is responsible to pay those charges. WDTCC is not responsible for those charges.

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

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

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

Nursing Department Academic Integrity Policy

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

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

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

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

Disciplinary Policy and Procedure

The following may result in disciplinary action

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

Disciplinary actions will be enforced according to the WDTC Student Handbook and policies published on the WDTC website.

PROFESSIONALISM

The ability to understand and demonstrate sufficient respect for others in non-verbal, verbal, and written communications in the classroom, lab, clinical settings, WDTC community, and public settings is important. Please refer to the WDTC Student Handbook and the specific instructor syllabi for further expectations. Failure to comply with professional conduct and ethical expectations could result in a code of conduct violation and/or removal from the program.

Unprofessional or Illegal Behavior

The following behaviors are considered unprofessional and/or illegal:

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

Conduct

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

- WDTC Conduct Policies will be followed at all times. Students are responsible to know and abide by the policies in the WDTC Student Handbook.
- Clinical Site policies and procedures will be followed when in the clinical setting-with the exception of dress code (the WDTC Nursing Program dress code must be followed).
- A therapeutic relationship with patients is expected.
- Confidentiality is expected at all times in both the classroom and clinical settings. This includes, but is not limited to, information obtained electronically, verbally, and in written format. Students are permitted to access records pertaining only to patients currently under his/her care. Any breaches of confidentiality including any HIPAA violation such as using patient identifiers in submitted work will be grounds for immediate disciplinary action. Students must sign an agreement, specific to each clinical site, to maintain confidentiality.
- Social Networking Guidelines:
 - Privacy does not exist in the work of social media.
 - Search engines can turn up posts years after they were created, and comments can be forwarded or copied.

- If you would not say it to an individual face-to-face, then don't post it.
- Confidential, trademarked, and student/faculty/patient information may not be posted.
- Do not disclose information that may be used to identify classmates, faculty, or patients. Remember, even de-identified information may be recognized by classmates, faculty, patients, their families, or their employers.
- Students must educate themselves about the proper way to use social networking sites and how to avoid the pitfalls afforded by technology.
- Misuse of social networking is a violation of professional conduct and will result in disciplinary action.
- Because of the distraction, social networking is prohibited in the classroom.

Clinical and Lab Dress Code

- A full uniform consists of black pants with black uniform top and must be worn at all clinical and lab experiences.
- Students need to wear appropriate undergarments under scrubs for clinical and labs.
- Individual clinical facility tattoo policies must be followed.
- Students must have hair color that occurs naturally on a human. For example, no blue or green.
- Hair should be clean, neatly combed/brushed and styled so it does not fall forward. Long hair must be worn up and back.
- Mustaches or beards are to be neatly trimmed.
- Jewelry is limited to a watch, wedding band and/or engagement ring. Some clinical sites may require removal of all jewelry. Pierced ears no more than 1 small, plain post in each ear. No other piercings are allowed.
- If make-up is worn, it should be at a minimum.
- Personal cleanliness, use of deodorant and good oral hygiene are required, but strong odorous products and all perfumes are restricted.
- Nails must be clean and no longer than the tip of the finger. Nail polish, artificial nails, nail overlays, et cetera are not allowed.
- Patterned tops, logos, or insignias are not allowed.
- Neutral colored closed toed shoes with socks must be worn.
- Students may wear a black lab jacket with the black scrubs as part of their uniform.
- White or black long sleeve knit shirt may be worn under the uniform top.
- Uniform pants must also be hemmed appropriately.
- Uniforms may have no tears or stains and must fit appropriately. i.e., not overly snug and of a length that allows full patient care without exposure or hazard.
- Events requiring professional attire rather than a uniform necessitate professional business dress. Non-denim pants and a nice shirt are acceptable.
- A picture ID name badge (either WDTC student badge or specific site badge) must be worn at all times (worn above the waist) when in a clinical area.
- When in uniform, students must have in their possession:
 - A watch with a second hand
 - Bandage scissors

- Stethoscope
- Black pen
- Pen light
- Readily visible picture ID
- No sharps or stethoscope to be worn with uniform at Mental Health clinical.

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

Daily Dress Code

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

Clinical Experience

- Clinical, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside of the Rapid City area.
- All students participating in clinical rotations will need to provide their own transportation to clinical sites. Proof of insurance, registration, and valid driver's license is required for access to clinical sites located on military installations. The driver and all passengers in a vehicle must have a pass from the visitor center to get on a military installation.
- Clinical sites may require students be screened for drug use and may require a background check and fingerprinting prior to clinical rotations. This may be at the student's expense.
- Students are responsible to meet all of the clinical site requirements.
- If a student is enrolled in a clinical course, all immunizations must be up to date by the first clinical day or by the scheduled due date.
- Students will be dismissed from clinical for/if:
 - They are under the influence of drugs or alcohol
 - Dress code violations either incomplete or inappropriate
 - Unprofessional conduct toward a patient, visitor, staff member, clinical instructor, or other students
 - Providing patient care outside the scope of practice
 - Working overnight the previous night
 - Infectious disease
 - Emotionally unfit to care for patients
 - Performing procedure without instructor being present/permission
 - Any violation of confidentiality
 - Use of cell phone during clinical time. Also, no use of clinical site phone unless authorized by clinical instructor
 - Other inappropriate conduct at the discretion of faculty or preceptor.

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

GRADUATION AND LICENSURE PROCEDURE

Graduation and Pinning Ceremony criteria consists of the following:

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

LICENSURE

- Upon successful completion of the Practical Nursing Program, the graduate is eligible to sit for the NCLEX-PN.
- The graduate must complete the application process through the State Board of Nursing in which they plan to practice to sit for the exam for initial licensure.
- Required general education courses as well as Nursing Program specific courses must be completed with satisfactory grades applied to the student’s transcript prior to the education certification being sent to the South Dakota State Board of Nursing. The South Dakota State of Nursing will certify eligibility to sit for the NCLEX-PN. If not applying in SD, students must follow the application procedures for each specific state.

Required Steps to Obtain a Credential in South Dakota

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

NCLEX RESULTS

Institution	Calendar Year	Program	Certification Name	% Passed
Western Dakota Tech	2023	Practical Nursing	NCLEX-PN	94.74%

Western Dakota Tech	2022	Practical Nursing	NCLEX-PN	93.88%
Western Dakota Tech	2021	Practical Nursing	NCLEX-PN	88.18%
Western Dakota Tech	2020	Practical Nursing	NCLEX-PN	88.89%
Western Dakota Tech	2019	Practical Nursing	NCLEX-PN	95.65%
Western Dakota Tech	2018	Practical Nursing	NCLEX-PN	85.71%
Western Dakota Tech	2017	Practical Nursing	NCLEX-PN	75.56%
Western Dakota Tech	2016	Practical Nursing	NCLEX-PN	70.83%



Student Agreement and Signature

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

Student's Name: _____

Signature: _____

Date: _____

Professionalism/Practical Nursing Student Code of Conduct

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

Student's Name: _____

Signature: _____

Date: _____