I. PRACTICAL NURSING
Practical nursing is an integral part of all nursing. It is a vocation in which the individual nurse practices nursing skills under the supervision of a professional registered nurse or a licensed physician. The practical nurse is a valuable member of the health team who functions in varied nursing situations.

II. GENERAL DESCRIPTION
The School of Practical Nursing is a cooperative program supported by Bedford County Public Schools and Bedford Memorial Hospital. The eighteen-month program is divided into two nine-month sessions. The pre-clinical phase, runs concurrently with the high school schedule and the students attend classes at the Bedford Science and Technology Center where a classroom, a four bed lab and two computer labs are available for student use. Classes for the preclinical phase are approximately three hours each day from the end of August through June. High school students earn three high school credits for this phase of the program. The clinical phase begins about August 1 and is completed in late May or early June. During this time, the schedule includes both clinical experience and classroom time, not to exceed eight hours a day, five days a week. The clinical phase classroom is located at Bedford Memorial Hospital and clinical experiences are scheduled at Bedford Memorial Hospital, Carilion Clinic Roanoke Memorial as well as other medical facilities in Bedford County.

The purpose of the school is to provide a program through which students may acquire knowledge of basic principles underlying practical nursing and experience in the application of these principles in clinical practice.

Graduates of the school will be eligible to take the National Council Licensure Examination for Practical Nurses. After successful completing the exam, they will be able to assume their role as an L.P.N. in helping to meet the health needs of the community.

III. ENROLLMENT
Applications are accepted each year from January 1 through the last business day of February. Applicants are to download applications and all supporting documentation from the Bedford Science & Technology Center website which may be found at http://bedfordbstc.sharpschool.net . Preference for admission is given to Bedford County high school students who have successfully completed their junior year and to qualified adults who are residents of Bedford County. Non-residents of Bedford County are only considered if vacancies exist. A tuition charge is determined annually by the Bedford County School Board. Currently, the fee for county residents is $1000 for the preclinical phase and $2,000 for the clinical phase. Non-county residents in the program pay at a rate approximately double that of county residents. High School seniors are exempt from paying tuition for the first nine months of the program. However, they are responsible for other fees as outlined in section IV Expenses (Tuition and Fees). High school seniors who progress to the second nine months of the program will be responsible for tuition as well as other related fees. Fees must be paid in full prior to the beginning of each semester.
IV. EXPENSES: (TUITION AND FEES)

☐ Tuition
☐ Uniforms (white shoes, white hose, watch with a sweep second hand)
☐ Textbooks
☐ Testing Fees
☐ Educational Materials
☐ Graduation and State Board Fees
☐ Professional Dues

Please note that expenses change from year to year. In addition to tuition, additional fees will be approximately $750 - $1,050 each year. An estimated expense sheet will be mailed by mid-August.

V. TUITION REIMBURSEMENT
Students are billed each semester for tuition and other expenses. Students may be refunded the current semester tuition in the event the student withdraws within ten (10) school days of the beginning of the semester. Students who are academically dismissed are not eligible for tuition reimbursement. All other fees are non-refundable.

VI. BEDFORD COUNTY SCHOOLS
Bedford County Schools are made up of 15 elementary schools, three middle schools, three high schools, one alternative school, and one career and technical center. Bedford Science and Technology Center, the career and technical school, serves students from the three high schools. The school division is governed by an 8-member school board.

VII. BEDFORD MEMORIAL HOSPITAL
Bedford Memorial Hospital is a fully accredited, 55-bed acute care, 111-bed long term care facility. The hospital offers a full range of medical/surgical services. Major services include outpatient surgery, a 24-hour emergency department, breast imaging center mammography services, hospice services and urology and cardiac services. The hospital is governed by a Board of Directors composed of leading citizens of the City and County. Bedford Memorial Hospital functions as part of a partnership between Carilion Clinic and Centra Health which brings the expertise and resources of two large non-profit healthcare organizations to the Bedford community.

VIII CONDUCT
All students must conduct themselves, both on and off duty, in such a manner as to reflect no discredit upon themselves or the school. Any student who fails to meet the school standards will be asked to withdraw immediately.

IX. VACATIONS AND HOLIDAYS
There will be a short break at the end of the preclinical period. Otherwise, the same holiday schedule as Bedford County Schools will be observed.
X. ATTENDANCE/LEAVE OF ABSENCE
There is a close correlation between good attendance and success in the practical nursing program. Due to the importance of attendance, students will be granted a leave of absence only in case of an emergency. The granting of a leave will be based on the merit of the individual’s need. Students can be dismissed from the program or not allowed to enter the second year if they do not meet the attendance requirements stated in the PN student handbook.

XI. CONTENT OF THE COURSE
The areas of learning include: Personal and Vocational Nursing, Community Health, Anatomy and Physiology, Nursing Arts, Mental Health, Nutrition, Geriatrics, Medical-Surgical Nursing, Obstetrics Nursing, Pediatric Nursing, and Administration of Medications. Students must maintain an 80% or higher average in all of the above subjects to remain in the program.

XII. ENTRANCE REQUIREMENTS
A. Education:
High school students who have satisfactorily completed the junior year in Bedford County Public Schools or the equivalent at a private school or through a home school program are eligible to apply. Adults who have finished high school or earned a G.E.D can apply.

B. Health:
Students selected by the admissions committee in April will be required to have a physical examination prior to August 1. Also, a complete copy of immunization records will be required by this date. Entry into the program will be contingent upon satisfactorily completing all the above and meeting necessary health standards to perform as an LPN.

C. Application Fee:
A non-refundable $50 application fee is due with applications for adult students in order to defray test administration costs.

D. References:
Satisfactory character references with complete names and addresses must accompany the application. References should be professional, education or employment, not family or friends.

E. Personal Essay:
A personal essay is to be included as part of the completed application.

F. Interview:
High school students will be interviewed the day they take the TEAS entrance exam at BSTC.

G. Additional Requirements
A criminal record check and drug screening will be completed prior to entry into the clinical phase. Both are done at the students’ expense. Students selected for admission will need access to a working computer with internet capabilities and a printer.

XIII. Selection
Selection by the Admissions Committee is dependent on evaluation of credentials presented and the pre-entrance test. The committee makes its selection in April of each year.

XIV. GRADUATION – LICENSURE
Upon satisfactory completion of the prescribed course, the students will be awarded a diploma from the Bedford County Public Schools/Bedford Memorial Hospital School of Practical Nursing. The graduate will be eligible to take the examination given by the Virginia State Board of Nurse Examiners to become a Licensed Practical Nurse.

For further information contact:
Bedford County School of Practical Nursing
Bedford Science and Technology Center
600 Edmund Street
Bedford, Virginia 24523
Phone (540) 586-3933
Fax (540) 586-7711
Email: bcspn@bedford.k12.va.us

The Bedford County School Board does not discriminate on the basis of race, color, national origin, sex, age, or handicap in its programs, activities, or employment practices as required by Title VI, Title IX and Section 504.