

9/5/63

Kapiolani Technical School  
PRACTICAL NURSING DEPARTMENT

STUDENT HANDBOOK

Address: 620 Pensacola Street, Honolulu 14, Hawaii

Phone: 52349 or 503-518

School Hours: 7:30 a.m. to 3:30 p.m., Monday-Friday

Lunch Hour: 12:05-12:50 p.m.

Principal: Kapiolani Technical School--Mr. Raymond Won

Chairman: Practical Nursing Department--Mrs. Marjorie Elliott

Instructors: Mrs. Katherine Deai  
Mrs. Hanayo Hashimoto  
Mrs. June Morioka  
Mrs. Myrtle Schattenburg

Secretary: Practical Nursing Dept.--Mrs. Alice Arakaki

Admission fee of \$63.85 includes:

Practical Nursing textbook	\$6.50
American Nurses Dictionary	4.25
Basic Med.-Surg. Nursing	5.25
Baby & Child Care--Spock	.50
Some Special Probs. of Children	.35
First Aid textbook	.75
Total Books .....	\$17.60
Bandage scissors	2.80
Name pin	.70
Total Equipment .....	\$ 3.50
Course fee.....	30.00
Audio-visual.....	.75
Book rental.....	5.00
Library.....	.50
Testing.....	.50
Student Body Dues.....	5.00
Registration fee.....	1.00
	<u>\$63.85</u>

This is your school. We hope you will enjoy it, take pride in it, and help to keep it in good condition.

#### Smoking

Smoking is allowed in the lounge, rest room, and library at any time except during classes. Please do not throw ashes or cigarette stubs on floor or in the yard.

#### Lockers

Lockers are provided for student use. A locker will be assigned to each student for use during the first six months. The key will be checked out to the student and must be checked in before leaving to enter the clinical period. If a key is lost, the student will be required to pay 50 cents for a replacement.

#### Class Schedule

The class schedule will vary from week to week. Each Friday students will be given the next week's schedule and it will be posted on the bulletin board in the library. Use of rooms by Business Education classes and other groups will be scheduled weekly.

#### Lunch

Students may bring lunch from home and eat in the lounge, student rest room, or foods laboratory. Lunches are not to be stored in the refrigerator. It is for class use only, except that students may use ice cubes as needed.

No school supplies are to be used for coffee hour or lunch. The corner kitchen (next to supply cupboard) contains glasses, plates, spoons, etc. for student use. Student supplies such as tea, coffee, sugar, catsup, etc. may be kept there as desired.

Dishes and silver from this kitchen should be rinsed and stacked on the counter to be properly washed during housekeeping period by student assigned to that job.

No one is to enter foods lab. to get supplies or dishes for lunch until after 12:05 when foods lab. is in session. Food prepared in laboratory is to be eaten by the class preparing it and not by students of the other sections.

Students may go out for lunch if desired but must be back by 12:50 p.m.

#### Coffee Break

There will be a coffee break each morning from 9:15 to 9:25 a.m. Students may prepare tea or coffee in the foods lab. at this time if they wish providing they use their own supplies. School supplies are not to be used for this purpose.

#### Parking for Students

All stalls facing the business building are reserved for staff members. Students may park on the lawn of the Practical Nursing building.

Telephone

School telephones are not to be used for personal calls except in unusual situations. If necessary to make such calls, permission should be obtained from an instructor or the secretary.

The public telephone in the business building should be used for personal calls.

Library

Books and magazines in the library are for student use. You may go to the library shelves at any time even though a business class may be in session providing you are quiet and business-like. To check out a book or magazine, sign and date the card in the back of the book and leave it on the student helper's desk. Return all books to student helper's desk. Books not returned must be paid for by the student who signed the card.

Tardiness and Absence

Students are expected to be on time for all classes. In case of illness or an emergency causing absence, the school must be notified promptly by phone as to reason. Students will be held responsible for making up class work and are expected to ask for help if needed and for any material given out during the absence. During the clinical period students will notify both the school and the hospital of absences.

Withdrawal from School

- a. A student leaving school for any reason must report to the office before withdrawal so that his permanent records can be properly closed.
- b. The school shall retain one-tenth of all fees, dues, assessments and rentals for each month or fraction thereof of school attendance in cases where the student leaves the school. The remainder shall be refunded to the student. No refunds will be made after the eighth month.

Vacations

Approximately four weeks' vacation is included in the one year course. Christmas vacation will correspond to that in all public schools. There will also be two weeks' vacation in August. For the September class the August vacation will be terminal.

Holidays

Regular state holidays are observed by the school during the course. These are:

- New Year's Day-----January 1
- President's Day-----February 22
- Kuhio Day-----March 26
- Good Friday-----Friday before Easter
- Memorial Day-----May 30
- Kamehameha Day-----June 11
- Independence Day-----July 4
- Labor Day-----First Monday of September
- Election Day-----November 6
- Veterans' Day-----November 11
- Thanksgiving -----November 22 and 23
- Christmas Day-----December 25
- (Teacher's meeting-----Date to be selected)

### Uniforms

Students will order uniforms through the school. Sample uniforms will be ready the first week. Street clothes will be worn until uniforms are ready, then students are expected to wear the complete uniform during school hours and to be always well groomed.

### Care of Building

Students will be scheduled for housekeeping duties regularly to be done following the last class of the day at 3:30. The janitor will wash windows, wax floors, etc. but is not responsible for regular daily cleaning.

### Student Conduct

Students are expected to conduct themselves in a courteous and friendly manner. Since it is so important that nurses speak good English, please eliminate Pidgin and foreign languages from your conversation. Loud talking and gum chewing should be avoided. Instructors will welcome student requests for conferences on any problems they may have.

### Policy on Pregnancy

1. Students known to be pregnant during the first six months will be asked to resign.
2. Students who become pregnant after the first six months will be allowed to complete the course providing they will not be more than five months pregnant at the completion of the course and that their performance is satisfactory. A statement from the obstetrician will be required approving continuation in the course and verifying the duration of pregnancy.
3. Provision 2 will apply to unmarried students only if they marry as soon as is feasible and before graduation.

### Counseling

Any student receiving a grade below C is expected to make an appointment for a conference during study period or after school with the instructor. In order to make the best possible use of student and counselor time, an appointment should be made in advance when possible.

### Graduation Award:

An award of \$10 will be given at graduation by the instructors to the student who has been the most outstanding nurse of the class throughout the course.

### Class Organization

After the first month, students will be well enough acquainted with classmates to elect officers and organize the class. The use of student activity fees will be explained at that time. Class officers usually consist of president, vice-president, secretary, treasurer, and a social chairman. Other offices may be created if desired.

### Fire Alarm Instructions

1. Alarm -- a succession of short rings
2. Return-- one long ring
3. General instructions:
  - a. Take only your hand bag with you.
  - b. Walk quickly but do not run.
  - c. Use least crowded stairway.
  - d. Go beyond lanai to wait for return bell.

PRACTICAL NURSING CURRICULUM--48 Weeks

Weeks 1-3 inclusive

Lecture, discussion and laboratories  
(Nursing and nutrition) in home school

Weeks 4-6 inclusive (Each student will be assigned to one of the three general hospitals.)

As above plus short periods in hospital twice weekly.

Weeks 7-12 inclusive

As above plus two full days each week (Tuesday and Wednesday) in hospital.

Weeks 13-24 inclusive

As above plus three full days each week (Tuesday, Wednesday and Thursday) in hospital.

Capping will take place at the end of the 14th week for all who are doing satisfactorily. If grades are not satisfactory, students will be requested to resign at this time.

The above schedule includes the following subjects:

Fundamentals of Nursing  
Personal & Vocational Relationships  
Normal Nutrition and Diet in Disease  
Normal Growth and Development  
First Aid and Civil Defense  
Medical and Surgical Nursing including Anatomy and Physiology

After the 24th week students will rotate through the following clinical areas. Classes and clinical experience will be concurrent.

Obstetrics-----8 weeks  
Pediatrics-----4 weeks  
Preschool-----2 weeks  
Rehabilitation--2 weeks  
Psychiatry-----8 weeks

AFFILIATING ORGANIZATIONS

The Queen's Hospital: Medical-Surgical Nursing  
Obstetrical Nursing  
Pediatric Nursing

Kaiser Foundation Hospital: Medical-Surgical Nursing  
Obstetrical Nursing  
Pediatric Nursing

St. Francis Hospital: Medical-Surgical Nursing  
Pediatric Nursing

Leahi Hospital: Rehabilitation Nursing

Kindergarten & Children's Aid Ass'n Centers: Preschool experience

Hawaii State Hospital: Psychiatric Nursing

KAPICLANI TECHNICAL SCHOOL

PRACTICAL NURSING DEPARTMENT

CLASS ORGANIZATION AND RESPONSIBILITIES

Election of officers shall be held about the sixth week of school to allow time for students to become acquainted and to evaluate leadership ability of classmates.

The faculty shall appoint a nominating committee to draw up a slate of officers. This committee shall select at least two candidates for each of the offices of president and secretary-treasurer. These names are to be checked with the Department Chairman to be sure that grades are satisfactory before submitting them to the class. No one shall be nominated for an office unless she or he agrees to serve if elected.

The chairman of the nominating committee shall conduct the election of president after asking if there are additional nominations from the floor. The candidate receiving the second highest number of votes for president shall automatically become the vice-president.

The president may, then or later, appoint chairmen for whatever committees the group may decide upon, such as social, graduation, etc.

Class meetings may be held as often as seems desirable during study periods but preferably at the same time as faculty meetings so that class meetings will not interfere with student-teacher conferences.

Student activity fees, on books, \$5 each. Number of students X \$5 = class fund.

Financial responsibilities:	Approximately
<u>For senior class graduation:</u>	
Cookies and flowers or leis	\$ 7.00-20.00
<u>For new class (when you are seniors):</u>	
Cookies and flowers for capping	5.00-10.00
<u>For your own graduation</u>	
Chair rental	16.00
Decoration expenses	?
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Total (at the most)	\$50.00

Other than the above obligations, class funds may be used as the class decides for social purpose, graduation expenses that would ordinarily be paid for by individuals, projects, gift to school, etc. Money-making projects may be undertaken so long as they have been approved by the faculty and the Board of Education. Such projects must not require so much time that they interfere with the scholastic standing of students.

KAPOLANI TECHNICAL SCHOOL  
Practical Nursing Department  
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Honolulu 14, Hawaii

PHILOSOPHY AND OBJECTIVES

The faculty believes:

1. Practical nurses are an important occupational group in nursing. The practical nurse is prepared, through a one-year course of vocational education, to practice the art of nursing within a limited range of types of situations.
2. Nursing abilities are confined to those which can be effectively learned and applied to types of nursing situations where required nursing judgments can be made by a nurse with a sound but minimal scientific background.
3. Learning should be guided in such a way as to help the student develop his potentialities as an individual, to work with others to resolve problems in the home, the hospital, and the community, and to encourage personal and vocational growth. Learning best takes place in a permissive environment which stimulates cooperation and a spirit of inquiry and where teaching is based on a patient-centered concept of nursing.
4. The practical nurse must be prepared for two roles:
  - a. Nursing in situations relatively free from complexity with minimal supervision.
  - b. Assisting in more complex nursing situations with more supervision.

The objectives are:

1. To prepare the graduate of the department to function effectively as a practical nurse in all general fields of nursing within the limitations of a one-year curriculum. To help the student gain skills in effective communications and establish good interpersonal relationships.
2. To help the student to acquire the knowledge and the skills and to develop the attitudes, sensitivity and responsiveness that will enable him to meet the fundamental health needs of the individual patient, the family, and the community.
3. To enable the student to understand the basic health needs common to individuals of all age groups with varying deviations from health. To prepare the student to help people with their on-going daily needs which they are unable to meet themselves, to carry out the medical care prescribed, and to provide the spiritual and emotional support the individual needs. The degree of supervision required will be determined by the role in which the practical nurse is functioning.