

BOARD OF COOPERATIVE EDUCATIONAL SERVICES
Putnam/Northern Westchester
PRACTICAL NURSING

PHILOSOPHY

1. We, the faculty of Putnam/Northern Westchester BOCES, believe education should meet the needs of an ever-changing society based on a continuum of individualized interaction between teacher, learner and the environment. Utilizing the theoretical framework of the nursing process, emphasis is placed on the application of broad concepts and principles.
2. Nursing is an expanding science concerned with the promotion of wellness, prevention of illness, restoration of health and care of the sick in a variety of settings.
3. The learning experiences are selected from the simple to the complex. Keeping in mind the possibility of upward/horizontal mobility of the practical nurse, cognitive skills are reinforced by application in related clinical areas.
4. As a member of the health care delivery system, the practical nurse should recognize that all clients are holistic beings who have basic human needs (Maslow) that must be met throughout their lifecycle (Erikson).

CONCEPTUAL FRAMEWORK

The Putnam/Northern Westchester BOCES Conceptual Framework reflect the faculty's beliefs that the Practical Nurse's role as an integral part of an interdisciplinary team is constantly evolving.

The inner core of our nursing curriculum is generated to provide a holistic approach to meeting Maslow's Hierarchy of Basic Human Needs (1968) throughout the life cycle (Erikson).

The outer core of our nursing content uses the five phases of the Nursing Process as an organizational framework (assessment, nursing diagnosis, planning, implementation and evaluation).

Bound to this outer core are additional framework elements that support the educational process. These concepts appear as chains or link throughout the curriculum and include, but are not limited to:

- Vocational Perspectives
- Therapeutic Communication
- Health Education/Teaching
- Ethical and Legal Aspects
- Cultural and Spiritual Aspects
- Nutrition/Dietary Issues
- Nursing Care Skills
- Client Safety
- Standards of Practice
- Pharmacology
- Critical Thinking

PROGRAM OBJECTIVES:

Upon completion of this program, the student will:

1. Adapt basic biological and psycho-social principles to the practice of safe nursing care
2. Have the knowledge to become an effective citizen concerned with the prevention and control of disease, the maintenance of well being and the adaptation to illness.
3. Practice basic skills in the art of therapeutic communications and interpersonal relationships.
4. Formulate and apply standards of ethics in personal living and professional practice.
5. Apply the elements of the nursing process in meeting the needs of clients.
6. Be eligible for admission to the National Council Licensing Examination in Practical Nursing (NCLEX-PN). For licensure, please note: You must be a citizen of the United States in good standing or an alien lawfully admitted.
7. Be eligible to obtain employment and practice within the legal definition of practical nursing as defined by the Nurse Practice Act.

DEFINITION OF PRACTICAL NURSING

Title VIII, Chapter 994, Art. 139; Nurse Practice Act, NYS Education Law

The practice of nursing as a licensed practical nurse is defined as performing tasks and responsibilities within the framework of casefinding, health teaching, health counseling, and provision of supportive and restorative care under the direction of registered professional nurses or licensed or otherwise legally authorized physicians or dentists.

AFFILIATING AGENCIES

Clinical experience will be under the supervision of the program faculty and will take place in community nursing care facilities and hospitals. The faculty may add or delete to the following list of cooperating agencies:

Cortlandt Nursing Care Center, Peekskill, New York
Burke Rehabilitation and Rehab, White Plains, NY 10598
Hudson Valley Hospital Center, Cortlandt Manor, New York
North Westchester Restorative, Cortlandt Manor, New York
Putnam Hospital Center, Carmel, New York
Somers Manor Nursing Home, Somers, New York
VA Hudson Valley Health Care System, Montrose, New York

Students are obligated to respect the confidential nature of all information and to abide by HIPAA standards while working with both patients and records in these institution

ARTICULATION AGREEMENTS

Articulation Agreements with the following schools enable interested students to further their nursing education:

- Helene Fuld College of Nursing, New York, New York
- Dutchess Community College, Poughkeepsie, New York

LPN CURRICULUM – UNIT OUTLINE

- Unit 1 Fundamentals of Nursing Practice (basic nursing fundamentals)
- Unit 2 Structure and Function of the Human Body (basic human anatomy & physiology)
- Unit 3 Human Growth and Development across the Life Span (life cycle)
- Unit 4 Introduction to Medical-Surgical Nursing (basic orientation to medical-surgical nursing)
- Unit 5 Medication Administration & Introduction to Pharmacology
- Unit 6 Medical-Surgical Nursing
- Unit 7 Maternal Health Care (maternity nursing)
- Unit 8 Child Health Care (pediatric nursing)
- Unit 9 Mental Health & Mental Illness Nursing (psychiatric nursing)
- Unit 10 Current Issues & Trends in Nursing Practice

UNIT DESCRIPTIONS

Fundamentals of Nursing Practice:

Designed to orient the student to the historical development of organized nursing and to the current issues facing the practical nurse. It examines the concepts of health and the role of the practical nurse. Bio psychosocial influences affecting health are included. Legal-ethical issues, cultural and spiritual beliefs, normal nutrition, communication skills, educational programs, health and welfare organizations and the organization of our present day health care delivery system are addressed.

This course also introduces the student to the foundations, basic principles and practices of nursing. Emphasis will be placed on the use of the nursing process as the framework for the delivery of nursing care. Skills relative to the practice of nursing are taught/demonstrated/practiced in a laboratory/clinical setting. A clinical experience component will help reinforce classroom and laboratory learning.

Structure and Function of the Human Body:

Designed to familiarize the student with the body as a whole, from simple cell structure to the more complex structure and function of the body systems. Topics include body organization, movement and support, coordination and control, circulation and defense, energy supply and use, as well as perpetuating life.

Human Growth and Development Across the Life Cycle:

Designed to acquaint the student with physical, psychosocial, spiritual and emotional needs of each individual as they progress through their life cycle. Developmental theories of Freud, Erikson, Piaget, Havighurst, and Kohlberg will be discussed. Common health problems of each age group and related interventions are addressed. Emphasis is placed on the geriatric patient and his/her needs.

Introduction to Medical Surgical Nursing:

Introduces the student to the current health care delivery system and to the basic concepts of Microbiology as the foundation of infection control. Emphasis is placed on the roles of age, emotion, stress, pain and health teaching in the prevention of illness. It is designed to also provide the nursing theory and skills necessary to manage the care of clients with surgical, geriatric, rehabilitative, immune deficient, and disorders of oncology. Clinical components relative to didactic material will be coordinated and enhanced through student exposure to various segments of local medical-surgical hospital facilities.

Medication Administration and Introduction to Pharmacology:

This course introduces the student to the responsibility and role of the LPN in the medication administration process. The general principles for safe medication administration, various routes of medication delivery, intravenous infusion, and drug dosage calculations will be taught. A clinical component reinforces theory and skills.

Medical Surgical Nursing:

Designed to provide basic information relative to etiology, symptomatology, prevention and nursing management of clients with common health problems associated with each of the body systems. Principles of pathophysiology, pharmacology, cultural considerations and diet therapy are integrated. Emphasis is placed on the nursing process as a systematic problem solving approach. Medical Surgical Nursing is divided into 10 subunits (see academic expectations). Experience in a clinical setting is provided to reinforce concepts taught.

Maternal Health Care Nursing (Maternity Nursing):

Defines the role of the practical nurse as a member of the obstetrical care team. It explores the process of conception, normal pregnancy, complications of pregnancy and nursing management during antepartum, intrapartum and postpartum. The nursing process will be applied in the nursing management of the antepartal, intrapartal, and postpartal clients as well as the neonate. The needs of the gynecological client and the neonate with special problems will be explored. The female reproductive system is emphasized as a basis for understanding the reproductive process. Focus will be placed on the family as the basic social unit. Experience in a clinical setting is provided to expose students to maternal care and reinforce concepts taught.

Child Health Nursing (Pediatric Nursing):

Basic information is presented concerning assessment, health problems and hospitalization as they reflect a holistic approach to both short-term and long-term needs of the ill child. Emphasis is placed on preventative and restorative nursing interventions. Care of the hospitalized child, as well as care of the child with communicable diseases and common childhood disorders of the body systems, is also covered. Integrated are the commonalities of the nursing process, safety,

physical development and the role of the family in the delivery of quality care. Experience in a clinical setting is provided to expose students to pediatric care and reinforce concepts taught.

Mental Health and Mental Illness Nursing (Psychiatric Nursing):

The course presents a broad overview of mental illness and issues of altered mental health across the life span. It explains the relationship of growth and development to behavior, the general principles of therapeutic intervention, classification of behavior, categories of mental illness and treatment of mental disorders. Personality development and the use of defense mechanisms are reviewed as well as stress management. Students will be introduced to community/facility-based mental health programs to enable the development of a working knowledge of the nursing process in a health environment.

Current Issues and Trends in Nursing Practice:

This course is designed to address professional issues related to the practical nurse and practical nursing. Nursing ethical and legal issues, licensure concerns, leadership and management skills, and computer use are reviewed. Skills necessary for entry into the nursing workforce, including resume and cover letter development, interviewing skills and career development opportunities are also explored. Students will participate in a leadership rotation in the clinical setting.

Review and Testing

Case Studies/Alternative Site Reports/Final Exams

PROGRAM OFFERINGS AND TIME FRAMES

HEGIS 5209.20 Full Time Day: 8:00 AM – 3:00 PM / M-F

This is a ten (10) month program which follows the PNW BOCES school district calendar.

*Clinical rotation may occur during day/evening hours

HEGIS 5209-20 Part Time (Evenings): 5:30 PM – 9:30 PM / T-TH and Saturdays as per clinical schedule

This is a two year program which follows the evening nursing calendar. A two week full-time day summer rotation is required.

HEGIS 5209-10 Part Time (Days):

LPN I – 12:30 PM – 2:30 PM - W-F, Tuesday 8:00 – 2:30 PM - Additional 25 days full time summer clinical rotation

LPN II – 8:00 AM – 12:00 PM – W-F, Monday 8:00 AM – 2:30 PM

*Clinical rotation may occur during day/evening hours

Program schedules appear in the Tech Center catalogue. In addition, a schedule may be mailed to students or presented during a program orientation.

ADMISSION REQUIREMENTS

Applicants to the Practical Nursing Program must participate in the admission process given below to be officially entered into program:

1. Complete an application form.
2. Submit two letters of reference or, if you are a high school student, a letter of recommendation from your high school guidance counselor
3. Submit a copy of an official high school diploma or GED (TASC) certificate or evidence of potential graduation from high school.
5. Participate in an assessment:
 - Take and successfully pass the nursing aptitude entrance exam
 - Receive a satisfactory personal interview

 - Write an acceptable essay
6. **Medical clearance must be obtained in order to participate in the nursing program. Submit the completed health assessment to the Admissions Office on or before student Orientation day. Please note our affiliating clinical agencies mandate documentation of specific immunizations with blood titre results and other required blood work prior to affiliation experiences. Immunizations/blood work requirements are indicated on the authorized pre entrance physical examination form and MUST be completed by the physician. Failure to submit necessary medical documents can suspend or jeopardize your enrollment. In addition, some facilities require social security numbers to authorize clearance.** Pre-admission physicals, laboratory screenings and immunizations are required for your protection, as well as that of the clients you contact. These requirements are the same as those recommended for health care workers by the State Department of Health and the local affiliating agencies.
7. Take and pass American Heart Association BLS training class. Only one retake is permitted.
8. Please be advised that facilities require criminal background checks and a 10- panel urine drug screening for clearance purposes. All students are required to comply with these requests in order to participate in clinical rotations. Failure to meet these requirements will jeopardize attendance in program. **Students are responsible for payment of any fees necessary to complete the criminal background check and drug screening process.**

TRANSFER (ADVANCED STANDING) EXTERNAL

Students requesting permission to transfer into the nursing program will be asked to:

1. Complete an admission application form;
2. Submit a copy of transcripts from a previous nursing program;
3. Submit a letter of reference from a faculty member of previous program;
4. Interview with appropriate faculty member/members;
5. Receive, or have received, a satisfactory score on the nursing aptitude entrance examination.
6. Provide a completed physical examination on a Putnam /Northern Westchester BOCES authorized form -- including updated immunizations.

Based on space availability, provided the student has met admission requirements, the student will enter the program at the point where faculty deems it most appropriate (based on previous education, performance and grades).

TRANSFER (INTERNAL)

Students requesting to transfer to an alternate session, such as full-time to part-time, will be asked to meet with their counselor and complete a written request specifying reasons for the transfer. The request will be reviewed by all involved nursing faculty and administration.

Consideration for transfers will be done on an individual basis, and a decision will be based on many factors including the student's academic standing, overall performance and attendance, as well as classroom space availability. Students who fail any unit will not be eligible for a transfer.

Transfer requests made beyond the end of the first marking period will not be considered.

Readmission Procedure

The Readmission Procedure for students who have successfully completed the PN I program or for full time students who have successfully completed the second semester is specified below.

Students who have withdrawn from the practical nursing program due to poor academic performance, health reasons or other extenuating circumstances, may be permitted to resume training after a leave of absence at the discretion of the admission committee.

In order to be considered for re-entry to the program, the students must demonstrate proficient knowledge of the following units of instruction: Fundamentals of Nursing Practice, Structure and Function of the Human Body, Life Cycle and Introduction to Medical Surgical Nursing. A comprehensive re-entrance exam will be required to demonstrate proficiency. A minimum grade of 78% is needed for re-entry.

Readmission is most likely if the student has been pro-active in preparing for a successful return, and has addressed the issues that prevented him/her from being successful prior to withdrawing from the program.

To apply for re-entry to the Putnam/Northern Westchester BOCES PN program, the student must complete the following requirements:

1. Send an official request for readmission to the program administrator. Indicate how you have remedied the issues which impeded your previous success.
2. Schedule an appointment with the admissions counselor to update your application and obtain the resources to you will need to prepare for the Comprehensive Re-entry Exam.
3. Schedule a test date for the required exam. Keep in mind that re-entry testing takes place in May.

Upon completion of these requirements, the student will be notified in writing of his/her readmission status.

Please be aware that any outstanding tuition balance must be paid prior to scheduling a comprehensive re-entry exam.

Readmission is not guaranteed and is dependent upon space availability and the decision of the admissions committee. The committee's decision is final and no subsequent appeal will be considered.

ACADEMIC EXPECTATIONS

The instructor will provide the class with the grading specifics at the beginning of the program. Students are encouraged to discuss their grades with the instructor. Interim reports are given mid-quarter and report cards are given quarterly. Official notices documenting academic, clinical, attendance or behavioral concerns will be given to students whenever deemed necessary by the faculty.

All assignments are to be turned in when due. Assignments handed in late will not receive full credit as per individual instructor's policy. Assignments will not be accepted after 5 days and students will not receive credit for the late assignment. When absent, the student will be responsible for:

- a) material covered in class
- b) assignments missed
- c) missed exam

POLICY ON ALL MISSED EXAMS

Make up exams are to be scheduled with faculty and taken in Remedial Lab within one week (1) of absence.

GRADES AND PERFORMANCE

An objective of this program is to prepare practical nurses to give safe, effective care within the legal definition of nursing as defined by the Nurse Practice Act of the New York State Education Law, New York State Education Department. Students must maintain a minimum passing grade of 78% in each unit of instruction. Please refer to page 9 for additional criteria specific to Medical Surgical subunit grade requirements. A 100% in the Dosage Calculations test in Medication Administration must be obtained, and a passing grade in each clinical component, in order to be recommended for the New York State Licensure Exam.

All students must receive a passing grade of 78% in Fundamentals of Nursing, Structure and Function of the Human Body, Introduction to Medical Surgical Nursing, Medication Administration, and Medical Surgical Nursing in order to continue in the Practical Nursing Program. Students who fail to receive the 78% will have an opportunity to take a comprehensive final exam in order to pass the unit and continue in the program. This policy applies to all units referenced above with the exception of the Medical Surgical Unit. Grading criteria specific to the Medical Surgical Unit is clearly delineated below. Failure in a comprehensive final exam in Structure and Function, Fundamentals of Nursing, Introduction to Medical Surgical Nursing or Med. Administration a students will be withdrawn from the program. However, students may withdraw before taking the comprehensive final this will allow them to re-apply to the program the following year. Once the student has been counseled and referred to remedial lab, he/she will have ten school days to take the exam. Students passing the unit by means of the comprehensive final will receive a maximum grade of 78% for the unit. During this time frame students must continue to attend class but may not be able to participate in clinical rotations.

Students receiving a failing grade in any additional unit of instruction will be placed on academic probation. Upon failing a second unit the student will be subject to withdrawal from the program.

The units are as follows:

- Human Growth and Development Across the Life Cycle
- Maternal Health Care Nursing (Maternity Nursing)
- Child Health Nursing (Pediatric Nursing)
- Mental Health and Mental Illness Nursing (Psychiatric Nursing)
- Current Issues and Trends in Nursing Practice

GRADING FOR MEDICAL SURGICAL NURSING

Medical Surgical nursing will be divided into ten (10) subunits of study. All students must receive a passing grade in all Medical Surgical nursing subunits, they are as follows:

- Nursing care of the adult patient with a Musculoskeletal Disorder
- Nursing care of the adult patient with a Cardiovascular & Hematological Disorder
- Nursing care of the adult patient with a Respiratory Disorder
- Nursing care of the adult patient with a Endocrine Disorder
- Nursing care of the adult patient with a Neurological Disorder
- Nursing care of the adult patient with a Integumentary Disorder
- Nursing care of the adult patient with a Gastrointestinal Disorder
- Nursing care of the adult patient with a Urinary Disorder
- Nursing care of the adult patient with a Reproductive Disorder
- Nursing care of the adult patient with Auditory and Vision Disorder

Exams will be given for each subunit within the Medical Surgical unit of study. The grade for each of the subunits will be averaged together to make the final Medical Surgical grade. Students must pass each subunit with a minimum average grade of 78%. Students who receive a grade below 78% in one subunit will be required to take the comprehensive exam for only that subunit **if** their overall grade average falls below a 78% for the Medical Surgical Unit. Students passing the subunit by means of a comprehensive final will receive a maximum grade of 78% for the subunit.

Students receiving a grade of below 78% in a second subunit will be required to take a comprehensive exam for that subunit if the overall grade is failing.

Failure to achieve a 78% on a third subunit will result in a failing grade for the Medical Surgical Unit. Students who fail three (3) or more medical surgical subunits and fail to achieve a 78% overall average grade, will be terminated from the nursing program.

Each comprehensive exam will be scheduled within ten (10) school days of being notified of the failing grade. Students who are absent for a course exam may, at the instructor's discretion, be given a make-up exam. **Students are responsible for monitoring their academic performance and being fully aware of the Academic Progression and Retention policies.**

All students who have difficulty in maintaining a passing grade of 78% within each unit of instruction will receive counseling to review their options and/or establish a remediation plan.

Students are responsible for monitoring their academic performance and being fully aware of the academic progression in retention policies.

MEDICATION – DOSAGE CALCULATIONS REQUIREMENT

Students are required to obtain a 100% passing grade on the Medication Dosage Calculations exam. Failure to do so after one retake will result in a referral to the remedial lab for additional practice and preparation before the final **retest**. Students are allowed three attempts to obtain a 100% passing grade, failure to achieve 100% on the dosage calculation test will result in termination from the program.

LAB EXPECTATIONS

1. Lab grading is evaluated on a PASS/FAIL basis based on competency as outlined on the Performance Checklists.
2. Students are expected to pass skills with a maximum of 3 attempts; failure to do so may jeopardize continuing in the program, and will require the following:
 - Conference with Instructor, Counselor and Administrator as necessary
 - Written warning
 - Mandatory remediation and retesting in the given subject area within a specified time frame

CLINICAL EXPECTATIONS

Evaluation of clinical performance shall be given individually by the instructor at the completion of identified clinical rotations. Clinical practice is evaluated individually on a **PASS/FAIL** basis. **Be advised: evidence of unsafe clinical practice will result in removal from the program at any time.**

- a. If a student receives 5 or more *Needs Improvement* scores or 2 or more *Unsatisfactory* scores during any week of clinical rotation, on his/her Clinical Evaluation, the remediation official notice process will be initiated. If a student receives a *Failure to Provide a Safe Clinical Environment* score on his/her Clinical Evaluation, the disciplinary process will be initiated. No improvement in outlined area will lead to failure and withdrawal from the program.
- b. The instructor will submit an official notice outlining concerns and weaknesses.
- c. The student will meet with the instructor and counselor to review outlined issues and expectations for improvement. A performance plan will be prepared.

- d. In cases where students receive an unsatisfactory grade on the *Provide a Safe Clinical Environment* portion of the Clinical Evaluation, the meeting will include the administrator as well as the instructor and counselor.
- e. No cell phone use of any kind without instructor's permission.
- f. Students are not permitted to leave the clinical site until dismissed by the instructor
- g. Professional behavior is expected at all times. Behavioral issues, conflicts, and or safety issues in the classroom or clinical setting will result in probation and/or dismissal from the program immediately.
- h. Breaks and meal scheduling are done at the clinical instructor's discretion. Breaks are optional and are not guaranteed.

ACADEMIC INTEGRITY:

P/NW BOCES Practical Nursing Students are obligated to maintain the ethical standards of our school (as stated in our Code of Conduct) and of the nursing profession. Academic dishonesty includes, but is not limited to, the following:

- Cheating on examinations -- the use of electronic media (cell phones, cameras, tape players) to facilitate examination success is strictly forbidden;
- Plagiarism, i.e., the use of works or ideas of others, whether borrowed, purchased, or otherwise obtained, without credit to the source. All works or ideas of others from text books, internet or individual research must be cited and quoted appropriately. Papers that are not documented properly, i.e. references, bibliography etc., will not be accepted. Unless otherwise indicated, and approval given, papers are to be ***individual original documents*** not copied from any source;
- Willingly collaborating with another student in any of the above actions which results in a student submitting work that is not his or her own;
- Stealing examinations, distributing answer sheets, falsifying academic records, and other such offenses.
- Submitting work previously presented in another course without permission of the instructor.

Academic dishonesty in any form is regarded by the school as a breach of ethics and will immediately result in disciplinary action. Disciplinary action will be initiated by the instructor if evidence indicates that a student is guilty of academic misconduct. Disciplinary action can result in dismissal from the program.

ATTENDANCE

Daily attendance is mandatory to successfully complete the nursing program. It is the practice of the Putnam/Northern Westchester BOCES Career and Technical Program to encourage consistent school attendance.

Our goal is to develop our students' employability by adhering to an attendance policy that matches requirements within the local labor market. **GOOD ATTENDANCE INDICATES A RESPONSIBLE EMPLOYEE.**

The Practical Nursing Program is approved by the New York State Education Department. Successful Completion of this program is required before admission to the National Council Licensure Examination (NCLEX) for licensing. The school must certify that this requirement has been met by each student and that a certificate of completion has been awarded

Attendance Policy:

Lateness:

Lateness is defined as arriving after the official start of class or leaving during or prior to the end of class.

Arriving late to class or leaving early from class or clinical is not acceptable.

- Five (5) late occurrences arriving after the official start will equate to one (1) absence.
- Arriving late to class 30 minutes or leaving class 30 minutes early will equate to one (1) absence.
- Chronic lateness of five (5) classroom days or three (3) clinical days will result in an academic or clinical probationary warning. Excessive lateness which is five (5) or more will result in probation.

Punctuality is expected of all students. Students who display a continuous pattern of lateness will be terminated from the program for conduct unbecoming a student in a professional nursing program.

Class Absences

Students are required to sign in and out of class each day. This sheet is used to calculate overall attendance. If any discrepancies in attendance occur, the attendance sheet will be used to address the issue. Students who do not sign in will be counted as absent.

Full Time – 6 absences (classroom or clinical) are permissible during each school year.

Part Time – 4 absences (classroom or clinical) are permissible during each school year.

Full time and Part time

Each absence in excess of 4 days must be made up as additional supervised clinical days. The cost of required make up time is \$100 per day and is not included in the published tuition and fees and is the responsibility of the individual student. Any make up time (classroom or clinical) will be made up during summer clinical. Absences equaling four (4) classroom days or clinical days will result in a probationary status for the student.

Full Time Program

Students exceeding six (6) absences (classroom or clinical) will be terminated from the program.

Part Time Program

Students exceeding eight (8) absences during the total combination period of PN I and PN II will be terminated from the program.

All full time students who exceed six (6)/or part time students who exceed eight (8) absences due to unforeseen documented medical reasons, jury duty, military commitment or other extenuating circumstances may have their case reviewed by the nursing faculty and administration.

Clinical Absence

Clinical start and end times will be determined by the clinical instructor and may vary. Lateness and excessive absences will reflect negatively on your clinical evaluation. One clinical absence or a **no call/no show** will result in a written warning. Two clinical absences with failure to call or chronic lateness (3 or more late days) will result in a “clinical incident” and the student will be sent home from the clinical site. Students who miss any clinical days will be required to make-up the time and pay a fee of \$100.00 prior to the make-up clinical day. Pre-paid make-up time is nonrefundable. Failure to attend a make-up clinical day for any reason will constitute a loss of payment.

Clinical make-up will be determined upon space/rotation availability. Most clinical make-up will be scheduled during summer rotation.

WEATHER

School closing for inclement weather is announced on radio station **WHUD 100.7** and on our website: www.pnwbores.org

PLEASE NOTE; School closing for day sessions indicates the closing of evening sessions.

HEALTH PROTECTION/ILLNESS

1. Students are expected to exercise good judgment with regard to attendance if they have a condition that might be infectious to others. Any student with an infectious condition must report this to the clinical instructor **BEFORE** assignment in the clinical area.
2. Report when ill or injured at school or any of the affiliating agencies, only limited emergency care is available. Care beyond this is the responsibility of the student/student's family.
3. An incident/accident report must be completed by staff/student per agency policy for any accident occurring to students while on school property or an affiliating agency property.
4. All injuries/accidents must be reported to instructor
5. All injuries/accidents must be reported to Administrator and School Nurse.

PROBATION/DISMISSAL FROM PROGRAM

Withdrawal/Dismissal from Program:

In all cases of withdrawal or dismissal from program, it will be necessary for the Tech Center counselor to hold an exit interview.

- A. Voluntary Withdrawal: A student may withdraw from the program at any time.
- B. **Dismissal from Program:** According to the LPN standards of practice, a student will be dismissed from the program in the following situations:
- a) Poor academic performance - unable to maintain the required 78% average.
 - Failure of Fundamentals of Nursing Practice, Structure and Function of the Human Body, or Medication Administration Nursing Units.
 - Failure of any three (3) Medical Surgical subunits.
 - Failure of any additional unit of instruction while on academic probation.
 - b) Failure to obtain 100% on dosage calculation examination;
 - c) Failure of any one clinical rotation;
 - d) Unsafe or unethical practices in the classroom or clinical setting;
 - e) Exhibited behavior which interferes with the health, safety, efficiency and professionalism as stated in the American Nursing Association (ANA) code of conduct (listed in appendix "A").
 - f) Health/Medical situations that would impact safe nursing practice in the clinical and/or classroom setting.
 - h) Cheating – any form of dishonesty in the classroom or clinical setting (see Academic Integrity);
 - i) Excessive absenteeism or lateness as defined in attendance policy on pages 11 and 12.

Additional student behaviors that may result in probation/or withdrawal from the program are:

- Failure of student to respond to the corrective efforts initiated by the instructor for inappropriate classroom behavior.
- Insubordination
- Frequent tardiness to class or school.
- Smoking, or use of tobacco products, as defined by three or more incidences
- Use of over-the counter or prescription medications without appropriate permission or supervision
- Continued disruption of school or classroom procedures.
- Vandalism
- Verbal, sexual and/or physical harassment
- Verbal assault (i.e, the use of demeaning, derogatory, foul, offensive, threatening, or abusive language) toward staff or other students
- Actions that endanger the health, safety or welfare of others
- Fighting
- Premature leaving of a facility without the knowledge or permission of the instructor

- Failure to notify the clinical instructor of an absence (two times)
- Cheating, plagiarism or copying
- Theft of property
- Breach of confidentiality/privacy
- Use of social networking sites that could result in civil/criminal liability or negatively impact the practical nursing program or the profession of nursing

Note: Only one academic probation is allowed during PN course of study.

Probation: This process excludes the mandatory 78% requirement for Fundamentals of Nursing Practice, Structure and Function of the Human Body, Introduction to Medical Surgical Nursing, Medication Administration, and Medical Surgical Nursing and 100% on the Dosage Calculations exam in Medication Administration.

Probation Policy:

- **If a student fails a full unit of instruction in theory with a grade less than 78%, he/she is automatically placed on probation. A member of the instructional/counseling team notifies the student that he/she is being placed on probation.**
- **Where there is a concern about the safety of the clients we serve, a student will receive a probation letter immediately without receiving an Official Notice.**

Professional behavior is expected at all times. Student behavior in the classroom or clinical setting that may result in probation and/or dismissal immediately without receiving an Official Notice.

Process for Probation: (Only one probation is permitted)

- Prior to being placed on academic warning, the Instructor/Counselor will speak with the student regarding concerns. Through an Official Notice student must be made aware in writing of reason for concern and that he/she is in danger of being placed on probation. **In the Notice, the instructor documents failing tests, poor grades, observable behavior, etc.**
- Instructor and/or Counselor meet with student to discuss Official Notice/Clinical Incident and to give guidance and recommendations for improvement.
- A copy of the Official Notice/Clinical Incident is given or sent to student for signature and placed in student file.
- **A Letter of Probation is generated by counselor/instructor for signature s. (Includes a place for student signature.) Documentation is attached.**
- **The administrator reviews all supporting documentation and signs the form. Supporting documentation includes: Official Notice Clinical Incident, notes on instructor/student/counselor meeting, grade(s), attendance documentation, etc.**
- **The Probation letter is sent to the student and a copy is placed in the student's file. This is the first step in the process of probation/dismissal from the program.**

- In the event a student voluntarily withdraws from program, readmission may be possible with a formal request of the student. Consideration for readmission will be done on an individual basis; decision will be based on many factors including the resolution of the reason for dismissal. Students who have left the program in good standing may reenroll within one calendar year from date of departure.

BOOKS

Textbooks are required for all units of instruction. It is the student's responsibility to purchase the assigned textbooks prior to the start date of a unit of instruction. An official nursing program booklist will be provided. Photocopying of textbooks is strictly prohibited

STUDENT CONDUCT AND CLASSROOM EXPECTATIONS

Classroom Expectations

All instructors are highly encouraged to articulate clear behavioral expectations for students in their respective course syllabi. To prevent disruptive behavior, the following should be reasonably expected of all students in the educational setting:

- Acting in a responsible and respectful manner
- Attending classes and paying attention. Students are responsible for any material presented in class. Students may expect the instructor to clarify material already taught but not to re-teach the material missed.
- Coming to class on time and staying until dismissed. If a student has to enter class late, he or she should do so in a manner so as not to disrupt the class. Students should not leave a class once it has begun unless it is absolutely necessary. This applies to testing situations as well, until the student has completed the test.
- Respecting the right of others to speak uninterrupted. Students must allow others time to give their input and ask questions. Students should not stray from the topic of the class discussion.
- Focusing on class material during class time. Sleeping, talking to others, showing audible and visible signs of restlessness or boredom, doing work for another class, reading the newspaper, checking e-mail, and text messaging are unacceptable classroom behaviors.
- Waiting until the instructor has dismissed class to pack class materials so as not to miss important closing information
- Expressing disagreement civilly, when and if disagreement occurs

CELL PHONE AND ELECTRONIC DEVICES

- **SCHOOL PHONES ARE NOT FOR PERSONAL USE**
Students are not allowed to use cell phones to text, talk, or browse the internet during class. **Cell phones must not be visible and must be silenced.** Failure to comply with this requirement may result in confiscation of the cell phone for the duration of the class.

The use of cell phones, cameras, tablets or other devices to take photos or videos during class/lab time is **not allowed** without the instructor's approval.

The use of cell phones, tablets, or other devices to record lectures is not allowed without the instructor's approval.

Putnam/Northern Westchester BOCES reserves the right to place a student on probationary status for failure to comply with the cell phone/electronic device policy.

STUDENT CONDUCT

Putnam/Northern Westchester BOCES Practical Nursing program are responsible for their conduct as individuals. Students are expected to be models of professional behavior in accordance with the functioning of the school as a learning community. Enrollment in the Practical Nursing Program assumes an agreement by each student to comply with the school's rules and regulations as outlined in the Tech Center at Yorktown Student Handbook.

Students found to be in violation of the rules; regulations or laws are subject to appropriate disciplinary action including termination. Behaviors considered in violation include but are not limited to:

- Physical assault or verbal abuse, threatened or real.
- Destruction or theft of personal or school property.
- Disorderly, lewd, indecent or obscene conduct or possession/distribution of pornography.
- Gambling in any form.
- Academic dishonesty (cheating, forgery or plagiarism) or failure to report such acts.
- Falsification of information to the school through forgery, alteration or intentional misuse of school related documents, records or identification.
- Sale, possession or use of alcohol, illegal drugs or intoxication on campus or at clinical site.
- Knowing jeopardizing patient safety.
- Failure to comply with reasonable instructor directions and those of school officials acting in the performance of their duties.
- Behavior that is contrary to the ethical code of the nursing profession.
- Any act which interferes with the normal operation of the school, or that adversely affects the student's ability as a member of the school community.

If a patient or hospital personnel complain regarding a student's behavior in clinical, the instructor will discuss the complaint with the student and a clinical incident, written note (cc to "student file") outlining the complaint and the corrective action taken will be forwarded to the Coordinator.

SMOKING

Federal and state laws prohibit smoking on school building grounds. The Practical Nursing program encourages the cessation of tobacco use by all students in keeping with their status as role models in health profession.

POLICY CHANGES

Students are expected to be familiar with all policies, requirements and regulations of the school as stated in this manual. The school reserves the right to change, without prior notice, any statement of policy including fees and/or charges.

UNIFORMS/CLINICAL EXPECTATIONS

The student's clinical evaluation will reflect when the student is out of uniform when a uniform is required.

1. Uniforms are to be clean, complete, unwrinkled and in good condition at all times. Full uniform must be worn at health care facilities.
 - a. White leather shoes - no open toes or backs - no cloth sneakers
 - b. White hose or socks with pants (no sweat socks)
 - c. Name identification plate (photo id if required)
 - d. Wristwatch with second hand (no digital)
 - e. Uniform as authorized by school
 - f. Blue lab jacket
 - g. Black ink pen
 - h. Clean, all white socks are worn with pants
 - i. Pants must be worn at the waist
 - j. Appropriate all white or beige under garments must be worn with uniform top (bra, undershirt, etc.)
 - k. Stethoscope
6. **Jewelry:** Except for wedding bands, no jewelry should be worn while in uniform. In the case of pierced ears, one pair of post earrings may be worn. Avoid colored gems and drop earrings. No other visible body piercing jewelry shall be displayed. No facial or tongue piercing
7. **Hair:** Must be off the collar and contained at all times. Ends must be tucked in securely. Beards and mustaches must be neatly trimmed. Extreme hairstyles are not permitted.
8. **Make-up:** Should be used in moderation and acceptable to faculty. Avoid the use of heavy fragrances of any nature. Appropriate personal hygiene is expected. No strong perfumes, cologne or other odors will be tolerated.
9. **Hands and Nails:** Hands should be clean with well-groomed cuticles and fingernails of appropriate length, no greater than ¼ from the fingertip. No nail polish is permitted. No acrylic nails or nail tips permitted at clinical.
10. **Tattoos:** Any visible tattoo must be completely covered prior to arriving at clinical site
11. When at the clinical site students may not leave their assigned areas at any time unless instructed/approved by clinical instructor.
12. **Smoking:** School and Health Care Facilities are smoke free areas and smoking is not allowed. If a student is caught smoking student will be sent home and an official notice will be initiated. Including smoking devices/e-cigarettes.
13. An all white T-shirt or white turtleneck may be worn under uniform but not in place of uniform top.
14. No chewing gum is allowed.
15. Students who do not conform to the above policy may be asked to leave the clinical area and will receive an absence for the day. Requests for dress modification for valid reasons must be submitted in writing and approved by school prior to implementation

GRADUATION UNIFORM REQUIREMENTS

1. Ladies are required to wear the school selected white dress, white stockings and Cap. Hemline on dresses should be
2. Men are required wear the school selected white jacket, white shirt and pants, and navy blue tie.
3. All students are required to wear white nursing shoes.

4. Optional P/NW BOCES school pin will be available to purchase.

OFFICIAL TRANSCRIPT REQUESTS

Transcript requests are normally processed within 10 business days of receipt.

In-Person

Copies of your Putnam/Northern Westchester BOCES transcript can be obtained through the Health Services Office for a fee of \$10.00 for each Official copy. Stop by room 202 in the Tech Center building to order your transcript during normal business hours.

By Mail

Official copies of your transcript can be requested by mail. Please download and print out transcript request form from website (<http://www.pnwboces.org>). Mail with a check payable to PNW BOCES to: PNW BOCES, Tech Center, Room 202, 200 BOCES Drive, Yorktown Heights, NY 10598.

Important Reminder: Any outstanding tuition balances must be cleared by the appropriate office before a transcript can be released.

REFERENCES

Students should request references from faculty in a timely manner giving at least 7-10 days advance notice. Students requiring references after graduation need to arrange with instructors to obtain references in advance. Instructors are not available during the summer months.

FINANCIAL

1. The current adult licensed practical nursing tuition can be paid on a pre-arranged payment schedule. Students will be held responsible for tuition payments being made at the designated time. Failure to meet your tuition obligations could result in termination.
2. Adult students attending at least part time may be eligible to receive tuition assistance in the form of grants/loans. Financial Aid Forms may be obtained from the Bursar at 914-248-2425.
3. It is the student's responsibility to ensure that all necessary documentation is provided to process and secure loans. Failure to do so in a timely fashion can result in loss of eligible financial aid. It is required that students be in good standing and enrolled for a minimum of 30 days before the fall disbursement of financial aid is made. Students must remain in good standing to be eligible for the spring disbursement.
4. Written notification will be sent to the student in case of any changes to EFC and Title IV aid amounts.
5. Part-time PN students need to re-apply for loans if necessary for PN II.
6. Any misreported information or altered documentation to fraudulently obtain federal funds will be reported to the Office of Inspector General.

REFUND POLICY

A tuition payment schedule is distributed to all new and returning adult students. If a student withdraws voluntarily prior to the end of the school year, he/she may be eligible for a refund. Tuition refunds may be given at any time of withdrawal. The refund is based on the official withdrawal date. If a student withdraws before the fifth instructional day of the month, he/she will not be responsible for that month's tuition. If a student withdraws after the fifth scheduled day of instruction, he/she will be responsible for that month's tuition.*

Example 1:

Program: Licensed Practical Nursing Program - Full Time
Tuition: \$13,000.00
Length in Months: 10 Months (September - June)

If a student withdraws after attending 5 days of class during the month of:

September	the tuition obligation is 1/10 of the total tuition = \$1,300.00
October	the tuition obligation is 2/10 of the total tuition = \$2,600.00
November	the tuition obligation is 3/10 of the total tuition = \$3,900.00
December	the tuition obligation is 4/10 of the total tuition = \$5,000.00
January	the tuition obligation is 1/2 of the total tuition = \$6,500.00

*Waived in the event of severe weather conditions or other unplanned school closings.

GRIEVANCE PROCEDURE

We want each student's experience at the Technical Center of Putnam Northern Westchester BOCES to be a positive and successful one. Therefore, if a student experiences problems that would interfere with his/her success at this school, please take the following steps to resolve the problem:

1. Speak with the teacher if the problem is relevant to course work.
2. Speak with the counselor if the problem is relevant to other matters.
3. If the problem is not resolved, request a Concern Form from the Health Services Office. Complete the Concern Form and mail back to the Tech Center, Health Services Office, Room 202, 200 BOCES Drive, Yorktown Heights, New York 10598. A meeting will be arranged with a school representative within 5 working days of the receipt of the form.
4. If at this time the concern is not satisfactorily resolved, the student may file (within 5 working days of this meeting) an official grievance to the Director of Career and Technical Education stating:
 - Name of aggrieved party;
 - Reason(s) for grievance with statement of nature and facts of grievance including date concern first arose and events or conditions which constitute the grievance;
 - Statement of redress sought by aggrieved party;
 - School representative with whom the aggrieved party met after filing the Concern Form.
5. The Director will render a determination within 5 working days after receipt of grievance.

6. If at this time the concern is not satisfactorily resolved, the student may file (within 5 working days of the Director's rendering of a determination) an official grievance to the District Superintendent.
7. The District Superintendent will render a determination within 5 working days. If the grievance is not resolved at the Superintendent's level, the student may, within 5 working days of the District Superintendent's rendering of a determination, present his/her grievance to the Board. Upon reviewing the information presented, the Board will make a decision within 5 working days. This decision will be final.
8. If a student is receiving financial assistance from an outside agency (e.g. Westchester One Stop, Putnam Workforce Partnership, or ACCES-VR), he/she may also call a representative within that agency to help with any problem. The Tech Center counselor will be able to provide the name and number of the agency representative if needed.

PLACEMENT

Surveys are administered to graduates of the LPN Program to ascertain the percentage of students who are employed or unemployed and/or have gone back to school. A large number of our students in the past three years have gone back to school to be RNs and/or are working as LPNs. Job Placement and retention outcomes are available upon request.

Counselors assist with resume writing, networking and interviewing techniques. There is a BOCES Tech website where employers share information on their job openings. (bocestechworks.org)

FACULTY & ADMINISTRATION

Administration

Dr. James M. Ryan, Ed.D, Superintendent
John McCarthy, Assistant Superintendent
Dr. Lynn Allen, Assistant Superintendent
Catherine Balestrieri, Director of Career and Technical Education
Alyson Kisting, Coordinator of Adult & Continuing Education

BOCES Board of Education

Richard Kreps, President
Cathy Lilburne, Vice President
Joan Austin
Katherine Brechner
Cheryl Schwartz
Tina Mackay
Anita Feldman

Nursing Facilitator

Judy Gromer, RN, BSN

Theory Nursing Instructors

Judy Gromer
BSN, Western Connecticut State University
Diploma, Albany Medical Center School of Nursing

Shafaly Mehta, RN
BSN, Hunter College, Bellevue School of Nursing
MA, New York University

Angela Levesque
BS, SUNY Empire State College

Clinical Nursing Instructors

Elizabeth Belfi, RN

BSN, Pace University

Louise Cashman, RN
AAS, Edna McConnell Clark School of Nursing

Warren Keogh, RN
AAS, Cochran School of Nursing
BS, Mercy College
MS Masters of Health Administration, Iona

Ellen Pappas, RN
BSN, Pace University

Kathy Pellecchia, RN
AAS, Dorothea Hopfer School of Nursing

Adult Counselor

Lauren Broggy, M.S.

Bursar

Antonio Paone

Support Staff

Jean Giordano
Terri LaRocco
Linda Nelli

POLICY CHANGES

Students are expected to be familiar with all policies, requirements and regulations of the school as stated in this manual. The school reserves the right to change, without prior notice, any statement of policy including fees and/or charges.

PUTNAM/ NORTHERN WESTCHESTER BOCES -- An Equal Opportunity Agency

The Putnam Northern Westchester BOCES does not discriminate on the basis of sex, race, creed, national origin, age or disability, in its employment, admissions practices, vocational opportunities or access to and treatment in programs or activities, in accordance with Title IX, Section 504 of the Rehabilitation Act of 1972, and Title VII of the Americans with Disabilities Act. Inquiries concerning application of these regulations may be made to the Assistant Superintendent, John McCarthy, Putnam Northern Westchester BOCES, 200 BOCES Drive, Yorktown Heights, NY 10598.
Tel # (914) 248-2304.

APPENDIX “A”

ANA Code Of Ethics For Nurses*

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

*Reprinted with permission from American Nurses Association, Code of Ethics for Nurses, © American Nurses Publishing, American Nurses Foundation/American Nurses Association, Washington, D.C.

I acknowledge that I have read and I understand the material included in the attached Student Handbook of Putnam Northern Westchester BOCES School of Nursing.

Student Name	Date	Signature
Witness Name	Date	Signature

