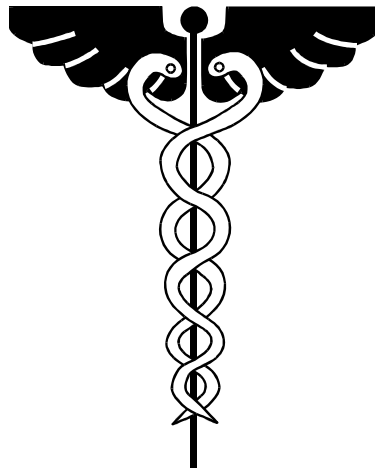


SOUTHERN WESTCHESTER BOCES
CENTER FOR ADULT AND COMMUNITY SERVICES

PRACTICAL NURSING
PROGRAM HANDBOOK

2009 - 2010



EXCEPTIONAL TRAINING
UNLIMITED POSSIBILITIES

REV. 7/09

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Alyson Keane, RN, MS & MaryAnn Hollander RN, MSc Program Coordinators

Practical Nursing Program Faculty and Staff

Faculty

Claudia Arias, RN
Norma Camposano, RN
Maryanne Cardiello, RN
Jane Chun, RN
Christina Coons, RN
Rodriguez Garner, BA
Ann Hawkins, RN
Hsiao Mei Huang, RN
Karen McDonald, RN
Joy Mitchell, RN
Mary Kay Polacek, RN
William Schiavo, RN

Barbara Biles, RN
Sonia Canistraci, RN
Diana Carnaghi, RN
Bridget Ciliberto, RN
Daminga Grant, RN
Tessy Joseph, RN
Ria Miller, RN
John Nelson, RN
Glorianne Romano, RN
Vera Sassoon, MS
Marriane Schmidt, RN

Staff

Mary Auguste
Yvette Herrera
Delores Swain

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ACCREDITATION

Board of Regents, University of the State of New York

New York State Education Department, Office of the Professions

HEGIS CODE

5209.20

ARTICULATION AGREEMENTS WITH:

Helene Fuld College of Nursing – RN, AAS

Dominican College – BS in Nursing

CLINICAL SITES

Westchester Medical Center

Hebrew Hospital Home of Westchester

White Plains Hospital

Sarah Neuman Center for Health Care and Rehabilitation

Phelps Memorial Hospital

Sprain Brook Manor Nursing Home

Dumont Masonic Home

Schnurmacher Center for Rehabilitation and Nursing

St. Cabrini Nursing Home

MISSION STATEMENT

The mission of Southern Westchester BOCES is to collaborate with districts, agencies and communities to meet their educational challenges by providing regional leadership and cost-effective, high quality services.

The mission of the Practical Nursing Program is to serve the community by preparing nurses who are dedicated to providing culturally competent care through systematic application of the nursing process in a caring, ethical and holistic manner. The faculty and support staff of the Practical Nursing Program strives to promote a sense of professional responsibility as members of the nursing community and seek to develop in our students a commitment to life long learning and professional growth.

The purpose of the Southern Westchester BOCES Practical Nursing program is to provide adult students with a solid foundation in nursing science in the cognitive, psychomotor and affective domains. Successful students are prepared to take the New York state licensure exam and to practice as entry level Licensed Practical Nurses under the supervision of a Registered Nurse or Physician in a variety of health care settings including Long Term Care, Sub-Acute Care, Community Health, and Acute Care.

PHILOSOPHY

The faculty of Southern Westchester BOCES Practical Nursing Program believes that Nursing is both science and art. The Practical Nurse applies knowledge of the science of nursing when participating in

data collection, planning and implementation of care designed to promote health and healing. The science of nursing incorporates human anatomy and physiology, pathophysiology, pharmacology and microbiology. The art of nursing is based on humanistic concepts related to psychology, human development, and sociology. It is this melding of human health science with the humanities that creates the compassionate holistic approach unique to the nursing profession.

Southern Westchester BOCES believes that the faculty serves as facilitators of learning and as role models of the Nursing profession. The purpose of education in the art and science of nursing is to develop the cognitive, psychomotor and interpersonal skills necessary to prepare the student for successful licensure and practice as a novice nurse. This is achieved by providing information in a sequential process building from simple to complex concepts while drawing connections and encouraging students to apply previously learned theory to clinical practice. The faculty view learning and teaching as a shared activity between the teacher and the adult learner in which the student is held accountable for meeting the standards and objectives of the Nursing Program.

The major role of the Practical Nurse is to promote and maintain optimal health, facilitate healing, or to support the patient through the dying process. Knowledge alone will not ensure competence in this role. Knowledge must be prefaced with an intention to heal. This intention to heal is our definition of caring, the motivation for all nursing actions. The faculty and support staff believe that students who are treated in a professional caring manner will incorporate caring into their nursing practice. The faculty achieves this goal by modeling caring behaviors. Caring behaviors in teaching include identifying and meeting individual learning needs, providing students with clear and concise definitions of objectives and standards and by encouraging dialogue and examination of the meaning of nursing values, ethics and expected behaviors. Instructors provide students with formative evaluation throughout the learning process with the purpose of motivating students to achieve optimum levels of personal performance. Summative evaluations are based on clearly stated and communicated objectives. A component of this philosophical construct is that adherence to the policies and procedures of the Practical Nursing Program are maintained and enforced in a fair and equitable manner.

The faculty and support staff seeks to create an environment that encourages collaboration, cooperation, teamwork and commitment to life long learning and the nursing profession.

ACADEMIC FREEDOM

The Southern Westchester BOCES Practical Nursing Program supports academic freedom, the freedom of students to pursue knowledge without undue or unreasonable interference. Academic freedom involves the freedom to engage in the entire range of activities involved in the acquisition of knowledge in regard to the Practical Nursing Program. Academic freedom has limits. Students should be careful to avoid controversial matter that is unrelated to the subject of nursing. When they speak or write in public, they are free to express their opinions, but they should show restraint and clearly indicate that they are not speaking for Southern Westchester BOCES. Academic freedom is not an excuse for gross incompetence or behavior that is in violation of the policies of Southern Westchester BOCES.

CONCEPTUAL FRAMEWORK FOR CURRICULUM DESIGN

The conceptual framework for the curriculum is derived from the mission, purpose and philosophy of Southern Westchester BOCES and the Practical Nursing program. A three dimensional framework is used to organize curricular elements across all didactic and clinical courses. The three dimensions of the framework include Nursing Process, Caring, and Nursing Roles. Common threads provide links between these concepts. Program objectives flow from the framework elements and threads.

Nursing Process

In order to practice safely in the rapidly changing health care system the Practical Nurse must develop critical thinking and problem solving skills based upon mastery of nursing science. The Practical Nurse collects subjective and objective data with the intention of identifying actual and potential alterations in health. This data is shared with the Registered Nurse or other members of the interdisciplinary team as a basis for development of a plan of care, to prioritize patient needs, or to identify emergent conditions. The Practical Nurse implements the plan of care, evaluates the effectiveness of care and modifies nursing approaches with appropriate supervisory guidance. Competency in Nursing Process requires an understanding nursing science and the ability to apply this knowledge to promote and maintain optimal health, facilitate healing, or to support the patient through the dying process in a variety of health care settings.

Caring

Professional caring is the intention to act in a therapeutic manner. Nursing actions and interactions and actions begin with a conscious motivation to maintain or restore the individual to an optimal level of physical and mental well being through the creation of a safe, supportive, nurturing environment. The ability to do so is dependent upon the acquisition of knowledge specific to both the art and science of nursing. The patient is approached in an attentive, receptive nonjudgmental manner.

Nursing Roles

The faculty of Southern Westchester BOCES believe that the Practical Nurse functions in each of the six domains identified by Patricia Benner under direction of the Registered Nurse, Physician, other licensed provider and within the scope of practice for Licensed Practical Nurses. We believe that caring behaviors specific to the LPN evolve as students develop a clear understanding of the responsibilities inherent in the role of the LPN. It is for this reason that we have chosen Benner's domains as a framework for the Southern Westchester BOCES LPN program.

Common Threads

Holistic Nursing: Wellness is achieved when the internal and external environment of the patient is balanced, resulting in a state of wholeness. The nurse acts as a facilitator who assists the patient to achieve optimum levels of wellness. The patient defines wellness and participates actively in the plan of care. The plan of care is designed to meet psychological, psychosocial, socioeconomic, spiritual and physiological needs.

Cultural Sensitivity: We believe that the family, community, culture and society influence the patient's beliefs regarding healing, health, illness and the dying process. The patient will judge if therapeutic interventions are acceptable and beneficial based upon these beliefs. The caring nurse assists, supports, and enables the patient to access health care that is congruent with personal values, religious, ethnic and cultural beliefs.

Maslow's Hierarchy of Needs: Maslow's model identifies human needs common to all people ranging from physiological to higher level psychological, psychosocial and spiritual needs. The hierarchy is arranged in pyramid form, illustrating the order in which needs must be met for the individual to achieve wholeness and self-actualization. Maslow's model is used as a basis for making nursing decisions, prioritizing care, and for providing rationales for nursing interventions.

Changes throughout the life span: The Practical Nurse must be cognizant that the needs of the patient, the potential for healing, and the ability to adapt to the environment are in part determined by age related physiological changes and developmental stages.

Environment of Care: The environment of care is an organizational commitment to creating an atmosphere conducive to compassionate, holistic patient care. Nurses recognize their role in creating an environment of care by meeting the needs of colleagues and the health care setting through cooperation, collaboration and commitment to the ethics, values and standards of the profession of nursing.

Teaching/Learning: The LPN identifies learning needs and acts as a patient advocate by communicating these needs to the Registered Nurse, Physician or appropriate member of the interdisciplinary team. The LPN reinforces the existing teaching plan initiated by the RN and validates patient understanding. The LPN provides culturally sensitive teaching in health maintenance.

Member of a profession: The LPN is a member of the discipline of Practical Nurses with professional responsibilities to act within the Scope of Practice and to adhere to values and ethics of the profession of nursing. The LPN has a commitment to the provision of safe, competent patient care. The LPN strives for self-improvement and professional growth and participates in quality assurance initiatives.

CURRICULUM OBJECTIVES

RELATIONSHIP BETWEEN FRAMEWORK, THREADS AND PROGRAM OBJECTIVES

Framework	Program Objectives
Nursing Process	<p>Interview a patient with the intention of identifying human responses to physiological, psychosocial, socioeconomic and spiritual stressors.</p> <p>Utilize the nursing process to collect data, identify problems, plan and evaluate nursing interventions based upon an understanding of the anatomy and physiology of each body system and the pathology of common disorders.</p> <p>Prioritize care using Maslow’s hierarchy of needs.</p>
<u>Caring</u>	<p>Discuss principles of cultural diversity, mental health and therapeutic communication as a basis for nursing assessments and holistic interventions that assist clients in adaptation to acute and chronic conditions.</p> <p>Approach patients in an attentive, receptive nonjudgmental manner effectively utilizing therapeutic communication techniques.</p>
Nursing Roles	
Domains	
<i>Diagnostic and monitoring function</i>	<p>Utilize the nursing process to identify actual and potential risks to physiological, psychosocial and spiritual well being.</p> <p>List nursing responsibilities in the pre and post-procedural care of clients undergoing diagnostic testing.</p> <p>Apply nursing knowledge to anticipate patient needs and response to treatment.</p>
<i>Healing role</i>	<p>Participate in the development of a nursing care plan taking into consideration age related physiological changes and psychosocial development.</p> <p>Incorporate therapeutic communication and comfort measures into the plan of care including psychological support of the family.</p> <p>Involve the patient in treatment decisions; act as patient advocate by communicating patient needs to other members of the health care team.</p>
<i>Administering and Monitoring Therapeutic Interventions and Regimens</i>	<p>Administer medications following the six rights and evaluate the efficacy of pharmacological therapy.</p> <p>Identify the mechanism of action, clinical uses, possible adverse reactions and nursing care of clients receiving selected classes of medications.</p> <p>Anticipate and monitor for complications to diagnostic procedures, medical treatments and nursing interventions.</p> <p>Demonstrate ability to perform select nursing procedures applying principles of infection control and patient safety</p>

CURRICULUM OBJECTIVES cont.

RELATIONSHIP BETWEEN FRAMEWORK, THREADS AND PROGRAM OBJECTIVES

<i>Teaching-Coaching Function</i>	<p>Develop teaching plans that will assist clients to understand their individualized plan of care regarding medication regime, diet and life style changes in order to prevent illness and/or maintain optimal level of functioning.</p> <p>Teach the concepts of wellness to individuals, families and the community, applying the principles of prevention, therapy and rehabilitation.</p>
<i>Monitoring and ensuring the Quality of Healthcare Practices</i>	<p>Use the critical thinking process to reflect on the efficacy of own nursing practice.</p> <p>Maintain a safe environment for patients and peers.</p> <p>Evaluate effectiveness of nursing interventions modifies nursing approaches with appropriate supervisory guidance</p>
<i>Organization and Work Role Competencies</i>	<p>Identify the differentiated Scope of Practice of the Licensed Practical Nurse, Registered Nurse and Advanced Practice Nurse and discuss the responsibilities inherent in the delegation of tasks to unlicensed personnel.</p> <p>Collaborate and cooperate with peers and other members of the health care team with the goal of creating an environment of care.</p> <p>Discuss the principles of ethical and legal professional conduct, respecting the worth of the individual and meeting the holistic needs of the patient.</p> <p>Utilize effective written and verbal communication skills.</p> <p>Engage in a process of continuing nursing education and professional growth.</p>

PROGRAM OVERVIEW

The Practical nursing program is an intensive training program consisting of eight units of study and three clinical rotations. The total program length is 1080 hours, which consists of approximately 70% theory and laboratory skills and 30% clinical experience. The units of study and estimated hours of instruction/lab in each unit are:

<u>Fundamentals of Nursing</u>	(100 hours)
<u>Body Structure and Function</u>	(75 hours)
<u>Pharmacology/Calculation of Medications</u>	(40 hours)

Fundamentals of Nursing, Body Structure and Function, Pharmacology/Calculation of Medications and Clinical (3) Experiences are considered “must pass” units of study. In addition, all students must receive a passing grade in all Medical Surgical Nursing Units

Unit 1: Introduction to Illness

Courses:

Gerontology	(40 hours)
Nutrition	(30 hours)
Oncology Nursing and Nursing Care at the End of Life	(10 hours)
Perioperative Nursing	(10 hours)

Unit 2: Medical Surgical Nursing Level 1

Courses:

Nursing Care of the Adult Patient with Disorders of the Gastro-Intestinal System	(50 hours)
Nursing Care of the Adult Patient with a Neurological Disorder	(40 hours)
Nursing Care of the Adult Patient with a Cardio-Vascular or Hematological Disorder	(55 hours)
Nursing Care of the Adult Patient with an Integumentary System Disorder	(10 hours)

Unit 3: Medical Surgical Nursing Level 2

Courses:

Nursing Care of the Adult Patient with a Musculoskeletal Disorder	(30 hours)
Nursing Care of the Adult Patient with a Respiratory Disorder	(30 hours)
Nursing Care of a Patient With an Endocrine Disorder	(30 hours)
Nursing Care of the Adult Patient with Visual or Auditory Disorders	(10 hours)

2

Unit 4: Medical Surgical Nursing Level 3

Courses

Nursing Care of the Adult Patient with a Mental Health Disorder	(30 hours)
Nursing Care of a Patient With A Renal Disorder	(30 hours)
Nursing Care of a Patient With a Reproduction Disorder	(30 hours)

Unit 5: Maternal Child Health

Courses:

Nursing Care of the Pediatric Patient	(40 hours)
Maternal and Child Health	(40 hours)

Lab/Clinical Rotations (350 hours)

SCHOOL SCHEDULE

The school calendar (attached) contains complete information regarding all holidays and vacation periods.

Day Program

Class hours are Monday through Friday, 8:30 AM - 2:30 PM, September through June. Clinical schedules may vary. In addition, seminars on diverse topics may be offered from 2:30 – 5:00PM. Some seminars are mandatory. The schedule on Clinical days shall be from 8:00 AM until 2:00PM

Evening Program

Class hours are Monday through Thursday, 5:30 PM - 9:30 PM, September through June. Clinical schedules will include Saturdays. In addition, seminars on diverse topics may be offered outside of class hours. Some seminars are mandatory.

SCHOOL CANCELLATION

All students are advised to listen to the following radio stations for announcements relevant to school cancellations due to inclement weather or other reasons:

WFAS 1230 AM or 104 FM
WVIP 1310 AM or 106.3 FM
WHUD 100.7FM

In addition school cancellations and closings are posted on the WHUD Storm Center website at www.pamal.com/pamalsnow/storm.htm or Google “WHUD Storm Center”.

If Southern Westchester BOCES cancels all classes for the day then evening classes are also canceled. After 8:00AM, information regarding cancellation for classes can be obtained by calling BOCES at (914) 592-0849.

EQUAL OPPORTUNITY POLICY

The Southern Westchester Board of Cooperative Educational Services, its officers, and employees shall not discriminate against any student, employee, or applicant on the basis of race, color, national origin, creed, religion, marital status, gender, age, disability, or sexual orientation.

This policy of nondiscrimination includes: access by students to educational programs, counseling services for students, course offerings and student activities, recruitment and appointment of employees and employment pay, benefits, advancement and/or terminations.

The Board authorizes the District Superintendent to establish such rules, regulations and procedures necessary to implement and maintain this policy.

Ref: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by E.O. 11375

Equal Pay Act, as amended by the Education Amendments of 1972

Title IX, Education Amendments of 1972

Rehabilitation Act of 1973

Education for all Handicapped Children Act of 1975

Adopted: October 8, 2003

ADMISSION REQUIREMENTS

The Southern Westchester BOCES Practical Nursing Program complies with the Civil Rights Act of 1974 and Title IX of the Education Act. Candidates for admission are selected on the basis of the admissions requirements set forth in this Handbook, without regard to sex, religious beliefs, race, color, national origin, ethnic background or disability. Southern Westchester BOCES reserves the right to act as sole judge of the acceptability of applicants to the Practical Nursing program. Southern Westchester BOCES does not admit transfer students or students with advanced standing.

The following are required for acceptance into the Practical Nursing program:

1. Submission of a complete application form with fee.
2. Two completed references (submitted with application).
3. Acceptable scores on the PN entrance test. Acceptable scores are generally those above the 40th percentile.
4. Successful completion of the interview process.
5. A high school diploma or state approved equivalency diploma. Applicants graduating from foreign high schools must present official documentation that the diploma submitted is equivalent to United States High School graduate. Southern Westchester BOCES does not accept many High School Diplomas from on-line or distance learning schools.

According to the Federal Trade Commission's "Guides for Private Vocational and Distance Education Schools" Part 254, Section 254.6(c);

"It is deceptive for an industry member to offer or confer a high school diploma unless the program of instruction to which it pertains is substantially equivalent to that which is offered by a resident secondary school, and unless the student is informed, by a clear and conspicuous disclosure in writing prior to enrollment, that the industry member cannot guarantee or otherwise control the recognition that will be accorded the diploma by institutions of higher education, other schools, or prospective employers, and that such recognition is a matter solely within the discretion of those entities."

If your High School Diploma is from an on-line or distance learning program please confirm its acceptability by calling the SW BOCES Adult Education Office at (914) 592 – 0849. We may ask you to send us a copy so that we may research its validity for admission to the LPN program.

6. United States citizenship, Registered Alien status or possession of a student visa.

Final Admission

A letter of acceptance is sent to the applicant when all requirements for admission are satisfied.

Following notification of acceptance the candidate must;

1. Submit proof of a complete physical examination including required immunizations and titers. The stabilization of any existing physical condition is the responsibility of the applicant and must be corrected prior to enrollment into the school.

NOTE: A student who is or becomes pregnant and wishes to continue in the program, must present a letter from her physician stating approval for full

clinical/classroom activities or listing any restrictions. The school reserves the right to determine if restrictions interfere with the student's ability to continue in the program. Absences due to pregnancy and delivery will be regarded as regular absences.

2. Make a non-refundable tuition deposit as detailed in the letter of acceptance.
3. Attend the mandatory Orientation.

FINANCIAL REQUIREMENTS

Tuition payment must be made in accordance with school policy. Tuition payments are to be made on time and in accordance with the student's financial agreement..

The cost of uniforms, books, NCLEX-PN exam and licensing fees will be the responsibility of each student in the program. (See student expenses.) Tuition and fees are subject to change.

Tuition for the 2009-2010 Practical Nursing program is:

Day Program	\$8,750.00.
Evening Program	\$8,950.00 (\$4,225. per year)

Fee for Books and Supplies is: \$ 750.00

Estimated Additional Student Expenses:

• Physical Exam	\$500.00
• Uniform	\$ 90.00
• Shoes	\$ 40.00
• ID	\$ 6.00
• Parking at Clinical Sites	\$150.00
• CPR Training	\$ 90.00
• NYS Exam/Application/Permit Fees	\$335.00
• Review Class (optional)	\$300.00

Tuition Payments

All students will be required to pay the tuition deposit as outlined in the acceptance letter regardless of their receipt of Financial Assistance.

Students paying their tuition out of pocket may take advantage of the tuition payment plan. The program tuition is divided into ten (10) equal payments. The first payment is due as the non-refundable deposit. The additional nine (9) tuition **payments are due each month from September to May on the first class day of the month.** Students will be required to sign the "PN Tuition Payment Agreement" form. A \$25 weekly late fee will be charged for late tuition payments. In addition, failure to pay tuition on time may result in disciplinary action, including withholding of grades. Checks returned for insufficient funds will incur a \$15 charge.

Tuition payments (excluding initial tuition deposit and book/supply fee) for students applying for Financial Assistance will be deferred until notification of award.

FINANCIAL ASSISTANCE

Southern Westchester BOCES recognizes that the financial investment in quality Practical Nursing training is a concern to students. The Practical Nursing Program has a comprehensive financial aid program available to assist eligible students in meeting financial requirements. A financial aid officer is available to help identify the individual needs and assist students in completing the “Free Application for Federal Student Aid” (FAFSA) and reviewing the “Student Aid Report” (SAR). In addition assistance is provided in completing student loan applications to the New York State Higher Education Services Corporation. **The SW BOCES School Code is 010641.**

Federal Pell Grants are available to Practical Nursing students who qualify and have not completed a bachelor’s degree. The 2009-2010 maximum amount \$5,350. After successfully completing 900 hours of the Practical Nursing Program students may be eligible for an additional Pell Grant of \$1,118.

Federal Stafford Loans are available for eligible students. 2009-2010 the maximum amount is as follows;

Subsidized Loan	\$3,500
Unsubsidized Loan	\$6,000

To be eligible for any financial aid program administered by New York State Higher Education Services Corporation a student must:

1. be accepted or enrolled into a program leading to a degree, certificate or diploma.
2. be a resident of New York State for 12 months prior to application.
3. be a US Citizen or an eligible non-citizen.
4. be enrolled full time.
5. Comply with Selective Service requirements.
6. maintain satisfactory academic progress.
7. not be in default on a Federal Title IV loan or owe a refund on a Federal Title IV grant.

The U.S. Dept. of Education randomly selects students for income verification. If you are notified by the Financial Aid Officer of your selection for income verification, the necessary forms are due by the second week of school. Students failing to supply income verification will be ineligible for Financial Aid. Students will receive written notification from the Financial Aid Officer of changes in their Pell/Loan status resulting from income verification.

ADDITIONAL FINANCIAL ASSISTANCE RESOURCES

Veterans Benefits - Contact your local Veterans Administration Office or go on-line at www.hesc.com and select “Students, Families and Counselors”. Then select “Military Corner” You will be able to find information about the many assistance programs including Veterans Tuition Awards, Military Service Recognition Scholarship and NYS Regents Award for Children of Veterans

and not to the individual requesting the transcript. **All transcript requests must be directed to the appropriate registrar.**

Only students who have maintained a final grade of 85% or better in every unit of study will receive recommendations for articulation agreement credit to Helene Fuld College of Nursing. All other student requests for recommendations must be in writing indicating the specific school/individual to whom the recommendation is to be sent. Recommendations will be provided only to students in good academic standing.

ACADEMIC PROGRESSION AND RETENTION

Progression and retention is determined by the policies of the Southern Westchester BOCES Practical Nursing program.

The following numeric standard for grading will be used:

90 - 100%

86 - 89

80 - 85

76 - 79

75

Below 75 F

Incomplete: A grade of “incomplete” (INC) may be granted by an instructor in unusual situations when a student is unable to complete the unit due to illness or circumstances beyond his/her control. All grades of “incomplete” must be made up within two (2) weeks of written notification or the unit grade will automatically become a failing grade. An “incomplete” can not be taken to avoid a re-take or comprehensive exam in any unit.

Theory and Lab Grading

A numeric grade of **75 (C) is considered passing and** must be maintained in all units of instruction **with the exception of Calculation of Dosages which requires a 90% grade.** Students will be given three attempts to pass the initial Calculation of Dosages exam.

Students must demonstrate continuous competency in Calculation of Dosages throughout the Practical Nursing program. A student must satisfactorily complete the requirements in the nursing sequence. Failure to maintain a satisfactory grade average in each subject area will result in evaluation for continuation in the program. Unit grades will be reviewed periodically with each student by the Nursing faculty. Unit grading is based on the evaluation of all work assigned for a specific unit of study and a unit final or comprehensive exam.

All students must receive a passing grade in;

Fundamentals of Nursing

Body Structure and Function

Pharmacology (all three individual components)

Students not receiving a passing grade in one of these units will not be allowed to continue in the Practical Nursing program.

Students receiving a failing grade in **Fundamentals of Nursing, Body Structure and Function or Pharmacology/Calculation of Medications only**, will have one opportunity to retake the unit final examination in each of the three units listed above in order to improve their final unit grade. The unit final exam retake will be scheduled within ten (10) school days of being notified of the failure. Students must sit for the re-take exam at the scheduled time or the initial unit grade will become the final grade. The actual score on the re-take exam will be factored in to the unit grade. Students passing the unit by means of a re-take exam will receive a maximum unit credit of 75%. An “incomplete” can not be taken to avoid a re-take/comprehensive exam in any unit.

Medical Surgical Nursing will be divided into 5 separate Units of study. Each UNIT of study is comprised of separate COURSES. **All students must receive a passing grade in all Medical Surgical Nursing Units.** The Units and Courses are:

Unit 1: Introduction to Illness

Courses:

Gerontology
Nutrition
Oncology Nursing and Nursing Care at the End of Life
Perioperative Nursing

Unit 2: Medical Surgical Nursing Level 1

Courses:

Nursing Care of the Adult Patient with Disorders of the Gastro-Intestinal System
Nursing Care of the Adult Patient with a Neurological Disorder
Nursing Care of the Adult Patient with a Cardio-Vascular or Hematological Disorder
Nursing Care of the Adult Patient with an Integumentary System Disorder

Unit 3: Medical Surgical Nursing Level 2

Courses:

Nursing Care of the Adult Patient with a Musculoskeletal Disorder
Nursing Care of the Adult Patient with a Respiratory Disorder
Nursing Care of a Patient With an Endocrine Disorder
Nursing Care of the Adult Patient with Visual or Auditory Disorders

Unit 4: Medical Surgical Nursing Level 3

Courses

Nursing Care of the Adult Patient with a Mental Health Disorder
Nursing Care of a Patient With A Renal Disorder
Nursing Care of a Patient With a Reproduction Disorder

Unit 5: Maternal Child Health

Courses:

Nursing Care of the Pediatric Patient
Maternal and Child Health

Grading for Medical Surgical Units of Study

Exams will be given for each course within a unit. The grade for each of the courses in a unit will be averaged together to make the final grade for that Unit. Students must pass each Unit with a minimum average grade of 75%.

Students who receive a grade between 70% and 75% in one course within a Unit will not be required to take a comprehensive exam if the unit average grade is 75% or above. Students who receive a grade between 70% and 75% in one course within a unit and have a unit average below 75% will be required to take the comprehensive examination.

Students receiving a grade of below 70% in one course within a Unit, will be required to take a comprehensive examination for that Unit regardless of the final average of the courses within that unit.

Students receiving a grade below 75% in two courses within a Unit, will be required to take a comprehensive examination for that Unit regardless of the final average of the courses within that unit.

Students passing a Unit by means of a comprehensive exam will receive a grade of 75% for those courses in that Unit with grades below 75%. The final Unit grade will be an average of the grades of the courses in that Unit.

Students receiving a grade below 75 in three (3) or more courses in one Unit will receive a failing grade for the unit, will not be eligible to take a comprehensive exam and will be terminated from the program.

Failure to achieve a minimum grade of 75% on any comprehensive examination will result in termination from the program.

The comprehensive exam will be given within ten (10) class days of completion of the Unit. Students must sit for the comprehensive exam at the scheduled date and time. One comprehensive exam per unit to a maximum of two (2) comprehensive exams will be permitted.

Students who are absent for a course test (final exams excluded) may, **at the instructor's discretion**, be given a make up test. Students who are absent for a final exam may take the retake/comprehensive exam and the governing policy will apply.

Clinical Grading Criteria

Each clinical rotation is equivalent to a unit of study. A grade of **“Satisfactory”** must be achieved in each clinical rotation. Clinical evaluations are written for each rotation. Students will be informed of unsatisfactory performance by the instructor verbally and in written form (Clinical Evaluation Form).

Students who demonstrate unsatisfactory performance during a clinical rotation, will have an opportunity for improvement by meeting with the instructor for guidance and developing a documented set of attainable goals recommended by the instructor that will allow the student to show improvement.

Any action by a student which endangers a patient's safety or wellbeing will be grounds for an irreversible "Unsatisfactory" grade in that clinical rotation.

Students must achieve the required 90% passing grade on the initial Calculation of Dosages exam before being allowed to administer medications in the second clinical rotation.

An additional Calculation of Dosages exam will be given prior to the third clinical rotation and any students not receiving a minimum grade of 90% will not be allowed to administer medications during their clinical rotation and will be required to sit for remediation until competency is achieved. Students will have three opportunities to achieve the passing grade. Students not cleared to administer medication will not be able to satisfactorily complete the third clinical rotation.

Students receiving an unsatisfactory final grade in any Clinical rotation will have to repeat that clinical rotation at their own additional expense in order to be eligible for graduation. Only one clinical rotation repeat is permissible.

A student who successfully passes Fundamentals of Nursing and satisfactorily completes the first clinical rotation may be recommended for the NY State Certified Nurse Assistant Exam.

Warning Status (Probation)

A letter of warning will be issued to a student as a result of unsatisfactory performance at any point during the school year. Warning status is intended to heighten the student's awareness of below average performance and the need for improvement. The student's academic status will be reviewed periodically after the letter of warning is issued.

The Financial Aid Officer will receive written notification for all students placed on probation. Students who do not maintain satisfactory academic progress after their probationary period will not be eligible for Financial Aid. Students who lose their eligibility **must** reapply for any type of aid.

GRADUATION REQUIREMENTS

In order to successfully complete the PN program, the following criteria must be met prior to graduation:

1. Required number of hours must be completed.
2. Successful completion of instructional units and CPR Certification.
3. Successful completion of all clinical experiences.
4. All financial obligations met.

Students not meeting the requirements for graduation will not be permitted to attend the graduation ceremony.

Upon successful completion of all program requirements, a Practical Nursing Student is eligible to graduate from the Practical Nursing Program and be recommended to sit for the State Licensing Examination. This does not guarantee eligibility to sit for the State Licensing Examination, which is ultimately determined by the New York State Division of Professional Licensing.

Letters of recommendation, references, grades and certificates will be withheld until all graduation criteria have been met. Students must meet all of the above before being certified for the **State Board Examination**. (NCLEX-PN)

GRADUATION RATES

Year	Number Enrolled	Number Graduated
2005-2006	87 (* see below)	37
2006-2007	140 (**see below)	92
2007-2008	153 (***)see below)	96
2008-2009	144 (**** see below)	82

- * In 2005 – 2006, thirty students were enrolled in the first year of the two-year evening program. Twenty-nine (29) graduated in June 2007.
- **In 2006 – 2007, thirty-two students were enrolled in the first year of the two-year evening program scheduled to graduate June 2008. Thirty-one progressed to year two.
- ***In 2007 – 2008, thirty students were enrolled in the first year of the two-year evening program scheduled to graduate June 2009. Twenty-four progressed to year two.
- ***In 2008 – 2009, thirty students were enrolled in the first year of the two-year evening program scheduled to graduate June 2010. Twenty-five progressed to year two.

PASS PERCENTAGE NCLEX-PN

Period	Pass Percentage
1/01/05 – 12/31/05	94%
1/01/06 – 12/31/06	97%
1/01/07 – 12/31/07	87%
7/01/08 – 6/30/09	89.5%

PHYSICAL EXAM

All students are required to submit an annual physical exam completed on the SW BOCES Physical Exam form. Any physical limitation must be clearly noted on the physical form.

APPEARANCE AND UNIFORM

The Practical Nurse student should recognize the necessity of appearing well-groomed at all times, in keeping with the principles of good medical asepsis and the desire to present an appropriate appearance as a nursing professional.

Uniforms should be worn for clinical sessions, seminars, career days and special school functions. The SW BOCES Practical Nurse Uniform will be selected by the Clinical Coordinator. Students will be provided with the manufacturer and model number of the uniform and suggested shops where uniforms may be purchased. In addition students must have the following items;

- BOCES ID
- Watch with second hand
- bandage scissors
- pocket size note pad
- Penlight
- Stethoscope

Uniform should be freshly laundered for each clinical day. Dress hemlines should not be shorter than knee length. White, closed shoes should be polished, have clean white shoelaces, and be in good repair. Sweaters and lab coats/jackets may not be worn when giving nursing care. Students are required to wear scrupants and tops/gowns during operating room observations.

Hands should be clean with well-groomed cuticles and fingernails of **appropriate** length, no greater than 1/4" from fingertip. Neutral nail polish is permitted. Hair should be clean and tidy and worn off the collar. **Extremes in hair styles must be avoided.**

The only jewelry permitted will be a wedding band and one pair of post earrings. No hoops, dangling earrings or visible body piercings. If make up is desired, it should be used in moderation.

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 the school prior to implementation.

Classroom Dress: Students in the Practical Nursing program represent the Nursing profession as well as the Center for Adult and Community Services of SW BOCES. A conservative, appropriate style of dress is expected.

ATTENDANCE

The Practical Nursing program requires that students attend all classes, be present at examinations and clinical experiences in order to meet New York State requirements for graduation and licensing. **Students are to call and report their absence to BOCES.** Students are responsible for all instructional and clinical experiences missed due to absence. The school reserves the right to request a Physician's clearance for absences in excess of 3 consecutive days. Students exceeding the maximum number of absences will not meet the requirements for graduation.

Class Absence

Day Program

Eight (8) unexcused absences (classroom or clinical) are permissible during each school year. Absences due to death of an immediate family member (spouse, child, parent, in-law, grandparent, sibling) will be excused. Three (3) excused absences will be allowed.

Each unexcused absence in excess of **8 days** must be made up within **thirty (30) days of notification of the date of absence.** A maximum of four (4) Health Related/Community Participation days per year may be used to make up for excessive absences. Prior approval, a written assignment and proof of attendance will be required. The cost of required make up time is not included in the published tuition and fees and is the responsibility of the individual student. Students exceeding the allowed number of unexcused absences will be terminated from the program.

Evening Program

Five (5) unexcused absences (classroom or clinical) are permissible during each school year. Absences due to death of an immediate family member (spouse, child, parent, in-law, grandparent, sibling) will be excused. Three (3) excused absences will be allowed each year.

Each unexcused absence in excess of **5 days must be made up within thirty (30) days of notification of the date of absence.** A maximum of three (3) Health Related/Community Participation days per year may be used to make up for excessive absences. Prior approval, a written assignment and proof of attendance will be required. The cost of required make up time is not included in the published tuition and fees and is the responsibility of the individual student. Students exceeding the allowed number of unexcused absences will be terminated from the program.

Clinical Absence

All clinical absences must be made up in the clinical area at the student's expense.

Clinical absence that **exceeds** 2 days in any rotation will result in a grade of "Unsatisfactory" and that clinical rotation **must be repeated satisfactorily at the student's expense. Only one clinical rotation may be repeated.**

LATENESS

Class

Students who arrive after the start of class, leave during or prior to the end of class will be marked "LATE". Lateness is defined as arriving for class or leaving class within thirty (30) minutes of the class schedule. Students arriving or leaving more than thirty (30) minutes after or prior to the class schedule will be marked absent. Excessive lateness will be subject to review and may result in disciplinary action. **Three (3) episodes of lateness will constitute one absence.**

Clinical

Students are expected to arrive at the clinical facility with ample time to report to the assigned area, receive assignments for patient care and participate in a discussion of the clinical objectives for the day. Students arriving after pre-conference may, at the instructor's discretion, not be allowed to participate in clinical and will be marked absent for that day. **Attendance at clinical orientation is mandatory for each clinical rotation in order to comply with facility policy.**

Three (3) episodes of lateness will constitute one absence.

In the event of an anticipated lateness or absence on a Clinical day, students must call SW BOCES and leave the following information:

- 1) You are a Southern Westchester BOCES PN Student
- 2) Your Name
- 3) Your Assigned Facility/Unit
- 4) Clinical Instructor's Name

If, prior to a clinical day, you know that you will be absent please inform your Clinical Instructor or the Nursing Program Coordinator.

Failure to notify instructor of clinical absence may result in an unsatisfactory grade.

ILLNESS

As future health care professionals concerned for the well being of their patients, practical nursing students are expected to report any personal illness, rash, allergy or injury to their instructor. The instructor will determine the appropriateness of the student remaining in the clinical area.

PATIENT'S PRIVACY

Southern Westchester BOCES adheres to the HIPAA regulations. Any student found discussing any patient information outside the clinical or classroom area will be subject to appropriate disciplinary action.

STUDENT'S RIGHTS AND RESPONSIBILITIES

The law provides for student access to their academic records and prohibits release of information without the student's written consent except in cases of a judicial order or request from a financial aid agency. All student records are considered confidential.

The Federal Education Rights and Privacy Act of 1974 and regulations pursuant thereto, grants the student the following rights:

To be advised of the types of student records and the information contained therein which are maintained by the school, the right to inspect and review their academic file and the policies and procedures for granting access to those records.

To be advised of the name and position of the official responsible for the maintenance of records, the persons who have access to those records, and the purposes for which they have access.

STUDENT GRIEVANCE

Working relationships between students and faculty members are expected. Students and faculty members are encouraged to express concerns, demonstrate needs and resolve problems related to academic and clinical success. Student faculty conferences are encouraged.

Due Process Procedure

In those cases in which a student feels he/she has been treated unfairly the following procedure is to be followed:

1. **Within 5 school days** the student shall contact the instructor and arrange a meeting to discuss the matter in question.
2. If the student feels that the matter has not been satisfactorily resolved, the student may seek the intervention of the Practical Nursing Program counselor. The counselor shall discuss the problem with the student, the instructor and/or the PN Program Coordinator

(either individually or together) and shall make a decision as to the disposition of the matter within 5 school days.

3. If the problem has not been resolved in steps 1 and 2, the student may appeal to the Supervisor of Adult Education responsible for the Practical Nursing Program. The student shall submit in writing to the Supervisor her/his position in the matter. The Supervisor will render a final decision within 10 school days.

COMPUTER/LIBRARY USE

Students are free to utilize the computers for school related work and research at times when the computer room is not used by a class. Internet surfing of a personal nature and downloading or installing programs into schools computers is prohibited.

Books and periodicals from the SW BOCES library may be used by enrolled students. Failure to return or replace borrowed materials will be considered a barrier to graduation.

LEAVE OF ABSENCE OR VOLUNTARY WITHDRAWAL FROM SCHOOL

Students who wish to withdraw from the program or take a leave of absence are advised to consult with the Practical Nursing program counselor and to **make their request in writing**. This procedure is designed to safeguard the student's right to secure satisfactory references from the school, or to plan re-admission to the program.

Students in good academic standing, having met all financial obligations to the school and having presented no cause for dismissal, may request a leave of absence for personal reasons. A student will be granted 1 leave of absence, not to exceed 1 academic year. When granted a leave of absence, the student will receive a letter confirming the arrangements. Students who do not officially withdraw from the program, but are absent from classes for a period of 2 weeks will automatically be dismissed from the school and will receive a grade of F in all courses in progress.

TERMINATION

The recommendation to terminate a student is reviewed by the Supervisor of Adult Education. The student has the right to be heard and to appeal the decision in accordance with the Due Process Procedure.

READMISSION POLICY

In the event a student leaves the program due to personal circumstances, academic or clinical failure, the individual may be considered for readmission **one** time only. Individuals applying for readmission will be subject to the standard admission process.

COUNSELING

Students are urged to avail themselves of the services of the PN Program Counselor for assistance with social, psychological, health and academic problems.

STUDENT CONDUCT

Students in the Southern 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 Southern Westchester BOCES Practical Nursing Program assumes an agreement by each student to comply with the school's rules and regulations and the laws of New York State and the United States of America.

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.

Knowingly jeopardizing patient safety.

Failure to comply with the directions 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 written note (cc to "student file") outlining the complaint and the corrective action taken will be forwarded to the Coordinator.

CELL PHONE USE

The use of cell phones is not allowed during class periods. Cell phones *must be silenced* and may not be displayed during class periods or exams.

Cell phones are prohibited from being brought to the nursing unit during clinical rotations

SMOKING

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

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.

**SOUTHERN WESTCHESTER BOCES
PRACTICAL NURSING PROGRAM**

POLICIES AND PROCEDURES DECLARATION

I have received a copy of the Southern Westchester BOCES, Practical Nursing Program Handbook. I have read, and agree to abide by, the S.W. BOCES Practical Nursing Program policies, procedures and statements governing contained therein.

Print Name

Date

Signature of Student

Student copy

**SOUTHERN WESTCHESTER BOCES
CENTER FOR ADULT AND COMMUNITY SERVICES
Practical Nursing Program**

Tuition Payment Agreement

It is the obligation of each student to pay his or her tuition and fees for the SW BOCES Practical Nursing Program. Students paying their tuition out of pocket may take advantage of the Southern Westchester BOCES, Practical Nursing Program tuition payment plan. Tuition is divided into ten (10) equal payments for each school year. The first payment is due as the non-refundable deposit.

The additional nine (9) tuition **payments are due each month from September to May on the first class day of the month.**

A \$25 weekly late fee will be charged for late tuition payments. In addition, failure to pay tuition on time may result in disciplinary action, including withholding of grades. Checks returned for insufficient funds will incur a \$15 charge.

Tuition payments for students who have applied for Financial Assistance will be deferred until notification of award.

I have received a copy of the Tuition Payment Agreement.

Student Name (Print)

Signature

Date

Student copy