

UNION COUNTY COLLEGE
PRACTICAL NURSING PROGRAM
STUDENT HANDBOOK

2009 - 2010

www.ucc.edu/go/practicalnursing

Revised 7/09

Welcome!

Welcome to the Union County College Practical Nursing Program! This Handbook provides you with information about the Nursing Program that you will need during your enrollment. Read this handbook very carefully and refer to it as necessary. You are responsible for the contents of this document, as well as all other Practical Nursing and Union County College publications. Changes in policies or procedures will be announced by posting, distribution in class, and/or mailing.

It is also important for you to know that nursing places physical, mental, and emotional demands on its practitioners. Nursing students need to be able to demonstrate appropriate communication and behavior, as well as perform specific techniques during clinical experiences. Individuals need to give careful consideration to these demands prior to applying and enrolling in the Program.

The administration and faculty wish you success as you pursue your nursing education!

Union County College does not discriminate on the basis of race, color, national origin, sex, marital status, religion, age, disability, handicap, or other legally protected status in its provision of employment, education and activities, or other services.

Policies, procedures, costs, and courses are subject to change.

Students will be notified in writing of any changes in Practical Nursing policies and procedures.

ACCREDITATION

The Practical Nursing Program at Union County College received accreditation on July 18, 2006, through July 18, 2014, from the:

New Jersey Board of Nursing

124 Halsey Street

PO Box 45010

Newark, NJ 07101

(973) 504-6430

<http://www.state.nj.us/lps/ca/medical/nursing.htm>

Applicants may contact the Board of Nursing with inquiries regarding the nursing program.

The program is also accredited by the **National League for Nursing Accrediting Commission**, effective 2006 – 2011. This is a voluntary accreditation that recognizes the program's "ability to meet or exceed standards and criteria for educational quality (NLNAC Accreditation Manual, 2008, p.1)."

The NLNAC may be contacted at:

3343 Peachtree Road NE, Suite 500

Atlanta, Georgia 30326

Phone: (404) 975-5000 Fax: (404) 975-5020

www.nlnac.org

PHILOSOPHY

The faculty believes that nursing is one of the critically important professions within the health care delivery system and that Practical Nurses play an integral role in assisting clients to attain an optimal level of health. Health is viewed by the faculty as a level of functioning in which an individual or group, such as a family, has achieved a balance between physical, mental, emotional, and social well-being. Practical Nurses are part of a collaborative team of professionals that, within the framework of the nursing process, seek to implement caring behaviors and clinical competence to promote client self-care and health.

Nursing practice incorporates knowledge from the biological and social sciences to provide a holistic approach when interacting with individuals, families, and communities. Nurses provide safe, accountable, and effective care to promote, maintain, and restore health, appropriate to the self-care abilities of the client(s). Caring is an essential element of all of the interactions in assisting clients to meet their physiological, psychological, sociocultural, and spiritual needs.

The faculty believes that nursing education involves facilitating the students' acquisition of nursing knowledge, skills, and values through guidance, support, mentoring, and encouragement. The faculty assists students to assume individual accountability for their learning and to determine their potential as they prepare to enter the nursing profession.

Students from diverse backgrounds are provided with the opportunity to pursue their academic and professional goals. As active members of the educational process, students learn to apply theoretical principles and develop problem-solving abilities.

The faculty believes that individuals interact, are influenced by, and respond to the environment and other members of the family, community, and society. The environment encompasses all of the surroundings and stimuli that individuals and groups are exposed and respond to, including an emotional atmosphere of harmony or dissonance. Individuals experience changes as they progress through the developmental stages that affect their physiological, psychological, sociocultural, and spiritual well-being. Individuals, as consumers, are participants in the recognition of self-care needs and achievement of their optimal level of health.

Society is composed of a wide variety of individual members and groups. The society exists to support the needs and activities of its individual diverse members within families and communities. Nursing identifies and responds to the health care needs of the individual within the context of the society.

The faculty believes that education is a continual process. Nursing assists in meeting the self-care needs of individuals within the society as it moves forward. This requires the acquisition of updated theoretical knowledge and technological skills and the incorporation of information from a variety of related disciplines.

Education provided within a college environment offers opportunities for students to broaden their perspectives by interacting with individuals from other fields. Students are exposed to the availability and value of continued education and articulation to higher levels of nursing. The faculty believes that it is critical for students to continue their education in nursing, whether formally or informally, in order to provide safe and effective care.

Students build upon a foundation of theoretical knowledge and clinical skills as they move through the curriculum. Learning occurs with the integration of knowledge, behaviors, and attitudes that are necessary for assuming the role of a beginning Practical Nurse. The faculty believes that an educational environment needs to be created where teaching methodologies and student activities will promote growth and active participation in the learning process. Students play an active role in the educational process by taking the initiative to seek out current, relevant information from a variety of sources and disciplines and integrating it into their practice.

The faculty believes that the graduate of the program will demonstrate the ability to function as a new member of the health care team and provide care that is appropriate to the client's self-care needs and respectful of the individual's dignity as a human being.

Revised 6-06

PROGRAM GOALS & OUTCOMES

The Practical Nursing Program at Union County College will:

1. Provide educational opportunities for students from diverse backgrounds.
 - a. Students enrolled in the PN program will reflect the diversity of the community.
2. Graduate a beginning practitioner who is competent to assume an entry level nursing position and function within a variety of health care settings.
 - a. Graduates will achieve a minimum pass rate of 80% on the NCLEX-PN licensure examination
 - b. At least 80% of graduates who are interested will assume a position as a LPN within 6 months.
 - c. Employers of graduates will demonstrate satisfaction with the preparation for practice.
3. Promote continual learning and advancement within the profession by encouraging and facilitating articulation to RN programs
 - a. At least 15% of the graduates will be enrolled in RN programs within two years from completion of the PN Program.
4. Offer a career program within a college environment to allow access to resources and services that are available within this setting.
 - a. At least 80% of the students enrolled in the PN program agree that the resources and services provided are accessible.
5. Partner with community agencies to provide educational experiences for students and health care services for the population.
 - a. Affiliation agreements are in place with a variety of health care agencies in the community.
 - b. At least 80% of the graduates agree that clinical experiences assist in the achievement of student learning outcomes.

Revised 6-06

CURRICULUM OBJECTIVES

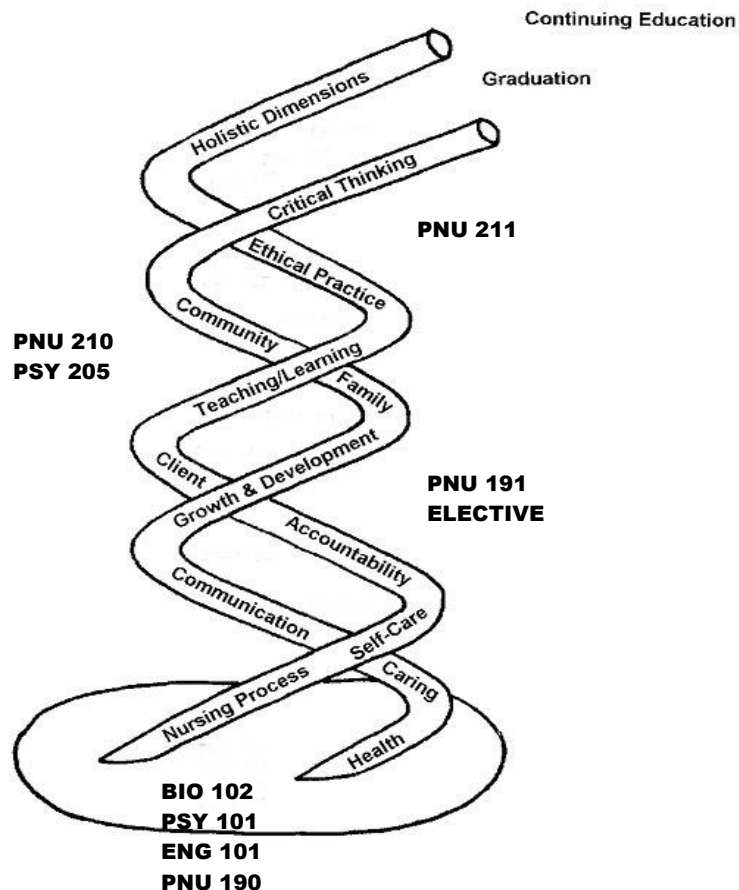
The graduate of the Practical Nursing Program will:

1. Provide holistic care to clients from diverse multi-cultural backgrounds, experiencing a variety of self-care needs, within the context of the nursing process.
2. Collaborate with other members of the health care team.
3. Demonstrate accountability by practicing nursing within a legal and ethical framework.
4. Use effective verbal and written communication skills when interacting with clients, families, and other members of the health care team.
5. Assume accountability for personal and professional growth.
6. Apply critical thinking in interactions with clients, families, and other members of the health care team.
7. Incorporate contemporary knowledge and tools from nursing and the biological and social sciences into the care provided to clients at different developmental levels throughout the life span.

Reviewed 8-08

Practical Nursing Curriculum Design

The curriculum framework is structured with the core concepts of the nursing process, communication, legal-ethical practice, caring in collaboration, competent care, teaching/learning, critical thinking, community, growth and development, and holistic, multicultural approach. The theoretical basis for the curriculum is Dorothy Orem's theory of self-care, which is woven throughout the Program content. The visual representation of the curriculum is a helix design that reflects upward mobility as students progress through the courses. The helix design demonstrates flexibility in the way in which students may acquire information and achieve curriculum objectives. Students may learn through classroom interactions, skills laboratory practice, clinical experiences in a variety of settings, and independent study, including computerized instruction. The helix increases in complexity as the student moves from general education courses up to recognizing the holistic nature and uniqueness of each client. The higher level student is able to demonstrate critical thinking skills to formulate the plan of care that will foster optimal health in the client. The twisting of the helix symbolizes the connectedness of the client's needs, and the impact of the nurse-client interaction. The helix is opened on the top, which illustrates that learning continues after graduation, whether by formal schooling or continuing education to maintain current knowledge for practice. Attainment of student learning outcomes in each nursing course is measured through classroom and clinical evaluation strategies, including written and behavioral performance. The learning outcomes flow from the curriculum objectives which are connected to the philosophy of the Program.



PN CURRICULUM PLAN

| <u>SEMESTER I</u> | | Theory | Lab/Clinical | Credit |
|-----------------------------------|---|----------|--------------|-----------------|
| ENG 101 | English Composition I | 3 | | 3 |
| BIO 102 | Human Biology | 3 | 1 | 4 |
| PSY 101 | General Psychology | 3 | | 3 |
| PNU 190 | Nursing Concepts | 4 | 1 | 5 |
| TOTAL | | | | 15 |
| <u>SEMESTER II</u> | | | | |
| PNU 191 | Adult Health I | 7 | 3 | 10 |
| Elective (either 3 or 4 credits): | | | | |
| | 3 credit elective or | 3 | | 3 |
| | *4 credit elective | 3 | 1 | 4 |
| TOTAL | | | | 13 or 14 |
| <u>SEMESTER III</u> | | | | |
| PNU 210 | Maternal, Pediatric, & Mental Health Nursing | 6 | 3 | 9 |
| PSY 205 | Child Psychology | 3 | | 3 |
| TOTAL | | | | 12 |
| <u>SEMESTER IV</u> | | | | |
| PNU 211 | Adult Health II & RoleTransition | 8 | 4 | 12 |
| TOTAL | | | | 12 |
| General education credits | | | | 16 or 17 |
| Nursing credits | | | | <u>36</u> |
| TOTAL | | | | 52 - 53 |

* Recommended science courses: BIO 105/106, BIO 108, CHE 105 or CHE 113
 ENG 112 will not be accepted as an elective for this program.

Nursing course credits are distributed as follows:

Theory – 15 hours/credit

Clinical – 45 hours/credit

Every effort is made to provide students with consistent schedules in the day or evening/weekend time frame. The Practical Nursing Program, however, reserves the right to offer or cancel courses based on instructor and clinical site availability, and/or student enrollment. Students will be informed as soon as possible of changes in course schedules or offerings.

ARTICULATION

Graduates are encouraged to continue on with their nursing education after completion of the Practical Nursing Program. There are two programs that, in cooperation with Union County College, offer courses for Registered Nurse Licensure. Students receive an Associate Degree and a Diploma in Nursing. Graduates from these programs have many options available for pursuit of a Bachelor's Degree in Nursing.

Students in the Practical Nursing Program complete 16 general education credits that may be applicable to a LPN to RN program. Practical Nursing course work is generally accepted as a whole for transfer, or credit is received through challenge examinations.

Further information on articulation with RN programs is available in the Counseling Offices and through the Director of the Practical Nursing Program.

PRACTICAL NURSING PROGRAM POLICY VS. UNION COUNTY COLLEGE POLICY

The Nursing Program, as a department of Union County College, adheres to the majority of the College's documented policies and procedures. There are instances, however, when the Nursing Program has established its own policies and procedures in order to meet the special needs of the curriculum.

Students must be knowledgeable about their rights and responsibilities within the Nursing Program and the College. Every student is advised to become familiar with the ***Practical Nursing Program Student Handbook, Union County College Student Handbook***, the ***Union County College Catalog*** and other college publications. The UCC *Student Handbook* and *Catalog* are available on the website: www.ucc.edu.

ADMISSIONS

Applications to the Practical Nursing Program are processed through the Admissions Office of Union County College. Information about the Program and applications may be obtained by contacting the Recruitment offices at:

Plainfield Campus (908) 412 - 3550

Cranford Campus (908) 709 - 7518

Elizabeth Campus (908) 965 - 6050

Specific information is available through the Program office at: (908) 412-3562

Admission Criteria

It is the applicant's responsibility to provide the following to the Union County College Admissions Office in order to complete his/her application. This information is also required for determination of advanced standing credit.

- ✓ Application form and payment of fee
- ✓ Official high school transcript or GED scores
- ✓ Official transcripts from other colleges/universities attended
- ✓ Review of foreign education transcripts by the World Education Services

Upon meeting the admission and placement criteria, student records will be reviewed for enrollment in PNU 190. Enrollment in the first nursing course will be based on completion of all ESL and developmental course work, a minimum GPA of 2.5, and determination of advanced standing, as appropriate. With extensive applicants and limited seating, preference will be given to those students with the highest GPAs who are already enrolled and continuing at Union County College.

Students need to have completed ESL and developmental course work at the time of the review for PNU 190 registration. The sequence of BIO 105 (Anatomy & Physiology I) and BIO 106 (Anatomy & Physiology II) may be used in place of BIO 102. If only BIO 105 is completed, BIO 106 may be taken concurrently with PNU 190, but must be completed prior to enrollment in PNU 191. If ENG 112 is

required, it is to be completed or taken concurrently with PNU 190. (ENG 112 will not be accepted as an elective)

Upon reaching the maximum enrollment for PNU 190, qualified students will be evaluated for the next regular semester offering of the course.

NOTE – Applicants for Nursing Licensure in New Jersey are required to complete fingerprinting for a criminal background check, as well as answer specific questions about their status, including medical conditions. Applicants with questions about future eligibility for licensure should contact the State Board of Nursing for clarification. Enrollment in PNU 190 is dependent upon no records being found following the Major Investigations criminal background check.

College Placement Test

Upon admission to the College, students are required to take the College Placement Test through the Academic Placement Testing Center at Union County College. Students may qualify for an exemption from this policy. See the Union County College *Student Handbook* for details. Students wishing to enter the Practical Nursing Program will need to complete all developmental course work in English and/or Math in order to enroll in the first nursing course (PNU 190). Satisfactory ('J') or 'C' grades are required in all developmental English and Math courses.

Advanced Standing – General Education Courses

Students may be granted credit for the following courses if they are found to correspond with the subject matter of the courses offered at Union County College: BIO 102, ENG 101, PSY 101, PSY 205, 3 or 4 credit general or science elective. A minimum grade of 'C' is required for all transfer course work. Transfer course grades are not included in the GPA. Biology course work must have been completed within a 10 year period in order to be considered for advanced standing. (Refer to the Union County College *Student Handbook*)

Advanced Placement Testing – CLEP & AP

Students may receive credit by taking the College Level Examination Program (CLEP) or Advanced Placement tests by achieving scores that are accepted by the College. Students may contact the Admissions Offices' transfer credit professionals at (908) 709 – 7596 for further information on College courses that are comparable to the specific placement tests.

Advanced Standing Nursing Credit

Students who have completed nursing course work at another accredited nursing program may receive credit for that course work at Union County College. Transcripts will be reviewed on an individual basis by the Program Director. A minimum grade of 'C+' in nursing course work at another accredited institution is

required for consideration of credit being given for such course work. A minimum GPA of 2.5 is also required.

A challenge examination will be given to determine the student's eligibility to receive credit. Credit will be granted if the student achieves a grade of '75' or better on the challenge examination. No more than 15 nursing credits for Union County College courses (PNU 190 & 191) will be awarded to transfer students. Students who qualify, may seek credit for and challenge PNU 191 only after successful completion of the PNU 190 challenge examination. Only one opportunity to achieve the minimum passing score will be allowed for challenge examinations. There are no student reviews of these examinations.

Students who have completed nursing courses more than five (5) years prior to enrollment in Union County College's Practical Nursing Program will not be considered for advanced standing and shall not receive credit for that course work. This limitation also applies to students who were previously enrolled in the Practical Nursing program at UCC.

Enrollment in Practical Nursing courses is not guaranteed, regardless of successful achievement on the challenge examination. Entry into the appropriate nursing course will be dependent upon completion of course prerequisites, attainment of established criteria, and availability of space in that course. Students must meet all other admission criteria to be considered for transfer. The fee for the challenge exams is one half of the in-county or out-of-county tuition for each course that is challenged. Proof of payment is required prior to sitting for any challenge examination. This fee is not refundable in the event that the student fails to successfully complete the challenge examination.

Matriculation/Enrollment Status

Admission criteria must be met in order to be matriculated into the Practical Nursing Program. Students enrolled in 12 credits or more during a semester are considered full time, those with 6 to 11 credits are half time, and students carrying less than 6 credits are designated as part time. Verification of enrollment status is available by written request of the Director of the Practical Nursing Program or the Records Office of the College.

REGISTRATION

Students are expected to register for Fall, Spring, and Summer classes during the designated times established by the Practical Nursing Program and Union County College. Students will be informed of advance registration dates. Student Accounts obligations need to be met to avoid cancellation of registration. Students who need to register for College courses (English, Biology, and Psychology) may do so directly with a College counselor. Students will register for nursing courses with a representative from the Practical Nursing Program.

Students who have questions regarding their academic status and curriculum requirements are advised to discuss their concerns with the Director, Union County College Counselor, or faculty member prior to registration.

Counseling

Academic counseling is available on all of the College campuses. These services include assisting students with curriculum planning/advisement, career exploration, determination of academic status, and transfer information. A Health Careers Counselor is available on the Plainfield Campus, specifically for the PN students. Faculty and administration in the Practical Nursing Program are also available to assist students in academic decision-making or referral for personal counseling. Exit interviews may be planned with students who withdraw from or fail nursing courses.

Course Audits

Students may, with permission from the Director, audit a nursing course. There will be no examinations/quizzes or clinical experiences during a course audit, and students will not receive a grade. An audit fee will be charged.

STUDENT ACCOUNTS

The policy of Union County College is payment upon registration. All tuition, fees, and other related course costs are to be paid at the Office of Student Accounts on the day of registration. Students are responsible for applying for Financial Aid in advance of registration and payment deadlines. Please refer to the Union County College *Student Handbook* and *Catalog* for more detailed information. Transcripts, grades, and letters of recommendation will not be released and registration for subsequent semesters will not be permitted until all financial obligations to the College have been cleared.

Tuition and fees are published in the College *Student Handbook* and *Catalog*, but these fees may be changed. Students should be aware of specific fees/charges associated with course offerings (example – laboratory fee for BIO 102). Current tuition and fee information is available through the Student Accounts Offices on each campus.

Refunds

Students may receive refunds of tuition and course fees if they meet the established criteria. The Hospitalization fee may also be refunded. Students should refer to the Student Accounts guidelines that are published in the Union County College *Student Handbook*. Students receiving financial aid need to follow specific guidelines. Assistance provided through financial aid may not be refundable to the student. The Director of the Program will address any requests

for refunds that fall outside of the specified guidelines. If indicated, these special requests will be forwarded to the appropriate offices for review.

TUITION AND FEES

The policy of Union County College is payment upon registration. All tuition, fees, and other related costs are to be paid at the Office of Student Accounts on the day that registration takes place. Students are responsible for all costs that are not covered by financial aid. Registrations will be voided for nonpayment. Students should review all of the pertinent policies and procedures related to Student Accounts and Financial Aid (refer to the Union County College Student Handbook).

The tuition is \$94 per credit for in-county and \$188 per credit for out-of-county students. Practical Nursing students are responsible for the following fees:

| | |
|---|-------------|
| Student Health Fee (PNU 190 – one time fee) | \$25 |
| Criminal Background Check Fee – one time | \$35 |
| Student Testing Fee (all PNU courses) | \$50/course |
| Clinical Lab Fee (all clinical PNU courses) | \$55/credit |

There are additional fees associated with enrollment at the College, including the General Fee, Athletic/Wellness Fee, Hospitalization Fee, and Technology Fee. Students are referred to the Office of Student Accounts for more specific information on College fees.

In addition to the tuition and fees, students enrolled in the Practical Nursing program are required to complete and/or obtain the following:

- Student Health Record
- CPR for the Healthcare Provider
- Malpractice insurance coverage
- Official student uniform and equipment (stethoscope, sphygmomanometer, scissors, & penlight)

Completion and acquisition of these requirements is the sole responsibility of the student and is not included in the specified tuition and fee amounts.

FINANCIAL AID

Information about available financial aid programs and scholarships is available in the Union County College and Student Handbook, Catalog, and through the Financial Aid Offices:

Cranford Campus (908) 709 - 7137
Plainfield Campus (908) 412 - 3571
Elizabeth Campus (908) 965 - 6063

Students are encouraged to investigate available resources that may assist them to meet the financial obligations associated with the academic program.

ENROLLMENT REQUIREMENTS

Students who are planning to enroll in clinical nursing courses need to have the following in order to register:

- ✓ CPR certification for the Health Care Provider
- ✓ Evidence of current Malpractice Insurance (\$1 million/\$3 million minimum coverage)
- ✓ Student Health Documentation (per policy)
- ✓ Clear criminal record history background check
- ✓ Satisfactory completion of prior semester course work and a GPA of 2.5 or higher (GPA of 2.5 minimum needed for graduation)

Cardio-Pulmonary Resuscitation (CPR Certification)

Students enrolled in PNU courses are required to be CPR certified (Healthcare Provider). Students may contact the American Heart Association, Red Cross or other area providers to meet this requirement. The certification card is to be presented on a date specified prior to registration for the first clinical course, PNU 191. It is the students' responsibility to maintain current certification and provide documentation upon request.

NOTE: CPR for the Healthcare Provider includes interventions for an adult, child, & infant for: CPR, use of the AED, foreign body airway obstruction removal, and use of a bag-valve-mask device. No other CPR classes, such as Community/Heartsaver level or online offerings, are applicable.

Criminal Background Check (updated 7/09)

All students enrolled in the Practical Nursing program are required to have a criminal background check completed in order to continue in the program and participate in clinical care experiences. The background check will be performed by Major Investigations, Inc. Enrollment in nursing courses is contingent upon completion of the background check.

The clinical sites where students complete their clinical experiences (hospitals, nursing homes, and other agencies) require verification of criminal history before students may be placed in their facility. In addition, the New Jersey Board of Nursing requires a criminal background check to obtain and maintain licensure as a Practical Nurse. Past criminal history may have an impact upon enrollment in the Practical Nursing program, and the ability to obtain licensure and employment as a nurse.

The \$35 cost for the criminal background check is included in the fees for PNU 190. Students will complete and submit the **Major Investigations Informed Release** at the time of registration for PNU 190. In addition, students will complete the Practical Nursing program **Disclosure Form**.

Please be aware that current indications or history of criminal activity may prevent participation in clinical experiences at affiliating agencies and result in

the dismissal of the student from the program. The Practical Nursing program will attempt to work with students who have a criminal history to assist with follow-up, but clinical agencies have the right to establish individual policies and exclude students from client care areas. Students can request a copy of the report for an additional fee of \$35. To verify or dispute findings (Adverse Action), students may call Major Investigations, Inc. at 973-322-8099. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.

Examples of criminal behavior (convictions, guilty pleas, or judicial findings of guilt) that may result in an inability to continue in the program include, but are not limited to: assault, battery, homicide, manslaughter, kidnapping, sexual assault, arson, domestic violence, theft, drug abuse and/or distribution, and fraud. Failure to disclose all previous convictions, other than minor traffic violations, will be grounds for dismissal from the program.

Review of Reports

The Director of the Practical Nursing program will receive and review the criminal background checks. Reasonable efforts will be made to maintain the confidentiality of these records, with a limited number of individuals authorized to review the results. Each clinical affiliate will receive copies of any reports that indicate a criminal background. The affiliates will independently review these checks and make a final decision, based upon their own criteria, as to whether each student will be allowed to participate in patient care activities at the affiliate clinical site. The Practical Nursing Program and Union County College do not assume any responsibility for performing or evaluating the background check, delivering the documents to the facility, or maintaining the records. Decisions as to whether a student is ineligible for placement at a particular clinical site are those of the clinical site alone.

Evidence of a Criminal History

The existence of a criminal history does not automatically disqualify a student from enrollment in the program. Consideration may be given to the date, nature, and number of convictions; the relationship the conviction has to the role and responsibilities of nursing; and efforts toward rehabilitation. If adverse evidence is obtained, the Director will:

- Provide a copy of the results obtained for the student (\$35 fee).
- Assist the student with an appeal, as indicated and available.
- Inform the student, in writing, of the decision regarding ongoing enrollment in the program.

Students who believe that their criminal information is inaccurate will need to contact Major Investigations, Inc. It is the responsibility of the students to immediately report convictions of any crimes or offenses that occur subsequent to the completion of the criminal background check.

A criminal history background check clearance is required for licensure as a Practical Nurse in the State of New Jersey. If the criminal history background check reveals a criminal conviction, a review of your application by the Board of Nursing will be required.

Malpractice Insurance

All students who are enrolled in a clinical nursing course are to carry malpractice insurance (minimum coverage of one million dollars any one claim, three million dollars any one annual period of insurance).

A copy of the malpractice insurance policy is to be presented on the date specified during PNU 190.

The insurance policy document must demonstrate coverage for the entire clinical course. Without proof of coverage, students will not be permitted to register for the subsequent class or attend class or clinical. It is the students' responsibility to maintain current coverage and provide documentation upon request.

Student Health Requirements

Students enrolling in their first clinical nursing course in the Practical Nursing Program, and those students who are resuming their nursing studies after an absence of a year or more, are to complete and satisfy health requirements through their personal health care provider.

The requirements include:

1. Health history
2. Physical examination (within 6 months)
3. Laboratory studies (within 3 months): Urinalysis, complete blood count, blood chemistry panel, urine drug screening with confirmation
4. Proof of immune status – **blood titers are required for all of the following:**
 - a. Measles/Mumps/Rubella
 - b. Varicella-zoster titer
 - c. Hepatitis B
5. Presence of Hepatitis C infection
6. Flu Vaccine or declination
7. Tetanus/Diphtheria/Pertussis (Tdap) Vaccine or declination
8. Two-Step Mantoux skin test for tuberculosis*.

****All current students are to have an annual Mantoux skin test for tuberculosis. A two-step Mantoux test is not required if proof of a negative Mantoux within 12 months is provided. Students who test positive to the Mantoux skin test or have received BCG will obtain a chest X-ray or pulmonary clearance.***

Documentation is required prior to registration for the first clinical course.

Students who do not complete these health requirements will be unable to attend theory and clinical classes.

Students should make copies of ALL health records submitted for their personal files and future use. Health records are not released after submission to the Program. The health form is available on the PN website.

- Students who are non-immune to measles, mumps, rubella, varicella, or hepatitis B will need to obtain the appropriate vaccination. A follow up titer is required following vaccinations.
- If a student declines the varicella or Hepatitis B vaccine, the blood titer for immunity status is still required.

Students who are not immune to the infectious diseases noted may be prohibited by the clinical agencies from participating in experiences in areas where disease transmission poses a high risk to patients, staff, visitors, and /or students.

NOTE – The Practical Nursing program has more requirements than the College for student health information and immunization in order to meet the standards of our clinical affiliates.

COURSE POLICIES

Absences

Students are expected to attend all of the scheduled classroom and clinical experiences in order to meet the course objectives.

Classroom Absences

Students are accountable for all information that is presented in class and outside resources (computer assisted learning, text and journal readings, etc.). Students who miss a scheduled class are responsible to obtain notes, handouts, and any other pertinent information provided during that time.

Clinical Absences/Lateness

Students are expected to arrive on time and participate in all of the scheduled clinical experiences during each semester, including those scheduled in the skills lab. Participation in patient care activities is critical to learning the roles and responsibilities of the Practical Nurse.

Skill labs and patient assignments begin at the scheduled start time for the clinical rotation, unless otherwise noted by the program director or faculty.

In case of an emergency that will require being late or absent from the clinical experience, the student must:

1. Call the clinical unit/affiliating agency to which he/she is assigned, the nursing office, or the faculty member at least ½ hour prior to the assigned rotation. Students will be informed of the procedure to use for the specific clinical agency.
2. If instructed to call directly to the clinical facility, students must:
 - a. Properly identify himself/herself as a nursing student in the Practical Nursing program at Union County College.
 - b. State the hour he/she was expected to be on the unit.
 - c. Identify and ask to speak with the nursing instructor assigned to the unit.

- d. Obtain the name of the individual taking the message if the instructor is not available.
3. For simulated patient care experiences on the Plainfield Campus, students are expected to call the course faculty member or lab instructor at least ½ hour before the class is to begin. Students will be required to make-up the lab on their own time and provide documentation of their attendance to the course faculty. Incomplete simulated patient care labs will result in a clinical failure in the course.

Emergency situations that result in an absence or late arrival require follow-up documentation.

Lateness - Clinical warnings will be issued to students who have a repeated lateness to any scheduled clinical experience. A third late arrival will result in a clinical failure, whether or not the faculty member has been notified.

Absence - Students are allowed one excused absence (documentation required) during a semester for an emergency or illness. More than one excused absence will require a review by the Director and/or Evening/Weekend Coordinator. There will be a discussion with the faculty member and student to determine appropriate action, which may necessitate a withdrawal from or failure in the course, depending upon the rationale for and appropriate documentation of the absence.

Students must be able to demonstrate the ability to meet all of the clinical objectives for each course and participation in patient care experiences is crucial for learning the role of the Practical Nurse.

Students who are absent for a formal orientation conducted by the affiliating agency may need to withdraw from the course if the information that is provided is not able to be reproduced at another time.

Students who do not notify the instructor of a late arrival or an absence for a scheduled clinical experience will automatically receive a clinical failure. It is the belief of the Practical Nursing program administration and faculty that notification of absence or lateness is a major part of professional accountability.

Cell Phones, Beepers, and Faxes

All cellular telephones, beepers, and other electronic devices, other than approved calculators, are to be turned off during all classroom experiences. Students may be asked by the instructor to leave if their cell phones ring during the class. Students should also not be carrying phones or beepers during clinical experiences. The use of cellular telephones is prohibited in most of the clinical agencies. In an emergency during class or clinical times, the Director or Faculty member may be contacted and the student will be advised of the situation. Telephone numbers for clinical units are provided to students during the rotations for emergency calls.

Cell phones are to be completely turned OFF during quizzes and examinations. Ringing and vibrating are disturbing during quiet testing periods and it is not appropriate to respond to a call. Cell phones may not be used as calculators, even if the use of a calculator is allowed during a quiz or exam.

The use of a cell phone during a clinical experience disrupts the continuity of patient care, and is prohibited in patient care areas. In addition, there are no FAX or personal telephone privileges for students on clinical units. Unauthorized use of a clinical unit FAX or telephone for personal reasons constitutes unprofessional behavior. Professional behavior is expected of students at all times and the disregard of ones peers and patients is unacceptable.

Clinical Requirement Policy

Students must pass all of the clinical objectives in order to pass the course. Clinical objectives will be met in the Nursing Skill and Simulation Laboratory and/or in the clinical setting.

Students must demonstrate consistently safe and professional performance throughout the clinical experience.

Satisfactory clinical performance is achieved by:

1. Preparing for client care experiences by reviewing references and practicing nursing skills.
2. Arriving on time for all experiences and providing appropriate notification of emergency absence.
3. Correctly assessing, recording, and reporting the client's status.
4. Implementing appropriate nursing interventions and evaluating the client's response.
5. Maintaining client safety, comfort, dignity, privacy, and confidentiality.
6. Demonstrating professional behavior with clients, peers, instructors, and staff members.
7. Participating in pre- and post-care discussions.
8. Presenting a professional appearance (see Uniform Requirements).

Clinical evaluation conferences are held to review achievement of the clinical objectives.

Students may be referred to the Nursing Skills Lab for remediation of specified nursing skills. It is the responsibility of the student to make an appointment for instruction and sign-off of nursing skills.

A student may, at any time during the course, receive a clinical warning or a clinical failure for inconsistent, unsafe, inappropriate, unprofessional, or unethical performance, or other good cause. An inability to achieve clinical objectives during any part of the course will result in a **Clinical Failure** and a failure in the course. Depending upon the circumstances, students may not be informed of the failure at the clinical agency, but may be asked to meet with the instructor on the Plainfield Campus. Verbal and written notification will be provided as soon as possible following the determination of the clinical warning or failure.

Course withdrawals are not permitted if the student has received a clinical failure.

Clinical Sites

Clinical agencies are selected based on the nursing course objectives and the types of experiences that are available. Students are expected to arrange for their own transportation to affiliating agencies. Sufficient time should be allowed between the beginning or end of the clinical time and any other academic or

personal obligation. When possible, students will not be assigned to a clinical agency or unit at which they are already employed.

In order to obtain the best possible clinical experiences, there may be rotations in the afternoon or evening hours. Students will be notified of any time changes as far in advance as is possible.

Clinical Warnings/Failures

Clinical warnings/failures for unsatisfactory clinical performance or behavior may be issued at any time within a semester. Warnings are given to alert the student of unsatisfactory clinical progress within a semester. Students who receive a clinical warning must follow the recommendations outlined in the warning. Such recommendations may include attending the Nursing Skill and Simulation Laboratory to improve clinical techniques. The procedure for clinical warnings and failures is as follows:

- a. A copy of the clinical warning or failure is provided at the time when the student is informed of the specific problem or deficiency. The student and faculty member will sign the form, indicating that it has been reviewed. A witness may be obtained by the faculty member if the student refuses to sign the form.
- b. Faculty members have three (3) working days to complete and provide any additional documentation related to the warning or failure. The student will be provided with the additional material for his/her review. The student shall be asked to sign a form evidencing the student's receipt of the additional information.
- c. The student shall have five (5) working days from the date of the his/her receipt of notice of a clinical failure by which to request a review by the Program Director. Students may respond to the clinical failure at this point and address their position regarding the failure. Please refer to the Review of Clinical Failures – Appeal Process.
- d. A clinical failure may be given to the student at any time during the course if he/she is demonstrating unsafe or inappropriate behavior.
- e. The student is responsible for reviewing the information contained in the clinical warning notice and for taking action to improve his/her clinical performance in order to meet the clinical objectives of the course.
- f. A student who receives a clinical failure may not withdraw from the course.
- g. Students receiving a clinical failure will receive a failure ('F' grade) in the nursing course.
- h. Receipt of a clinical failure will result in dismissal from the Practical Nursing program.

Confidentiality

All information that is obtained during client interactions is considered to be of a confidential nature. Important information regarding clients may be shared with agency staff members, instructors, and peers in an appropriate manner and setting. Students are not to disclose information to other individuals who are not directly involved in the client's care. Tape recording of conversations or

photographing clients is prohibited without the express written consent of the client. Students are not to photocopy or remove any client records. When completing written assignments following clinical experiences, DO NOT use the client's name on any documentation. Only the client's initials or room number may be used. Every effort should be made to maintain the client's confidentiality. Students demonstrate respect for clients by protecting their privacy and only reporting and recording information that is relevant to their care and well-being.

Examination Policy

1. Written requirements must be completed and submitted in order to take the final exam in the course.
2. Students are expected to take exams on the dates that are scheduled in the course. A student who arrives late may be given the exam or will be rescheduled to take the exam within 48 hours of the original test date and time. Students are to notify the course faculty members of late arrival to an exam. Students who have reported a late arrival to an exam may be given the option to take the exam during the remaining time scheduled or at another time convenient for the course faculty members.
3. In an emergency situation necessitating an absence, students must notify the course faculty member(s) **at least ½ hour** prior to the exam time. Excuses for absences from an exam will be reviewed on an individual basis. **If the student does not notify the instructor of a late arrival or absence from an exam, a zero grade will be received.** For students with valid excuses, missed exams will be rescheduled for administration at the convenience of the course faculty member. The make-up exam can vary from the original test. An extension of the 48 hours for the make-up exam will be allowed if the student is absent due to serious illness, hospitalization or death in the immediate family (parent, spouse, sibling, etc.), and/or natural or man-made disasters. **In the event of an absence from an exam, the student is required to present documentation that verifies the emergency circumstance. This documentation is required immediately upon the return of the student to school in order to qualify to take a make-up exam. Students are only permitted to miss one scheduled course exam because of an emergency. Repeated lateness or absence from exams will result in grades of '0'.**
4. When taking an exam, students will:
 - a. Place all backpacks, books or papers either under the chair or to the front or side of the room. **Students are not to wear clothing that may conceal inappropriate activity, such as hats with large brims or bulky coats.**
 - b. Use only approved calculators, if allowed by course policy. Cell phones may not be used as calculators.
 - c. Refrain from talking to other students and keep their eyes focused on their exam paper.
 - d. Leave a desk empty near the door for students entering late.
 - e. Enter and leave the room quietly if late or done early.

- e. Leave space between each desk and other students, whenever possible.
 - f. Turn off all cell phones and beepers.
 - g. Record answers only on the Scantron form or fill-in answer sheets provided. No marks or notations made on the actual exam paper will be counted in the grade.
5. If a student is behaving in a manner that is consistent with cheating*, the following actions will result:
 - a. A faculty member will identify the observations with the student. Students will be asked to hand over papers or other personal objects that were used in the incident.
 - b. A grade of zero for the exam or quiz will be received immediately.
 - c. The Director of the Program will be informed of and will review the incident. Students may be dismissed from the program for this behavior.
 6. Course materials (exams, papers, etc.) are kept for one semester following the student's completion of a course.
 7. Quizzes may be included as part of a nursing course grade. No make-up of quizzes will be allowed. The lowest quiz grade may be dropped, depending upon the course policy.
 8. Standardized exams may be given throughout the curriculum to assess students' knowledge in specific subject areas. These results will not be counted in the course grade.

* Behaviors indicative of cheating may include, but are not limited to: looking at another student's exam, carrying information into the test area (writing on papers, cards, or body parts, etc.), accessing electronic resources (cell phones, PDAs, etc.), sharing verbal or written information with classmates, and/or changing or copying exam answers during a review.

Exam Review

Exam reviews may be scheduled in the course calendar, but may be given outside of class time. Exam grades will be given to students at the time of the review. Students are not to write on their exam answer sheets or copy down any of the test questions. Tape recording or taking notes during an exam review are not permitted. All personal belongings are to be left either under the chair or in front of the room, as per the direction of the instructor.

Final exams are not reviewed in the class. Students may, in consultation with the instructor, schedule an individual review of the final exam within one (1) week of that examination date. Sharing of information from nursing exams with other students is prohibited and will lead to disciplinary action.

Course faculty members may hold reviews of course content prior to exams. Dates and times will be determined with the class.

Grade Change

Students requesting a change in a course grade must present their initial appeal to the course instructor who awarded the grade. It is the instructor's decision to follow through with a grade change. If a change is to be made, the instructor completes the necessary form and forwards it to the appropriate office for official action.

Grading

A minimum grade of C+ is needed in order to pass all of the Practical Nursing courses. The grades are determined as follows:

| | |
|------------|----|
| 90 – 100 | A |
| 85 – 89 | B+ |
| 80 – 84 | B |
| 75 – 79 | C+ |
| 70 – 74 | C |
| 65 – 69 | D+ |
| 60 – 64 | D |
| 59 & Below | F |

Students are referred to the Union County College Student Handbook to see how the Grade Point Average (GPA) is calculated.

Calculation of PN Course Grades

The following is an example of how PN course grades are calculated:

| | |
|------------------|-------------------------------|
| Exams – 15% each | Final Exam – 40% |
| Sample grades – | Exam #1 = 75 > 11.25 |
| | Exam #2 = 82 > 12.3 |
| | Exam #3 = 80 > 12 |
| | <u>Exam #4 = 78 > 11.7</u> |
| | Total = 47.25 |

Minimum grade needed to pass PN courses = 74.5 (C+)
Difference between exams and passing score = 27.25 (74.5 minus 47.25)
Minimum grade needed on final exam = 69 (40% = 27.6)
 $47.25 + 27.6 = 74.85$

This same calculation can be done with the minimum grade needed for a “B”, “B+”, etc., using the minimum required score for those grades.

Illness or Injury

Classroom – Skill Lab

In the event of a minor illness or injury, the nursing faculty will provide assistance in the form of basic first aid or referral. Medications will not be administered. If indicated, students will be referred to their personal health care providers for follow-up. Per the UCC Public Safety Policy (noted below), the Public Safety Office on the Plainfield Campus will be notified.

“Illness or injuries, due to accidents which are incurred on campus or during a College-connected activity, are to be reported immediately to the Public Safety Office on the campus being attended. If it is not possible to make an immediate report, one should be

made before 48 hours have elapsed. All students are covered under the College's student accident insurance plan." (UCC Student Handbook)

Emergency alarm buttons, for immediate alert of Public Safety personnel, are located throughout the campus in restrooms, hallways, stairways, and offices.

In the event of a major emergency, nursing faculty members will contact the Public Safety Office in order that the community emergency ('911') system can be activated. Nursing faculty members will provide immediate assistance as able and appropriate while awaiting the response of the Public Safety Office and EMS. A defibrillator unit is available at the Public Safety desk.

On occasion, during skill lab practice, students are found to have areas of concern, such as elevated blood pressures or abnormal glucose levels. These students will be referred to their personal health care providers for follow-up. If a student becomes ill during the course of an exam, the illness should be reported to the nursing faculty member as soon as possible. Students should inform the faculty member prior to an exam if they believe they will not be able to sit for the entire exam period. A student with an illness or injury before or during an exam is to provide medical documentation to the course faculty member(s) and the Director of the program. Students are referred to the Examination Policy in the Practical Nursing *Student Handbook* for notification of absences from scheduled exams.

Clinical Area

Students who become ill in a clinical area should report to the clinical instructor as soon as possible. If available, students may be seen in the emergency department in the agency, or referred to their personal health care provider. The Program follows the specific policies of the clinical affiliates regarding procedures and documentation. Students are responsible for all costs incurred for treatment, although there may be rare circumstances where the agency will assume these expenses. Where there is no on-site emergency department, such as in a long term care facility, emergency care will be provided, as appropriate, by the clinical instructor and, possibly, staff members. The community emergency ('911') system will be activated. The student will, again, be responsible for the cost of emergency and follow-up treatment.

Following a major illness or injury, health clearance must be obtained from the personal health care provider before students are able return to the classroom or clinical experience. The health clearance needs to indicate that it is safe for students to participate in all course activities. The health clearance is submitted to the nursing course faculty member(s) and the Director of the program.

Assistance will be requested by nursing faculty members in order that the class may resume as soon as possible or appropriate. Students who are not able to leave the campus or clinical site independently may require transportation from significant others or follow-up at a medical facility.

A written report of any student illness or injury will be completed and submitted to the Director of the program.

Change in Health Status

Students who have a significant change in their health status during the semester due to injury, illness, pregnancy, childbirth, or other circumstance, are to submit the health clearance form that is completed and signed by their personal health care provider. The clearance form is submitted to the course faculty member(s) and the Director of the program prior to returning to the classroom or clinical area.

Students who wish to share health considerations or who have any questions about their health status should arrange to speak confidentially with the nursing course faculty member or Director of the program.

Students are responsible for all health costs incurred while participating in the Practical Nursing program. Students are **required** to obtain personal medical insurance coverage. If a clinical agency requires proof of medical coverage and the student does not have documented proof, the student will not be able to participate in clinical experiences at that agency.

Health clearance forms are available from the nursing course faculty and Director of the program. Students' ability to participate safely in classroom and clinical activities is essential for continuation of or return to the PN Program.

Incomplete Grades

An "incomplete" grade may be issued by the instructor if it is warranted by the circumstances, such as an illness. Students must request the "incomplete" from the course instructor, in writing, and then make arrangements for completion of the course requirements. Incomplete grades that are not removed within the first six weeks of the next regular semester will convert to "F" grades.

Infection Control Policy

While participating in clinical experiences, students need to be aware of Standard Precautions and Transmission specific precautions (droplet, airborne, contact). All equipment, linens, utensils, dressings, etc. that come in contact with a client's body fluids are considered contaminated and need to be handled accordingly.

The following are some basic guidelines to follow:

1. Wash hands before and after client care.
2. Use barrier protection (eyewear, masks, gloves, gowns) when indicated.
3. Dispose of equipment and other materials appropriately (such as in sharps containers or designated hampers).
4. Report the presence of open lesions or infections to the instructor.

Final Course Grades

Final course grades will be posted by the faculty for access on the student e-services link. Students are not eligible to access semester grades if there are outstanding Student Account or Library obligations.

National Council Licensure Examination

Students will receive information on application for state licensure and the National Council Licensure Examination (NCLEX) for Practical Nurses during PNU 211. It is the responsibility of each student to complete and submit the appropriate forms and fees. **Graduates who choose not to take the NCLEX-PN examination within one year will need to re-apply for licensure through the Board of Nursing (per its policy). The PN program will not automatically re-certify graduates for the NCLEX-PN and initial licensure if a year or more has passed. To re-qualify for certification, graduates will be required to demonstrate current knowledge, through success on standardized tests, and clinical proficiency, as evaluated by the faculty.**

Theory

Students will receive a paper copy or have internet access to a syllabus for each nursing course. The nursing course syllabus will include the course and clinical learning outcomes, course content, reading assignments, and evaluation methods. Students are encouraged to read the course information carefully and contact the instructor(s) to clarify any questions. The letter grade received for every nursing course is determined by achievement on course examinations and other specified written requirements. The student must succeed in both the clinical and theoretical components of the course in order to pass.

Students are responsible for keeping track of their academic standing in nursing courses. If students have questions regarding their grades, they are encouraged to meet with the faculty member(s) to determine their status.

Students are expected to use available resources, such as the Computer Laboratory, Nursing Skills Laboratory, Library, Academic Learning Center, and online tutorial or testing programs in order to promote success in nursing courses.

Taping of lectures is permitted only with the approval of the faculty member. Approval for taping is to be obtained from the instructor in advance of the class. Students are expected to arrive on time in order to avoid disrupting the class. It is the responsibility of the student to notify the course faculty members of lateness or absence from class. Students not following this procedure will be subject to disciplinary action.

Uniforms/Dress Code

Clothes and appearance are expected to be neat, clean, and appropriate at all times. All nursing students wear the Union County College Practical Nursing uniform for clinical experiences. The complete uniform includes a white blouse or

shirt with the school logo and student's name, white pants, white lab coat with school logo, white stockings or socks, and white nursing shoes (no clogs, sneakers, or sandals).

The name of the student and program are monogrammed on the left chest area of the scrub suit and lab coat. A student photo ID badge, issued either by the College or the affiliating agency, is to be worn at all times during clinical experiences.

Students are expected to maintain a professional appearance. Hair is to be kept neat, pulled back and secured away from the face during client care. Beards and mustaches are not permitted. Nails are to be filed short, with only pale or clear nail polish used. Excessive make-up is inappropriate. Any jewelry that is worn should not interfere with client care. Jewelry consisting of only small post earrings and plain wedding rings are recommended. No visible body piercing, other than the ears, or tattoos are allowed. Students may be asked to remove jewelry that presents an unsafe or unprofessional appearance. Working in the clinical area with dangling earrings, dangling necklaces, and bracelets may present a hazard to both the student and the client. Students who observe specific religious or cultural practices may consult with the Director to determine how the uniform policy may be maintained.

In addition to the official uniform, students are to have a stethoscope, sphygmomanometer (blood pressure device), bandage scissors, and watch with a second hand for clinical experiences.

Official uniforms are obtained at:

Uniform Creations
536 South Avenue East
Cranford, NJ 07016
(908) 931 -0110 FAX – (908) 931-9175

Withdrawals

Students need to be aware of the specific withdrawal dates in the nursing courses. These dates may differ, because of course scheduling, from the general College withdrawal dates. Students who withdraw from Practical Nursing courses may return to repeat the course at a later date when the course is offered again, and if there is sufficient space for enrollment in the class.

No more than one (1) withdrawal is allowed for any nursing course.

Consideration may be given, on an individual basis, in the event of a personal emergency or hardship.

Written Assignments

All written assignments, unless otherwise specified, are to be typed, double-spaced, and presented in a neat and organized manner on the date specified by the course faculty. Students are referred to APA guidelines for style. It is expected that students seek out and use appropriate resources for completion of assignments.

CURRICULUM PROGRESSION

Students in the Practical Nursing curriculum must achieve the following:

1. Completion of all developmental and ESL courses with grades of 'C' or better before entering the first nursing course.
2. A minimum grade of 'C+' and satisfactory clinical performance in all PNU courses.
3. A minimum GPA of 2.5 for continuation in the program.
4. Successful completion of all of the prior semester courses before moving on to the next semester in the curriculum.
5. A minimum grade of 'C' in all required College credit level course work – BIO 102, ENG 101, PSY 101, PSY 205, and elective.
6. The sequence of BIO 105 (Anatomy & Physiology I) and BIO 106 (Anatomy & Physiology II) may be used in place of BIO 102. If only BIO 105 is completed, BIO 106 may be taken concurrently with PNU 190, but must be completed prior to enrollment in PNU 191.
7. If ENG 112 is required, it is to be completed or taken concurrently with PNU 190. (ENG 112 will not be accepted as an elective)

A GPA that falls below 2.5 as a direct result of a PN course grade will not keep the student from registering for the course again, unless there have been two prior unsuccessful attempts of the course.

Students need to complete all of the curriculum requirements and obtain a minimum GPA of 2.5 in order to graduate and receive the Diploma.

Students shall have a maximum of three (3) years by which to complete the Practical Nursing Program. The three (3) year period shall begin on the date of enrollment in the first practical nursing course.

Academic Excellence

Matriculated students carrying 12 credit hours in a semester are eligible for recognition of academic excellence if they have achieved a GPA of 3.25 with no grade lower than 'C' (Academic Vice President's List) or GPA of 3.75 with no grades lower than 'B' (President's List). Matriculated part time students are considered based on the number of credit hours, GPA, and course grades. Refer to the Union County College *Student Handbook* for details.

Curriculum Change

Students may apply to change their curriculum after they have consulted with a member of the professional counseling staff. The appropriate form is completed and signed by the counselor and student and then forwarded to the Admissions Office for processing.

Dismissal

Students who are unsuccessful in the theory component of a nursing course on their second attempt in that course or in any two (2) nursing courses will be dismissed from the Practical Nursing Program. Students who withdraw twice

from a course will be dismissed. Students receiving clinical failures will receive a grade of 'F' in the course and will be dismissed from the program. For program dismissal as the result of a clinical failure or conduct, there may be additional requirements, such as counseling, for students seeking re-admission. Students dismissed from the College by the Academic Evaluation Committee as a result of a low GPA must wait one semester before seeking readmission to the Practical Nursing program. Students may appeal the decision and will be apprised on the procedure to be followed by the Committee. Students may also be dismissed from the Practical Nursing program as a result of conduct that is unsafe, unethical, inappropriate, or unprofessional. Please refer to the section on Conduct.

Graduation

In order to qualify for graduation, students need to have completed all of the required course work in the Practical Nursing Program with a GPA of 2.5 or better. All financial obligations must be met in order for the Diploma to be issued.

Probation

Students are placed on academic probation or are dismissed by the Academic Evaluation Committee based on a failure to achieve a satisfactory GPA for the number of credits taken.

In addition, students may be dismissed for multiple failures or repeated failures of PNU courses. The Academic Evaluation Committee will be notified of these individuals.

Students need to be aware of restrictions that are in place for students on academic probation or who have been dismissed from the College. Please refer to the Union County College *Student Handbook*.

Re-Admission Policy

Students seeking re-admission to the Practical Nursing program must submit a letter requesting review of their status. Students should include information in the written request that identifies their plan for improved success in the Program. Students who have been dismissed, or who have been on a leave of absence from the program for a year or more, will be considered for re-admission upon meeting all of the following criteria:

- Submission of the formal written request for re-admission
- Achievement of a GPA of 2.5 or higher
- Allowing at least one semester to pass since the dismissal. This allows the student the opportunity to attend to any personal, financial, or academic issues prior to attempting re-admission.
- Completion of required non-nursing developmental and general education college courses with grades of 'C' or better
- Successful completion of the appropriate written and clinical examinations. The content of the examinations shall be based upon the course work

done at the time of dismissal or absence from the program. The purpose of the examination shall be to establish whether the student has retained information and skills from courses that were successfully completed prior to the dismissal or absence.

- Achievement of a grade of 75 or above on the appropriate written examination

Students requesting return into PNU 211 –

An integrated exam on basic medical-surgical, obstetric, pediatric, and mental health principles, including related pharmacology and dosage calculation

Students requesting return into PNU 210 –

An integrated exam on basic fundamental and medical-surgical concepts, including related pharmacology and dosage calculation.

Students requesting return into PNU 191 –

An integrated exam on selected fundamental and adult health concepts, including dosage calculation

- After successfully passing the written examination, the student entering PNU 191 and beyond must also successfully complete a performance test on the skills learned prior to the dismissal, depending on the course(s) completed:

Hygienic care measures – bed making, bath

Comfort measures – positioning, turning, transfers, range of motion

Vital signs

Medication administration – oral, parenteral, IV monitoring

Aseptic technique – gowning, gloving, basic dressing change

Suctioning

Tube feedings

Urinary catheter insertion & care

Requests for re-admission will be reviewed by the PN faculty. Students meeting all of the above criteria for re-admission may be placed in the course in which they were enrolled at the time of the dismissal or where they would have been enrolled at the time of the student's absence. For example, a student dismissed from PNU 210 will take a written examination that tests knowledge from PNU 190 and PNU 191. If the student successfully passes the written examination, a skill performance test will be scheduled. If both of these examinations are successfully completed, the student is eligible to enroll in the next offering of PNU 210, if there is sufficient space in the class.

Only one opportunity will be provided to complete the written examination and the performance testing. Students who are unable to achieve a passing grade on the written examination or the performance test will not be reconsidered for re-

admission to the Program. There is no student review of any re-admission examination.

Re-admission to the program is not guaranteed, and may require completion of additional actions, such as personal counseling or academic assignments. Specific issues relating to conduct may preclude the student's ability to be re-admitted. This behavior includes, but is not limited to threatening behavior, weapons possession, theft, cheating, and substance abuse.

Students who have been dismissed for failure to achieve objectives in PNU 190 will not be considered for re-admission to the Practical Nursing Program.

For students who meet the re-admission criteria and return to the Program, any subsequent failure in a nursing course will result in a final dismissal from the Program and will be given no further consideration for re-admission.

It is the desire of the faculty that students who return to the Program be successful. Preparation for the written and performance examinations should assist students in refreshing a student's knowledge for a successful return to nursing studies. Students are strongly encouraged to use available resources, such as the Skills Laboratory, Computer Laboratory, and Library, to assist in their preparation. It is strongly recommended that students take sufficient time to review materials and prepare for return to the nursing program.

Students who attended the Practical Nursing program and have not been enrolled for five (5) years or more will need to start the curriculum sequence from the beginning at PNU 190.

Schedule Changes (Adds, Drops, Withdrawals)

Any schedule changes require approval from a faculty member or the Director of the Practical Nursing Program. Students wishing to withdraw from a PNU course must submit the withdrawal form to the course faculty member for signature. If the student has received a clinical failure prior to the withdrawal date, a grade of "F" will be issued for the course.

RESOURCES

Academic Learning Centers

The Academic Learning Centers are located on all three campuses of the College and are available to provide assistance to students in a variety of subjects, including but not limited to English, math, and sciences. Students are encouraged to use this free and valuable resource to assist them to succeed in the program. Hours are posted in each location and on the web site at <http://www.ucc.edu/academiclearning>. There are online resources available for students to use, including practice for math of pharmacology. Please refer to the Union County College *Student Handbook* for further information about the ALC.

Bookstore

Practical Nursing textbooks, as well as other academic supplies, are available for purchase in the Bookstore on the Plainfield Campus, First Floor of Building #2.

Computer Resources

Students have access to the internet, Microsoft application products, and printers in the Computer labs, libraries, and academic learning centers on the Plainfield, Cranford, and Elizabeth campuses of the College. In addition, specific nursing software is available for students to use to reinforce classroom and clinical information. It is the responsibility of each student to be familiar with the rules and regulations for use of computers and software throughout the College.

Students need to activate their UCC network e-mail account for electronic communication. It is also required to obtain and use a CWID number throughout the nursing program. E-mail and CWID numbers can be obtained at: www.ucc.edu.

Online, tutorial and assessment programs are available for students enrolled in the Practical Nursing program. Students create accounts and are provided with appropriate information to access the available programs. Online resources will be identified to students during their nursing course orientations.

Counseling

Academic counseling is available on all of the College campuses. These services include assisting students with curriculum planning/advisement, career exploration, determination of academic status, and transfer information. A Health Careers Counselor is available on the Plainfield Campus for PN students. Faculty and administration in the Practical Nursing Program are also available to assist students in academic decision-making or referral for personal counseling.

Library

Students have access and are strongly encouraged to use the libraries on all three of the College campuses. With over 125,000 volumes and 500 journal and newspaper subscriptions, students are able to take advantage of a tremendous reference resource. Nursing videos are part of the library holdings on the Plainfield Campus. Access is also available to the online catalog, networked CD-ROM databases, and the Internet. Reference librarians are available on all campuses to provide assistance. Information on resources, study guides and instruction, interactive forms, and links to subject areas are provided on the Library's Website (www.ucc.edu/library)

Nursing Skill and Simulation Laboratory

The Nursing Skill and Simulation Laboratory is located in Rooms 205 and 207 on the Second Floor in Building #1 on the Plainfield Campus. Supervised practice of nursing techniques and tutorial services are available, as well as sign-off on the completion of mandated skills. Students may be videotaped for evaluation of skill performance. The hours of operation and sign-in sheets are posted on the door.

The phone extensions are:

Room 205 (908) 791 - 4959

Room 207 (908) 791 - 4944.

The Skill and Simulation Lab semester calendar and *Policy and Procedure Manual* are available at:

<http://www.ucc.edu/Academics/Departments/PracticalNursing/SkillsLab.htm>

Student Activities

Students are encouraged to participate in the wide diversity of activities sponsored by the Student Government Association at Union County College. These activities involve entertainment shows, lectures, films, and musical programs, and trips. Upcoming activities are posted around the campuses prior to scheduled dates. Further information is available from the Office of the Director of Student Activities that is located in the Campus Center Building on the Cranford campus.

Student Assistance

Students encountering academic difficulties should speak with course instructors for assistance, or use the Academic Learning Center or Nursing Skills Laboratory resource persons.

Individuals who are experiencing personal problems should contact (908) 709 - 7525 for referral to the Student Assistance counselor. Students with physical or learning disabilities are advised to contact the Coordinator of Services for Students with Disabilities for assistance in achieving educational goals. In addition, a Health Careers counselor is available on the Plainfield Campus. Students are referred to the Union County College *Student Handbook* for further information on Counseling Services.

Website for Practical Nursing

Students enrolled in the Practical Nursing program have access to a department website that offers the current course syllabi, calendars, and tools used during each semester.

The Practical Nursing website is accessed as follows:

Go to: www.ucc.edu/go/practicalnursing
Select from the links, such as 'Practical Nursing Courses'

Reasonable effort is made to keep the information on the web pages as up-to-date as possible, but the most current information is available from the Practical Nursing department administration, faculty, and staff.

STUDENT RIGHTS AND OBLIGATIONS

Students are responsible for their own curriculum plan. This means that they have a working knowledge of all course requirements and deadlines for their completion. Students are expected to maintain their own personal record of courses completed, including course grades and the accuracy of these records. The student with advanced standing is responsible for obtaining a written statement from Union County College indicating courses and credits that have been accepted for transfer.

To facilitate the sharing of information, student representatives from each nursing class will be invited to participate in Practical Nursing department meetings. During these meetings, students may express the thoughts of their peers and offer possible suggestions for program improvement. Additional meetings with student groups may be scheduled during the year as necessary. *Student representatives will be determined each semester by nomination and an election of the majority in each class.*

Students are also encouraged to participate in the evaluation of the program by completing course/clinical and faculty evaluations at the end of each course. This input assists the faculty in the review and revision of course implementation. Refer to the Union County College *Student Handbook* for further information on student rights at the College.

Concerns

Students have the right to express their concerns regarding academic and non-academic issues. These issues may include, but are not limited to course activities, discrimination, disruptive classroom behavior, harassment, or intimidation.

1. Students are to convey their expressed concerns directly to the appropriate faculty member.
2. If students do not perceive resolution of the issue, then they should contact the Director.
3. Students are to submit a signed written statement addressed to the Director outlining the concern(s).
4. The Director will respond in writing within 10 working days to the student/class.
5. There is no further appeal process within the Program. Students should review the College Grievance procedure for further information (refer to the *Student Handbook*).
6. In the event that concerns are not perceived to have been resolved through this process, then students may address complaints about the Program to the Board of Nursing, 124 Halsey Street, PO Box 45010, Newark, NJ 07101.

Student concerns are not related to individual course grades. Students seeking follow-up on clinical failures are to follow the Appeals Process noted in this Handbook. Theory grades are not open to appeal within the Program.

Conduct

Students are expected to demonstrate professional behavior during all classroom and clinical experiences. Students in the Practical Nursing Program are reminded that they are also subject to disciplinary action for the type of conduct outlined in the Union County College *Student Handbook*.

Students demonstrating behavior that is inappropriate, unethical, unprofessional, and/or unsafe will be required to leave the classroom or clinical area, and they may be subject to disciplinary action.

Conduct that is subject to disciplinary action and/or law enforcement response includes, but is not limited to:

- ✓ Lack of academic integrity: Academic honesty and integrity is expected at all times. Evidence of cheating, plagiarism, or falsification of documentation is cause for loss of grades and/or dismissal.
- ✓ The possession, use, and distribution of alcohol or drugs of abuse are prohibited.
- ✓ Breach of confidentiality
- ✓ The possession, use, or threat to use weapons or items that could be considered as weapons
- ✓ Sexual abuse, harassment, or misconduct
- ✓ Verbal or physical abuse or threats
- ✓ Inappropriate use of language
- ✓ Vandalism or theft of College, agency, or the property of others
- ✓ Demonstration of other communication or behavior that is inconsistent with safe, professional practice

Students are referred to the Union County College *Student Handbook* for additional types of conduct that may result in disciplinary action.

Issues related to student behavior in the classroom, on campus, or at a clinical site will be reported to the Director, who will review the situation and determine a follow-up action. Students, faculty members, and College staff members may be requested to present information relevant to the behavior in question.

Forms of disciplinary action which may be taken through the Practical Nursing program may include any or all of the following:

1. Dismissal from the program based on recommendation by the faculty members or through direct observation by the Director or other College administrator.
2. Prevention of registration for a subsequent nursing course without evidence of personal counseling and/or re-evaluation.
3. Referral for personal counseling, with evidence of compliance provided in accordance with the recommendation.

In addition to the above, the College or public authority may take appropriate disciplinary action against the student, which could supersede a decision by the PN Program.

The College maintains a smoke-free environment on all campuses. In addition, smoking is not permitted at any of the clinical sites.

All cellular telephones and beepers shall be turned OFF during all classroom experiences. Students should not carry telephones or beepers during clinical experiences, as their use is prohibited in most clinical agencies.

Documentation Access

The Practical Nursing Program adheres to the guidelines that are established by the College in relation to the Family Educational Rights and Privacy Act of 1974. Student records pertinent to enrollment in the Practical Nursing Program, such as clinical evaluations, student exams, and correspondence, are kept secured in individual files in the Nursing Office. These files are subject to the same access policies as all other student records. Please see the Union County College *Student Handbook*.

Review of Clinical Failures – Appeal Process

Students may request a review by the Director of the Practical Nursing program in the event that a clinical failure has been received. The review is the first step in the process to determine if an appeal is justified. Cases brought to the Director will be reviewed within 5 working days from the receipt of all of the necessary faculty and student documentation.

1. The student submits a letter of request for a review to the Director of the Program within five (5) working days (Monday-Friday) of being notified of the failure. A detailed, written narrative that identifies all pertinent data relating to the failure should be included with the request.
2. The Director will request any appropriate data from the faculty member(s) involved (i.e. clinical warning, failure notice). This documentation is to be submitted to the Director within three (3) working days of the request.
3. Additional information may be requested from the student for the review. This documentation is to be submitted to the Director within three (3) working days of the request. The student may ask to meet with the Director to present further written and/or verbal information. The Director may also request a face to face meeting with the student for clarification of the incident(s). Any meetings are to be held within five (5) working days from the receipt of the initial letter from the student requesting a review.
4. The Director approves or denies the request for an appeal based on due process, meaning that standards of fairness have been applied, and proper notification of performance has been provided. Theory grades, academic standing, clinical warnings, and/or results of the review of the Faculty Conduct Committee are not areas for review.
5. The student and faculty member(s) will be notified of the Director's final decision in writing within ten (10) working days of the initial review.
6. There is no further action within the Program beyond the Director's Review. Students are referred to the Appeal Procedure outlined in the Union County College *Student Handbook*. Only the student and faculty member will be allowed to represent his/her information at a meeting with the Director. No legal counselor or other persons are permitted at this point.

The Director may request assistance from a representative from the Counseling

Office in reviewing student documentation. Students will be informed of the names of these representatives.

With the permission of the instructor, the student may attend class, but not clinical experiences during this review process.

All documentation will be held in strict confidence during any review proceeding.

GENERAL INFORMATION

Change of Name/Address

Students who have had a change in name or address need to complete a form in the Student Services area on one of the College campuses. Failure to notify the College of a change of name and/or address may result in a delay or interruption of official communication.

Class Cancellation

In the event of inclement weather, the College may be closed. Students should be alert for television, radio, and/or UCC web site announcements concerning emergency closure. A listing of radio stations is noted in the Union County College *Student Handbook*. If the College is closed, there will not be any nursing classes or clinical experiences during that time. Students may provide their phone numbers so that they may be notified by the faculty member if a class or clinical experience is cancelled. Any make-up time for classes or clinical will be arranged by the instructor.

Correspondence

Written Communication

Students requesting written documentation, such as personal references or verification of course schedules, will submit a written request to the appropriate PN Program representative. This request should include:

- Name
- CWID #
- Reason for the request
- Contact information of the person/place where the documentation is to be sent

Efforts will be made to expedite requests for correspondence, but a minimum of three (3) to five (5) working days may be needed to fulfill the request. Documentation will not be produced or released without the students' written request.

Electronic Communication

It is the policy of the Program to use the UCC e-mail addresses for distribution of course-related information. All students are expected to have their UCC accounts active for receipt of notices from the Director and/or Faculty members. Course materials and evaluation surveys, for example, are going to be sent out via this method.

Public Safety/Emergency Plans

Students are encouraged to review the safety guidelines that are in the Union County College *Student Handbook*. Security assistance is provided on all of the campuses. Student injuries should be reported to security personnel. In the event of an emergency, such as a fire, students should follow the procedures that are outlined in the Union County College *Student Handbook*. Campus crime statistics are available upon request through the Public Safety Office.

Effective July 1, 2008, Union County College introduced **UCCALERT**, a communication system that allows the College to send time-sensitive notifications by phone (including TTY/TTD), e-mail, and/or text message. PLEASE NOTE THAT UCCALERT WILL ONLY BE USED IN EXTREME EMERGENCIES. It will not be used for weather closings or other cancellations, which will be communicated through the same communication channels that have been used in the past (e.g., web site, broadcast media, e-mail, etc.) UCCAlert is a voluntary OPT-IN SERVICE, which means that, while the College highly recommends you provide your contact information, it is not mandatory that you participate. In order to participate, you must use your College Wide Identification Number (CWID), which is assigned to all students, faculty and staff. Sign up is simple and can be accomplished via the UCC web site from any Internet browser. More complete information about the system and the means to opt in is available by going to www.ucc.edu/uccalert. To remain a continuing subscriber, you must opt-in with your most current contact information on an annual basis **after** July 1st of each year.

Food Services

A food service is operated on all three campuses of the College. A variety of foods are available, along with selections from vending machines. Hours of operation are posted and may be adjusted during semester breaks and Summer session.

ID Cards

Students receive College identification cards in the mail following registration. ID cards must be validated each semester and should be carried at all times. The ID card serves as the student activity and College library card.

In addition, students in the Practical Nursing program will receive a photo ID badge that is to be worn for all clinical experiences. Students will be notified of the date and time that the ID photos will be taken. **Students who are not in attendance when the ID photos are taken will need to submit an appropriate digital picture that can be sent to the vendor. The student will be responsible for the additional cost that is incurred by the Program. A fee of \$20 will be assessed, with proof of payment submitted in order to receive the ID badge.**

Parking

Students intending to park in designated College lots need to register their car(s) and obtain a parking tag through the Public Safety Office. The tag is to be properly displayed at all times. Students violating parking regulations will be issued a summons and become subject to a fine. Further details are available in the Union County College *Student Handbook*.

Student Files

For student files within the Practical Nursing program:

1. Files will be kept in a secured cabinet during the time the student is enrolled in the program and for one (1) calendar year following graduation, withdrawal, or dismissal from the program.
2. After this one-year period, the student's file will be archived and stored in a designated area by the College.
3. The Practical Nursing program file on each student will be held for a period of 5 years following graduation or termination from the College, and then destroyed.
4. Official academic transcripts are available through the Registrar's office (fee required).

The general contents of each Practical Nursing student's file includes, but may not be limited to:

- A clinical evaluation from each clinical nursing course, including any warning or failure notices and pertinent instructor notations on student progress.
- Selected written course assignments, as examples of progress.
- All correspondence sent to and/or requested by the student.
- Documentation of grade changes, late withdrawals, and/or curriculum change forms.
- Health forms and results.
- Criminal background report.
- Copy of current CPR card and malpractice insurance policy.
- The curriculum check sheet signed off by a faculty member upon program completion.

Transcripts

Requests for official transcripts must be made in writing by the student and submitted to the Registrar's Office with the appropriate fee. Transcripts will not be issued if the student has not met all financial obligations to the College.

Transportation

Students are responsible for arranging their own transportation to the College and to assigned clinical sites. Bus and rail schedules are available through the College's NJ Transit Coordinator who may be contacted at: (908) 709 – 7518.

DIRECTORY

Administration (Office # 210): Patricia A. Castaldi, DNP, RN
Director
(908) 791 – 4947 castaldi@ucc.edu

Department Office (Room # 205):

Kathleen Michell, Grant Liaison/Coordinator
(908) 412- 3562
michell@ucc.edu

Jane O'Rourke, DNP, RN, CNAAB-BC
Evening/Weekend Coordinator
(908) 791 – 4955 orourke@ucc.edu

FAX: (908) 412 - 3558

Full-Time Faculty (Office # 116):

Maryanne Barra, DNP, RN
(908) 412 - 3581 barra@ucc.edu

Michele Cislo, MA, RN
(908) 412 – 3564 cislo@ucc.edu

Carol Saunders-Corbin, MS, RN
(908) 412 – 3566 corbin@ucc.edu

Theresa Cosmas, MA, RN
(908) 412 – 3563 cosmas@ucc.edu

Carol Healey, DNP, RN, CS
(908) 412 – 3565 healey@ucc.edu

Linda McClung, MSN, RN
(908) 791 – 4950 mcclung@ucc.edu

Georgette Wilson-Granby, MSN, RN
(908) 791 – 4937 wilson-granby@ucc.edu

Skill Lab Coordinator: Marianne Schubert, BSN, RN, CEN, MICP
(908) 791 – 4959 schubert@ucc.edu

Skill Lab Assistant Coordinator: Carmen Toca, RN
(908) 791-4944 toca@ucc.edu

PRACTICAL NURSING OFFICE HOURS

Leave Messages at: (908) 412 - 3562

The Department and Director's offices are located on the second floor of Building #2 on the Plainfield Campus.

Fall and Spring Semesters: 9:00 AM – 5:00 PM
Monday – Friday

Summer Semesters: 9:00 AM – 5:00 PM
Monday – Thursday

Hours may need to change. Please check on either the Department Office door or with the Director for specifics.

Faculty hours are posted outside of the office on the first floor of Building #2 on the Plainfield Campus.

Academic Calendar

FALL 2009 REGISTRATION BEGINS MAY 11, 2009

SEPTEMBER 2, WEDNESDAY FALL SEMESTER CLASSES BEGIN
SEPTEMBER 4, FRIDAY LAST DAY TO REGISTER FOR THE 1ST 7 WEEK SESSION
SEPTEMBER 5, 6 SAT-SUN NO CLASSES HELD
SEPTEMBER 7, MONDAY LABOR DAY (COLLEGE CLOSED)
SEPTEMBER 8, TUESDAY "W" GRADE BEGINS FOR 1ST 7 WEEK COURSES
SEPTEMBER 9, WEDNESDAY LAST DAY TO LATE REGISTER (FOR COURSES BEGINNING SEPT 2)
SEPTEMBER 10, THURSDAY "W" GRADE BEGINS (FOR COURSE BEGINNING SEPTEMBER 2)
SEPTEMBER 16, WEDNESDAY FALL LATE START COURSES BEGIN (ALL COURSES END DECEMBER 14)
SEPTEMBER 22, TUESDAY LAST DAY TO LATE REGISTER (FOR COURSE BEGINNING SEPTEMBER 16)
SEPTEMBER 23, WEDNESDAY "W" GRADE BEGINS (FOR COURSE BEGINNING SEPTEMBER 16)
OCTOBER 15, THURSDAY LAST DAY OF CLASSES FOR 1ST 7 WEEK
OCTOBER 16 & 20 FRIDAY & TUESDAY FINAL EXAMS FOR 1ST 7 WEEK SESSION
OCTOBER 21, WEDNESDAY MIDSEMESTER
OCTOBER 28, WEDNESDAY LAST DAY TO WITHDRAW FROM FALL COURSES – 2ND 7 WEEK STARTS
OCTOBER 30, FRIDAY LAST DAY TO LATE REGISTER FOR 2ND 7 WEEK SESSION
NOVEMBER 2, MONDAY 'W' GRADES BEGIN FOR 2ND WEEK COURSES
NOVEMBER 17, TUESDAY LAST DAY TO WITHDRAW FOR 2ND 7 WEEK COURSES
NOVEMBER 25, WEDNESDAY NO CLASSES HELD
NOVEMBER 26-29 THURS-SUN THANKSGIVING RECESS (COLLEGE CLOSED)
DECEMBER 12, SATURDAY FINAL EXAMS BEGIN (SAT 12/12 – SUN 12/13)
DECEMBER 14, MONDAY LAST DAY OF FALL CLASSES
DECEMBER 15, TUESDAY BASIC SKILLS TESTING
DECEMBER 16, WEDNESDAY FINAL EXAMS BEGIN (16TH-22ND)
DECEMBER 23, WEDNESDAY LAST DAY OF FALL SEMESTER
DECEMBER 25-27 FRI-SUN COLLEGE CLOSED
DECEMBER 28, MONDAY WINTER SESSION BEGINS/LAST DAY TO LATE REGISTER
DECEMBER 29, TUESDAY "W" GRADE BEGINS FOR WINTER SESSION (offices closed).
JANUARY 1-3, 2010 FRI-SUN NEW YEARS DAY (COLLEGE CLOSED)
JANUARY 4, 2010 MONDAY LAST DAY TO WITHDRAW FROM WINTER SESSION COURSES
JANUARY 14, 2010 THURSDAY LAST DAY WINTER SESSION CLASSES AND-FINAL EXAMS
WINTER SESSION: JANUARY 8th AND/OR 15th MAKE UP DAYS IF NEEDED

SPRING 2010 REGISTRATION BEGINS NOVEMBER 2, 2009

JANUARY 18, MONDAY MARTIN LUTHER KING JR. DAY (COLLEGE CLOSED).
JANUARY 21, THURSDAY SPRING SEMESTER CLASSES BEGIN
JANUARY 27, WEDNESDAY LAST DAY TO LATE REGISTER (FOR COURSES BEGINNING JANUARY 21)
JANUARY 28, THURSDAY "W" GRADE BEGINS (FOR COURSES BEGINNING JANUARY 21)
FEBRUARY 4, THURSDAY SPRING LATE START COURSES BEGIN (ALL COURSES END MAY 10)
FEBRUARY 10, WEDNESDAY LAST DAY TO LATE REGISTER (FOR COURSES BEGINNING FEB. 4)
FEBRUARY 11, THURSDAY "W" GRADE BEGINS (FOR COURSES BEGINNING FEBRUARY 4)
FEBRUARY 15, MONDAY PRESIDENTS DAY (COLLEGE CLOSED).
MARCH 11, THURSDAY MIDSEMESTER
MARCH 15-21 MON. - SUN. SPRING RECESS (NO CLASSES).
MARCH 25, THURSDAY LAST DAY TO WITHDRAW FROM SPRING COURSES.
APRIL 2- 4 FRI. – SUN. EASTER WEEKEND (COLLEGE CLOSED NO CLASSES).
MAY 6, THURSDAY BASIC SKILLS TESTING (NO CLASSES HELD)
MAY 7, FRIDAY CLASSES RESUME
MAY 8, 9 SAT-SUN FINAL EXAMS - WEEKEND COURSES
MAY 10, MONDAY LAST DAY OF SPRING CLASSES.
MAY 11-14 & 17, TUES-FRI & MON FINAL EXAMS BEGIN
MAY 18, TUESDAY LAST DAY OF SPRING SEMESTER
MAY 24, MONDAY AWARDS NIGHT
MAY 26, WEDNESDAY COMMENCEMENT (NO EVENING CLASSES HELD).

SUMMER 2010 REGISTRATION BEGINS JANUARY 25, 2010

MAY 31, MONDAY MEMORIAL DAY (COLLEGE CLOSED)
CLASSES BEGIN* CLASSES END FINAL EXAMS
MAY 24, MONDAY JUNE 30, WEDNESDAY JULY 1, THURSDAY
JULY 13, TUESDAY AUGUST 18, WEDNESDAY AUGUST 19, THURSDAY
*Multiple Sessions may be offered within dates
MAKE UP DAY FOR MAY 26 COMMENCEMENT –FRIDAY MAY 28 (EVENING CLASSES ONLY)
MAKE UP DAY FOR MAY 31 MEMORIAL DAY FRIDAY JUNE 4 (DAY & EVENING CLASSES IF NEEDED)

UNION COUNTY COLLEGE

PRACTICAL NURSING PROGRAM

Print Name: _____

Statement of Understanding:

I am in receipt of the *Practical Nursing Program Student Handbook*. I understand that I will be held accountable for all program policies and procedures. I further understand that I will be informed when policies and procedures are updated or changed. During my enrollment, subsequent copies of the *Handbook* will be available to me on the PN website at: www.ucc.edu/go/practicalnursing.

The *Policy & Procedures Manual for the Nursing Skill & Simulation Laboratory* is available on the program website, also. I understand that I am accountable for the information in that Manual, as well.

I understand that clinical affiliates require criminal background checks and may ask for additional health testing.

I am also aware that failure on my part to complete the following by the date specified below will result in my **inability to register for the subsequent semester**. Current CPR certification for the Healthcare Provider

- Current malpractice insurance coverage (\$1/\$3 million minimum)
- Complete up-to-date health records
- Criminal background check

I realize that students who have their nursing course registration postponed due to missing documentation may be unable to enroll if the number of interested and eligible students exceeds the course capacity.

Above requirements due for PNU 190 students no later than:

November 9, 2009 (Days) or November 13, 2009 (Eve/Wkd)

Any questions regarding the requirements should be clarified BEFORE the above date, as only completed packets will be accepted on that date.

I understand that it is my responsibility to complete the requirements identified above. I acknowledge understanding of the above with my signature.

Date

Student Signature

Student CWID or Social Security #