



UNION
COLLEGE
of Union County, NJ

DIVISION OF ALLIED SCIENCES

PRACTICAL NURSING

STUDENT HANDBOOK

**DIVISION OF ALLIED SCIENCES
PRACTICAL NURSING
STUDENT HANDBOOK**

Dear Students,

Welcome to the Union College Practical Nursing Program. This handbook has been prepared to help you become familiar with the Nursing Program. It contains the policies and procedures that delineate the rights and responsibilities of Union College practical nursing students.

It is the responsibility of each student to review this handbook and refer to it as needed during his or her enrollment. All statements in the Union College Practical Nursing Handbook are announcements of present policies and guidelines and are subject to change at the end of each semester and as necessary. The Practical Nursing Student Handbook serves as a supplement to the College Catalog and to the College Student Handbook.

Failure to read this or other college publications does not exempt students from rules and regulations that are in effect. For the most current information, log onto www.ucc.edu and <https://www.ucc.edu/academics/academic-divisions/division-of-allied-sciences/practical-nursing-program> The Union College Student Handbook is available online at: <https://www.ucc.edu/academics/academic-divisions/division-of-allied-sciences/practical-nursing-program>

There has never been a better time to enter nursing. The current job market offers opportunity and variety. The faculty, staff and I are committed to helping you achieve your professional goals.

We wish you success in your pursuit of a nursing education here at Union College.

Sincerely,
Farah Laurent, MSN, RN, NEA-BC, CPXP, NPD-BC, TCRN, CPEN, CEN
Director of Nursing

Disclaimer

The College reserves the right to change the contents and requirements of this Practical Nursing Student Handbook before the first day of classes each semester/term.

Effective Spring 2023

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NEW JERSEY LICENSING REGULATIONS & REQUIREMENTS

Licensing Requirements: New Jersey State Board of Nursing Requirements

Applicants to the Nursing Program need to be aware of the New Jersey State Board of Nursing statute 45:11-26 and 27, Professional Nurses.

a. Qualifications of applicants.

An applicant for a license to practice professional nursing shall submit to the board evidence in such form as the board may prescribe that the applicant –

1. Has attained his or her eighteenth birthday;
2. Is of good moral character, is not a habitual user of drugs and has never been convicted or has not pleaded nolo vult contendere or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs;
3. Holds a diploma from an accredited four-year high school or the equivalent thereof as determined by the New Jersey State Department of Education;
4. Has completed a course of professional nursing study in an accredited school of professional nursing as defined by the board and holds a diploma/certificate therefrom.

The application for licensure contains important directions and questions which you must answer. Please refer to the NJBON website for application for PN licensure at:

<https://www.njconsumeraffairs.gov/nur/Pages/applications.aspx>

Please review the application and if you answer “Yes” to any of the questions on the application for state licensure, you must provide a complete explanation of the circumstances leading to the action, and supporting documentation, on separate sheets of paper.

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PROGRAM PHILOSOPHY

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 the surroundings legal-ethical practice, caring in collaboration, competent care, teaching/learning, clinical reasoning, community, growth and development, and holistic, multicultural approach. 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 patient's self-care needs and respectful of the individual's dignity as a human being.

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MISSION STATEMENT

The Nursing Program transforms our community by preparing highly qualified, entry-level professionals who promote safe and ethical professional practices within the scope of Practical Nursing. The Program is committed to excellence in providing an evidence-based Practical Nursing education, encouraging graduates to continue the pursuits of lifelong learning and relevant professional contributions.

PROGRAM GOAL

The Practical Nursing Program at Union College will:

1. Provide educational opportunities for diverse students who 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.
3. Produce a graduate who is successful in passing the NCLEX-PN examination on the first attempt.
4. Promote continual learning and advancement within the profession by encouraging and facilitating articulation to RN programs
5. Partner with community agencies to provide educational experiences for students and health care services for the population.

PROGRAM OUTCOMES

1. Prepare graduates to achieve a minimum pass rate of 80% on the National Council Licensure Examination for Licensed Practical Nurses (NCLEX-PN) for all first-time test takers.
2. Eighty percent of graduates will assume a position as an LPN within 1 year of graduation.
3. Seventy-five (75%) percent of students who enter the PN nursing program will graduate within 150% of the timeframe allotted for the program.
4. Eighty percent (80%) of graduates will report satisfaction with the program.
5. Eighty percent (80%) of employers will report satisfaction with graduates.

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PROGRAM LEARNING OUTCOMES

The graduate of the Practical Nursing Program will:

1. Provide holistic care to patients 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 patients, families, and other members of the health care team.
5. Apply clinical reasoning in interactions with patients, families, and other members of the health care team.
6. Incorporate contemporary knowledge and tools from nursing and the biological and social sciences into the care provided to patients at different developmental levels throughout the life span.
7. Assume accountability for personal and professional growth.

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CURRICULUM SEQUENCE

FIRST YEAR

Fall/Spring Semester

| <u>Course #</u> | <u>Course Title</u> | CR. | |
|-----------------|---------------------------|-----|----------|
| ENG 101 | English Composition I | | 3 |
| PSY 101 | General Psychology OR | | 3 |
| PSY 102 | Psychology of Personality | | |
| BIO 102* | Human Biology | | 4 |
| PNU 190 | Nursing Concepts | | 5 |
| Semester Total | | | 15 |

Spring/Summer Semester

| <u>Course #</u> | <u>Course Title</u> | CR. | |
|-----------------|-----------------------|-----|-------|
| PNU 191 | Adult Health I | | 10 |
| Free Elective | | | 3 – 4 |
| Semester Total | | | 13-14 |

SECOND YEAR

Summer/Fall Semester

| <u>Course #</u> | <u>Course Title</u> | CR. | |
|-----------------|---------------------------------------------------------------|-----|----------|
| PSY 204 | Lifespan Development OR | | 3 |
| PSY 205 | Child Psychology | | |
| PNU 210 | Maternal/Child, Pediatric, & Mental Health Nursing | | 9 |
| Semester Total | | | 12 |

Spring/Fall Semester

| <u>Course #</u> | <u>Course Title</u> | CR. | |
|-----------------|----------------------------------------------|-----|----|
| PNU 211 | Adult Health II & Role Transition | | 12 |
| Semester Total | | | 12 |

Total Program Credits: 52-53

*BIO 105 and BIO 106 may be substituted for BIO 102. The Practical Nursing Program reserves the right to add or cancel courses based on instructor and clinical site availability, and/or student enrollment.

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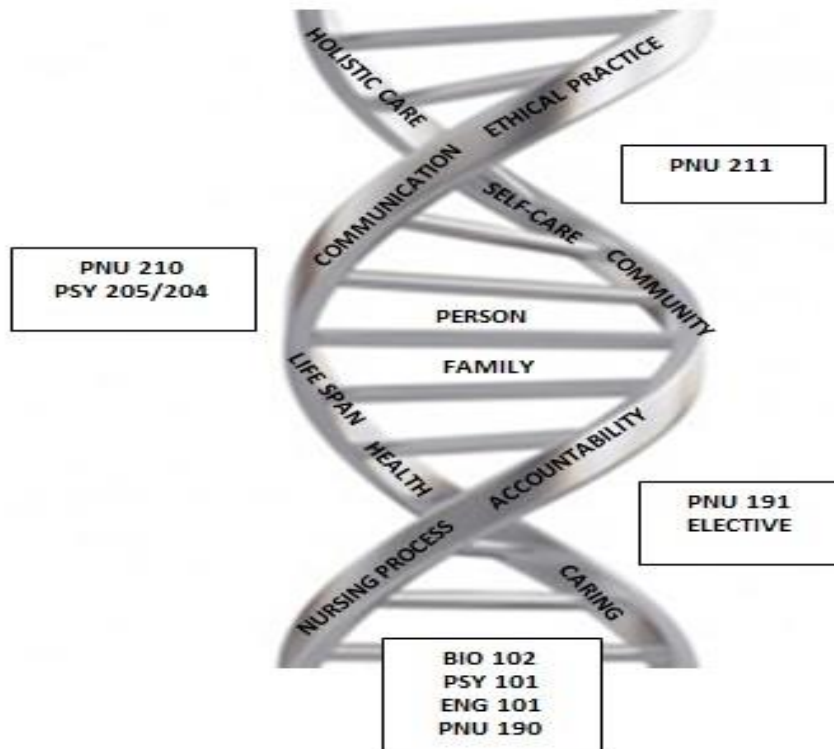
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PRACTICAL NURSING CURRICULUM DESIGN

The curriculum framework is structured with the core concepts of the nursing process, communication, legal-ethical practice, caring in collaboration, competent care, teaching/learning, clinical reasoning, community, growth and development, and holistic, multicultural approach. The theoretical basis for the curriculum is Dorothea 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 program learning outcomes. 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 patient. At the higher-level, the student is able to demonstrate clinical reasoning skills to formulate the plan of care that will foster optimal health in the patient. The twisting of the helix symbolizes the connectedness of the patient's needs, and the impact of the nurse-patient 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 student learning outcomes flow from the program learning outcomes which are connected to the philosophy of the Program.



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Nursing course credits are distributed as follows:

Theory – 15 hours/credit

Clinical – 45 hours/credit (Example > 9 hours/week = 3 credits = 135 hours/semester)

Nursing courses are taken in sequence. Not all courses are offered every semester. Summer session is 10 weeks. If students choose not to take courses in sequence, then the length of the program will be extended.

Every effort is made to provide students with consistent class and clinical schedules. To obtain clinical sites for clinical experiences, days and hours of classes and clinical experiences may be altered. Students will be informed as soon as possible of changes in course schedules or offerings. No student will be guaranteed certain days for clinical experiences. Students are advised that they may be required to be on campus, in lab, in simulation clinical lab and clinical site up to four days a week.

COURSE DESCRIPTIONS

PNU 190 Nursing Concepts

This course introduces the Practical Nursing student to the profession of nursing and the role of the LPN. Trends in nursing practice and the health care delivery system will be discussed. The integration of self-care and clinical reasoning principles into the nursing process will be a key focus. Fundamental nursing concepts and practices for health promotion, including communication, patient teaching, assessment, nutritional support, and general pharmacological and safety principles, will be presented. Students will practice and demonstrate beginning proficiency in selected skills, including the calculation of drug dosages, measurement of vital signs, hygienic care, and application of standard precautions, and the use of medical terminology.

Prerequisites: All Developmental Course Work, GPA 2.5. **Co-requisites:** ENG 101 or ENG 112, BIO 102 or BIO 106, PSY 101. **Must be completed with a C to move ahead in the program.** 60 lecture hours and 45 clinical lab hours. 5 credit hours (4 theory, 1 clinical lab).

PNU 191 Adult Health I

In this course, the student will continue to use the nursing process, within the self-care framework, to assist adult patients in meeting their physiological and psychosocial self-care requisites in the long term and acute care setting. Emphasis will be placed on patient assessment and an understanding of the commonly occurring and chronic conditions that alter an individual's state of wellness. Care of patients pre- and postoperatively, and those experiencing fluid and electrolyte imbalances, infectious diseases, and selected cardiovascular, respiratory, musculoskeletal, and endocrine deviations will be discussed. Principles of critical thinking and therapeutic communication will be integrated throughout the course. Content that is presented in the classroom will be reinforced with clinical experiences in the skills laboratory and patient care settings where students will apply basic nursing principles and techniques.

Prerequisites: PNU 190, ENG 101 or ENG 112, BIO 102 or BIO 106, PSY 101, GPA 2.5. **Co-requisite:** Elective. 105 lecture hours and 135 clinical lab hours. 10 credit hours (7 theory, 3 clinical lab).

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PNU 210 Maternal/Child, Pediatric and Mental Health Nursing

The focus of this course is the role of the Practical Nurse as a member of a multidisciplinary health team caring for patients and their families in obstetrical, pediatric, and mental health settings.

Knowledge and skills are developed that will assist patients to attain self-care requisites, including therapeutic communication, application of growth and development principles, and incorporation of legal and ethical guidelines. Health promotion, maintenance, and restoration are emphasized in clinical experiences with patients and their families. Economic and sociocultural issues that influence the patient and family will be discussed. The student will continue to use the nursing process within the self-care framework in providing care to patients during clinical experiences in inpatient and/or ambulatory obstetric, pediatric, and mental health settings. **Prerequisites:** PNU 191, Elective, GPA 2.5
Co-requisite: PSY 204, 90 lecture hours and 135 clinical lab hours 9 credit hours (6 theory, 3 clinical lab)

PNU 211 Adult Health II & Role Transition

In this course, the student focuses on meeting the holistic self-care needs of the adult patient in the acute care setting. In collaboration with the clinical instructor and RN health team member, the student will be given the opportunity to demonstrate use of clinical reasoning skills in collecting subjective and objective information, prioritizing care, intervening in meeting patient basic care needs, evaluating outcomes of care, and reporting and recording care. Concepts introduced in previous nursing courses are expanded and integrated into clinical and theory experiences. Emphasis in theory will be placed on more complex acute medical surgical health deviations, the assessment of signs and symptoms and recognition of medical and nursing interventions, including medication and nutrition therapies. Critical thinking skills will continue to be an avenue for student success in test-taking and clinical performance. Concepts of role transition and accountability will be discussed, as well as skills required for obtaining employment in a health care agency. Content reviews, focused testing, and a clinical practicum will assist the student to prepare for the NCLEX – PN Licensure Examination and the assumption of a position as a Licensed Practical Nurse. **Prerequisites:** PNU 210, PSY 204, GPA 2.5. 120 lecture hours, 180 clinical lab hours. 12 credit hours (8 theory, 4 clinical lab).

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FUNCTIONAL ACCOMMODATIONS

Performance Abilities for Entry-Level Nursing Program

The following Core Performance Abilities have been developed for persons interested in nursing programs. These abilities are provided to let you know the type of things nurses need to do. Examples are provided but are not all-inclusive of the set skills. These are based on abilities that are compatible with effective performance in nursing program and scope of practice as defined by the New Jersey Board of Nursing. Students who have a documented disability and request and are granted reasonable accommodations are eligible to pursue acceptance to the program by meeting the program criteria. Information about disabilities is handled in a confidential manner through the Disability Support Services Please contact the office of Disability Support Services at disabilitysvc@ucc.edu

| INTELLECTUAL | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cognitive Perception | The ability to perceive events realistically, to think, clearly and rationally, and to function appropriately in routine and stressful situations. Student must be able to independently and accurately assess or contribute to the assessment of a client. | Identify changes in client health status. Prioritize multiple nursing activities in a variety of situations. |
| Critical Thinking Careful thought, reasoned judgment. Differentiated from opinion and superficial memorization of facts by the ability to obtain and use an appropriate quantity and quality of data for a given situation. Critical thinkers question assumptions, routines, and rituals, reconsider “known facts” when new information becomes available and develop new “rules” when old ones fall or unavailable. | Critical thinking skills demanded of nurses require the ability to learn and reason: to integrate, analyze and synthesize data concurrently. Students must be able to problem solve rapidly, consider alternatives and make a decision for managing or intervening in the care of a client. | Able to make effective decisions in the classroom and in the clinical sites. Develop/contribute to nursing care plans that accurately reflect client concerns. Able to make decisions reflective of classroom learning in the clinical sites. |
| MOTOR SKILLS | | |
| Motor Skills | Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client. | Position clients. Reach, manipulate, and operate equipment, instruments and supplies e.g. syringes, sterile equipment, monitors. Electronic documentation. Lift, carry, push and pull. Perform CPR. |

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|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Activity Tolerance | Ability to tolerate lengthy periods of physical activity. | Move quickly and/or continuously. Tolerate long periods of standing and/or sitting. |
| COMMUNICATIONS | | |
| Communication | Communication abilities in English sufficient for appropriate interaction with others in verbal and written form. Able to communicate with clients and members of the health care team in order to plan and deliver safe care. | Utilize oral and written communication skills sufficiently for teaching/learning and for interaction with others. Read, understand, write and speak English. Explain treatment procedures. Initiate and/or reinforce health teaching. Document client responses. Clarify communications received. |
| Interpersonal Relationships | Interact with clients, families, staff, peers, instructors, and groups from a variety of social, emotional, cultural and intellectual background. | Establish rapport with clients, families, and colleagues. Respond in a professional/therapeutic manner to a variety of client expressions and behaviors. |
| SENSES | | |
| Hearing | Auditory ability sufficient to hear normal conversation and/or assess health needs. | Hears monitor alarms, emergency signals, auscultatory sounds, cries for help e.g. B/P, heart, lung and bowel sounds, and cries for help. Hears telephone interactions/dictation. Hears conversation with clients, families and colleagues. |

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ESSENTIAL FUNCTIONS GUIDELINES

An individual must be able to independently, with or without reasonable accommodation, meet the following essential functions. Information about support services for students with disabilities is available at Disability Support Services. Individuals unable to resolve deficiencies in these essential functions, with or without reasonable accommodation, are counseled to pursue alternate careers.

Observation Skills:

Students must be able to acquire a defined level of required information as presented through educational experiences in both basic arts and sciences and clinical sciences. To achieve the required competencies in the classroom setting, students must perceive, assimilate and integrate information from a variety of sources. These sources include oral presentation, printed material, visual media and live demonstrations. Consequently, students must demonstrate adequate functional use of visual, tactile, auditory and other sensory and perceptual modalities to enable such observations and information acquisition necessary for academic and clinical performance.

Communication Skills:

Effective communication is critical for students to build relationships with faculty, advisors, fellow graduate students, coworkers, patients/clients and their families in the student's various roles of learner, colleague, consultant, educator and leader. Students must be able to gather, comprehend, utilize and disseminate information effectively according to professional standards. Students are required to communicate in the English language both verbally and in writing, at a level consistent with competent professional practice. Students are expected to use grammar and vocabulary proficiently. They must be able to elicit information, gather information and describe findings verbally and in writing. Communication should be comprehensible by faculty, peers, patients/clients, professionals, and laypersons.

Students must be able to communicate effectively and sensitively with patients/clients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients/clients and communicate clinical reasoning and decision making effectively. They should also be able to observe, recognize and interpret non-verbal communication, including body language, demonstrated by others. Students should be able to recognize non-verbal communication and body language of themselves, recognize the effect on others and adjust it as needed to meet professional standards and facilitate effective relationships.

Motor Skills:

Students must possess the motor functions needed to manipulate instruments or tools and to handle patients/clients. These functions will vary depending on the needs of everyone according to the patient/client management process (see additional standards below). The motor capacities usually include the physical strength and coordination to safely handle and move patients/clients, perform clinical procedures, and to manage and direct patients/clients in various practice settings.

Intellectual/Conceptual Abilities:

Students must demonstrate critical thinking skills so that they can problem-solve creatively, master abstract ideas, and synthesize information presented in academic, laboratory and fieldwork settings. Students must be able to measure, calculate, reason, analyze, process, integrate, synthesize, apply and retain facts, concepts, and data related to the art and science of health care. In some areas, this requires comprehension of three-dimensional relationships and spatial relationships of structures. Students must

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develop and exhibit a sense of medical ethics, and recognize and apply pertinent legal and ethical standards.

Behavioral and Social Skills:

Students must demonstrate emotional stability and acceptable communication skills as noted above, and be capable of developing mature and effective interpersonal relationships with other students, faculty and health care workers. Students must be able to tolerate physically and emotionally stressful workloads while also functioning under pressure. They must be able to adapt to changing environments, display flexibility and function in the face of the uncertainties inherent to the classroom and clinical setting.

Students must exhibit the ability and commitment to work with individuals in an intense setting, therefore to meet the needs of people of diverse cultures, age groups, socioeconomic groups and challenges without bias. These individuals may be severely injured; they may be limited by cognitive, emotional and functional deficits that may create at times an adverse environment. The ability to interact with individuals with these impairments and dysfunctions without being judgmental or prejudiced is critical in establishing one's professionalism and therapeutic relationship. Compassion, integrity, interpersonal skills, interest and motivation are all personal qualities that are critical to complete the Practical Nursing Program.

DISABILITIES SUPPORT SERVICES

Union College is committed to providing a total educational experience for students with disabilities. Disability Services is designed to assist students with documented disabilities. The goal is to ensure that each Union College student is provided equal access to the College's academic programs, activities, and awards without discrimination on the basis of a disabling condition. Students who have documented disabilities may receive help with the following:

- Academic Accommodations
- Academic Advisement and Registration Assistance
- Testing Accommodations
- Interpreters
- Referral to Community Resources
- Assistive Technologies
- Linkage to Para Transit Services providing transportation to and from the College

Accommodations are provided to address the special needs of students with documented disabilities, in compliance with the New Jersey Law Against Discrimination (NJLAD), Section 503/504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, including the recent Amendments. To learn more about Disability Support Services, contact us at disabilitysvc@ucc.edu

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GENERAL CLINICAL EDUCATION REQUIREMENTS

Students who are planning to enroll in Practical Nursing Program need to have the following prior to the student's first clinical lab:

- ✓ Student Health Documentation submitted to the Castle branch website
- ✓ Healthcare Insurance
- ✓ HIPPA Form
- ✓ Drug Testing
- ✓ First Aid/CPR certification for the Health Care Provider (American heart Association AHA)
- ✓ Malpractice Insurance
- ✓ Criminal record history background check
- ✓ Satisfactory completion of prior semesters course work and competency skills

CLINICAL LABORATORY REQUIREMENTS

Physical Examination

Each student admitted to the program is required to complete a physical examination. The physical examination requirement will affirm that each student is able to meet the demands of the program without compromising the patient or themselves. A Mantoux test must be done annually.

The physician's exam and lab tests, which form the basis for the health status report, must have been conducted between August 1st and October 15th for the Spring term and between March 1st and May 15th for the Fall term. The physical examination will be performed by a physician/nurse practitioner of the student's choice. Students who do not submit a completed physical examination form prior to the beginning of the term will not be permitted to attend clinical laboratory.

Criminal Background Check

Clinical agencies mandate criminal background checks for all individuals engaged in patient care, and all students must undergo criminal history background checks. These checks are conducted by an external vendor, and the information is sent to the College and to clinical agencies. Agency personnel will evaluate the information they receive and, in their sole discretion, make the final determination as to each student's ability to continue to engage in patient care in their agency. If a student is denied clinical placement by any clinical agency due to criminal history information, that student will be dropped from the program.

If a student is convicted of a crime of any type, the student must notify the office within 30 days of the conviction. Failure to disclose all previous convictions, other than minor traffic violations, will be grounds for dismissal from the program.

Background checks must be completed prior to enrollment in PNU 190. Students will be informed of the vendor for the background checks.

A criminal history background check clearance, by fingerprinting, is required for licensure as a Practical Nurse in the State of New Jersey.

Malpractice Insurance

All students who are enrolled in a clinical nursing course are to carry their own malpractice insurance (minimum coverage of one million dollars any one claim, three million dollars any one annual period of insurance). To be admitted to clinical practice, proof of insurance coverage must be submitted to the Nursing Office via the third-party vendor Castle branch.

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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. Malpractice insurance is renewed annually.

Cardio-Pulmonary Resuscitation (CPR Certification)

Students are required to be CPR-certified (BLS-Basic Life Support¹). Students may contact the American Heart Association, Red Cross (CPR for Professional Rescuers) 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.

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 student health requirements include:

1. Physical examination (within 3 months) then annually.
2. Laboratory studies (within 3 months): Urinalysis, complete blood count, blood chemistry panel, urine drug screening with confirmation from the laboratory (require the actual lab report from the laboratory)
3. Proof of immune status – **blood titers** are required for all the following:
 - a. Measles/Mumps/Rubella
 - b. Varicella-zoster titer
 - c. Hepatitis – full panel

Students **who do not** demonstrate immunity, will need to obtain a vaccination/booster, and may require a follow-up titer to see if immunity has developed.

4. Hepatitis C – presence of disease, blood titers **or** proof of series
5. Flu Vaccination (at the first available opportunity)
6. Tetanus/Diphtheria/Pertussis (Tdap) Vaccine or declination
7. Two-Step Mantoux skin test for tuberculosis²

¹BLS CPR 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/Heart saver level or online offerings, are applicable.

²All current students must have an annual Mantoux skin test for tuberculosis or Quantiferon Gold bloodwork, or T-Spot. 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. Mantoux testing or pulmonary clearance is required ANNUALLY. Chest X-rays are good for 3 years. Appropriate documentation is required to register for PNU 191, 210, and 211. Students who do not complete these health requirements will not be allowed to attend theory and clinical classes. A chest x-ray following a positive Mantoux test, or receipt of BCG vaccine is required.

Students should have copies of ALL health records submitted to Castle branch and for their personal files use. Health records are not released after submission to the Program. The health forms and reference sample are available on the PN website at:

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Students who are not immune to measles, mumps, rubella, varicella, or hepatitis B will need to obtain the appropriate vaccination. A follow up titer is required following vaccinations.

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 State of New Jersey requires that all full-time students born after December 31, 1956 to be immunized against Measles, Mumps, Rubella, and Hepatitis B, or prove that they meet one of the exemption requirements. The Practical Nursing program has more requirements than the College for student health information and immunization to meet the standards of our clinical affiliates. Registration for nursing courses is dependent upon the completion of the health requirements.

Change of Name/Address

The student is responsible for notifying the Program Director and Union College Student Services of any change in name, address and/or telephone.

Practical Nursing Program Policy and Union College Policy

The Nursing Program, as a department of Union College adheres to the College's policies. There are instances, however, when the Nursing Program has established its own policies and procedures to meet the special needs of the curriculum, accrediting bodies, and clinical affiliates that supersede College policy.

PROGRAM REQUIREMENTS

PROGRAM POLICIES

Schedule -Curriculum Changes

Any schedule changes require approval from 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 a grade of "F" will be issued, and the student will be dismissed from the program. Withdrawal from a nursing course will count as a repeat attempt. Students may apply to change their curriculum after they have consulted with a member of the Student Service staff.

Advising

Academic advisement is available on all the College campuses. These services include assisting students with curriculum planning/advisement, career exploration, determination of academic status, and transfer information. Faculty and administration in the Practical Nursing Program are also available to assist students in academic decision-making or referral for personal counseling. Students are encouraged to seek assistance for academic and/or personal issues as soon as possible. Exit interviews may be planned with students who withdraw from or fail nursing courses. Articulations
Graduates are encouraged to continue with their nursing education after completion of the Practical Nursing Program. There are two programs that, in cooperation with Union College, offer courses for Registered Nurse Licensure. Students receive an Associate Degree and a Diploma in Nursing. Graduates also have options available for direct pursuit of a Bachelor's Degree in Nursing. Students in the Practical Nursing Program complete 16 general education credits that maybe applicable to the LPN to RN program. Practical Nursing course work is generally accepted for transfer, or credit is received

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through challenge examinations. Further information on articulation with RN programs is available in the Student Services Office and through the Director of the Practical Nursing Program

Academic Progress

1. Student Handbook Waiver must be signed and submitted at new student orientation, indicating review and understanding of the Program's policies and procedures.
2. Fitness for Duty Contract must be signed, submitted and adhered to. Failure to adhere to this policy can result in a grade of F and dismissal from the program.
3. Release Form, Video and Photography Consent, Informed Consent, Privacy and Confidentiality Agreement and Examination Confidentiality Agreement must be signed and submitted at new student orientation.
4. Students must complete the entire program within three consecutive calendar years.
5. The program consists of a prescribed set of nursing and general education courses. The nursing courses are sequential and may be taken by students accepted into the program.
6. Students who fail a nursing course with a course average below 75% may retake the course at the next available offering. This occurrence may occur one time.
7. Students who fail PNU 190 are dismissed from the program and may submit a written appeal for readmission. An appeals checklist will be submitted by the student.
8. Students dismissed from the program for academic failure may apply once for readmission (refer to dismissal policy). A letter of appeal and checklist will be completed by student.
9. Students dismissed from the program for a clinical failure are not eligible for readmission.
10. Students who voluntarily self-drop or who are dismissed from the program will be readmitted under the current curriculum upon approval for readmission to the program by the committee.
11. A grade of C+ (75%) or higher must be earned in all nursing courses. Program course work includes didactic, laboratory and clinical practice.
12. Prior to readmission, students must validate clinical skills for all successfully completed courses.
13. Students must complete all examinations administered during the program.
14. Students are responsible for all written and verbal information that is shared in scheduled class.
15. Students are encouraged to seek assistance promptly from the Practical Nursing staff when and if they experience academic or personal difficulties.
16. Students who have an Accommodation Alert Form should provide a copy of the form to each instructor. The student will take the exams on the same day as the class.
17. Students may not be in clinical units outside of the scheduled clinical hours.
18. Students may not switch clinical assignments, labs or schedules without the written permission of the Program Director.
19. Students must always comply with all College policies and the policies of the Practical Nursing in the classroom, laboratory and clinical practice.
20. Students readmitted for prior academic failures will attend conference(s) with their assigned mentor and follow directives outlined in their personal strategic plan for success.
21. Students who are readmitted to the program or return to the program after an absence must ensure that all health requirements are up to date for clinical placement.

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Grading

1. The student must earn a minimum grade of 75% (C+) or higher in all PN courses in order to maintain good academic standing in the PN Program.
2. Student who are unable to maintain good academic standing in a professional course will be dismissed from the program.
3. Instructors will post grades on Canvas within a week from the assessment date.
4. The official final grade due dates will be determined by the College for each semester, as published on the academic calendar on the Union College website.

Grading Scale:

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

74.4 or below designates an unacceptable level of professional performance.

0.5> will be rounded up

0.4< will be rounded down

Dismissal

Students may repeat only one of the practical nursing courses during their enrollment in the program, whether it was the result of a withdrawal or they were unsuccessful academically. Students who are unsuccessful in the theory component of a nursing course on their second attempt in any of the Nursing courses will be dismissed from the Practical Nursing Program.

Students who failed a clinical laboratory will receive a grade of 'F' in the course and will be dismissed from the program. Students who are dismissed as the result of a clinical failure, are not eligible for re-admission.

Attendance

Students are expected to attend all scheduled classroom and clinical experiences so that the course learning outcomes will be met. Students must arrive on time to class or clinical. It is the responsibility of the student to notify the course faculty members of lateness or absence from class.

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. Students on Financial Aid need to be aware of attendance requirements that may have an impact on their funding.

Clinical Absence - Clinical absences are not permitted. Students who are absent during a semester for an emergency or severe illness will be considered for make-up session. Following an absence, students

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need to provide documentation that supports the emergency. The Director will review the documentation to determine if the absence is justified. If the absence is approved, students are required to attend a scheduled make-up clinical day which may be on a day or at a time that is different from their regular clinical assignment during the semester. Faculty will determine clinical makeup and appropriate time and place in order to achieve course learning outcomes.

It is the responsibility of the student to arrange the clinical make-up time and achieve the learning outcomes. Students who do not complete the make-up requirements will not pass the clinical component of the course and will be dismissed from the program. Extenuating circumstances will be reviewed on an individual, case-to-case basis.

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

Written Assessments

1. All written requirements must be completed and submitted in order to take the final exam in a PN course.
2. Students must not leave their seats during an assessment/examination.
3. No communication between students will be tolerated during an assessment/examination.
4. Students may not share information about an assessment/examination with other students.
5. Students are expected to sit for all written testing assessments at the scheduled times. There are no re-takes for written examinations or quizzes.
6. Valid excused absences will be reviewed on an individual basis and missed exams will be rescheduled. The make-up exam may vary from the original test.
7. If the student does not notify the instructor of an absence for an exam, a zero grade will be given.
8. All clinical and classroom assignments must be handed in on time.
9. 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.

Test Review

1. Student is entitled to review an examination for the purpose of a learning experience.
2. Exam will be reviewed in a mutually respectful atmosphere.
3. Each student will sign and date the reviewed exam before handing it back to the Instructor.

Competency Testing

1. Practical Nursing laboratory courses also include individualized competency testing for specified skills that have been identified as entry level skills.
2. Competency testing represents a method of assuring the clinical community that the PN student/learner is competent and safe to perform procedures and techniques with patients.
3. Competency testing will be conducted throughout the curriculum by the course instructor.
4. Student may retake a competency until entry level competency is achieved.
5. All competency testing is to be completed prior to the first Clinical Practice experience.

Unsatisfactory Performance

1. Student conferences are required for an unsatisfactory performance below 75% in any written test, assignment, practical examination, behavior) at any time within a semester.
2. Student conferences are scheduled with the Instructor.

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3. A Strategic Plan for Success Record is completed to memorialize the academic strategies outlined for the student.
4. The Strategic Plan for Success is signed by the Instructor and student. Students will receive a copy for their records.

Laboratory

1. Attendance to all laboratory sessions is mandatory.
2. Students are expected to come to laboratory sessions prepared to perform the lab activities assigned for that day.
3. Open lab hours are available each week. A schedule is announced at the beginning of each semester. Students will sign in on the Open Lab Attendance Sheet.
4. Students are not to use Practical Nursing classroom and equipment without an instructor being present unless given prior permission.
5. Due to the necessity for scheduling adequate laboratory and class experiences, classes may be scheduled on evenings and/or Saturdays.
6. It is expected that students will work with their classmates and assist those who may need help.
7. All Practical Nursing program laboratory courses involve direct interaction between the students and the Practical Nursing faculty.

PROGRAM POLICIES

Registration

Students are expected to register for Fall, Spring, and Summer classes during the designated times established by the Practical Nursing Program and Union 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 online or with a College advisor. Upon notification of eligibility, students may register for nursing courses. Students who have questions regarding their academic status and curriculum requirements are advised to discuss their concerns with the Program Director, a Union College Advisor, or faculty member prior to registration.

Schedule -Curriculum Changes

Any schedule changes require approval from the Director of Nursing. Students wishing to withdraw from a PNU course must submit the formal withdrawal form available at the One-Stop Student Services Center. If the student has received a clinical failure prior to the withdrawal a grade of "F" will be issued and the student will be dismissed from the program. Withdrawal from a nursing course will count as a repeat attempt. Students who wish to change their curriculum may consult a Student Services staff.

Advising

Academic advisement is available on all the College campuses. These services include assisting students with curriculum planning/advisement, career exploration, determination of academic status, and transfer information. Faculty and administration in the Practical Nursing Program are also available to assist students in academic decision-making or referral for personal counseling. Students are encouraged to seek assistance for academic and/or personal issues as soon as possible. Exit interviews may be planned with students who withdraw from or fail nursing courses.

Articulations

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

Change in Health Status

Students who have a significant change in their health status during the semester due to injury, illness, 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. Health clearance forms are available on the course CANVAS website. Students' ability to participate safely in classroom and clinical activities are essential for continuation of or return to the PN Program.

Following a major illness or injury, health clearance must be obtained from the personal healthcare provider before students are able return to the classroom or clinical experience. The health clearance is submitted to the nursing course faculty member(s) and the Director of the program.

Students who have any questions about their health status should arrange to speak confidentially with the nursing course faculty member or with the Director of Nursing. Students with physical or learning disabilities are advised to contact the [Office of Disability](#) Services for further information.

Lateness

Clinical warnings will be issued to students who are repeatedly late to any scheduled clinical experience or skilled lab sessions.

Infection Control

While participating in classroom, laboratory and clinical practice experiences, students need to be aware of universal 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 designated hampers).
4. Report the presence of open lesions or infections to the instructor.
5. All students are to adhere to the standards of care and universal precautions.
6. All students are to abide by dress code policy to ensure safety and universal precautions.
7. In the event of contamination (eyes, mouth or cut) the students is to immediately report it to the faculty member and follow procedure as instructed by the faculty member.

Emergency alarm buttons, for immediate alert of Public Safety personnel, are located throughout the campus in restrooms, hallways and stairways. In the event of an exposure during classroom or laboratory session, the event will be reported to the Director of Nursing. The student will fill out an incident report form and provide copies to the Program Director and the Union College Security Office. In the event of an exposure during a clinical affiliation, affiliation procedures will be followed as well as contacting the Director of Nursing and filling a Practical Nursing Program incident report.

Readmission

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Students seeking readmission 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 were dismissed for academic failure, or who have been on a leave of absence from the program for a year or more, will be considered for readmission upon meeting the following criteria:

Completion of the readmission checklist items which include: current GPA, transcripts, and acknowledgement of compliance with Castle branch health records criteria.

Requests for re-admission will be reviewed when they meet broad parameters. Students who meet all 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.

Re-admission to the program is not guaranteed, and may require completion of additional requirements, 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.

For students who meet the re-admission criteria and return to the Program, any subsequent failure or withdrawal in a nursing course will result in a final dismissal from the Program and such students will not be eligible for re-admission.

Students who attended the Practical Nursing program and have not been enrolled for two (2) years or more will need to start the curriculum sequence from the beginning at PNU 190.

Final Course Grades

Final course grades will be posted by the faculty for access on the student Web 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-PN) for Practical Nurses during PNU 211. It is the responsibility of each student to complete and submit the appropriate forms and fees.

Uniforms/Dress Code

Students are expected to maintain a professional appearance. No visible body piercing, other than the ears, or tattoos are allowed. Students may be asked to remove jewelry or cover tattoos that present an unsafe or unprofessional appearance. Students who observe specific religious or cultural practices may consult with the Director to determine how the uniform policy may be maintained.

Students shall dress in a manner that will not jeopardize the safety of the patient or their professional relationship with the patient.

Agency dress codes must always be followed.

The definition of patient safety is at the discretion of the instructor.

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Examples of **dress code violation** include but are not limited to:

- Any body piercing
- Body tattoos/painting that are visible.
- Artificial nails, acrylics, gels, wraps, or nail jewelry
- Skirts shorter than three inches above the knee.
- Flip -flops
- Lack of hosiery or socks.

The clinical required uniform consists of:

- White Union College Practical Nursing uniform
- White lab coat with UCC logo
- White nursing shoes (no clogs, no sneakers, no open toed shoes)
- White lab coat is required
- Student ID
- No open toed shoes, sandals, or high heels are permitted.

PNU 190 lab uniform:

- White lab coat
- Appropriate business casual dress
- No open toed shoes, no sandals, no high heels

Simulation Clinical Lab:

- Same as for clinical attire.

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 lab and clinical experiences.

Official uniforms are available at: Uniform States of America, 920 Savitt Place, Union, NJ 07083
Phone: (888) 963-3378

New uniforms are available online at: <http://www.medicallyequipped.com/ucc/>

RESOURCES

Union College provides a variety of support services to help students achieve academic success. Please refer to the college [catalog](#) for more information.

The primary collection for the Practical Nursing program is located in the Plainfield Campus Library, Annex Building. Online and electronic resources are available through any networked college computer, and many others are also available from off-campus, with your Owl's Nest log-in. For more information about the Union College Libraries, sign into Owl's Nest and visit the Libraries' Web site: <http://owlsnest.ucc.edu/academics/library/Pages/default.aspx>

Nursing Skill and Simulation Laboratory

The Nursing Skill Laboratory is in Room 205 on the Second Floor in the Health Science Building 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.

The Nursing Simulation laboratory is in room 207 on the second floor in the Health Science Building at the Plainfield Campus. Nursing students actively participate in clinical nursing simulation as part of

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their clinical learning experience. This experience may be video or taped audio recorded for debriefing purpose only. The Skill and Simulation Lab Semester Policy and Procedure Manual is available in the Program's CANVAS shell.

Student Activities

Students are encouraged to participate in the wide diversity of activities sponsored by the Student Government Association at Union 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.

Website for Practical Nursing

Students enrolled in Practical Nursing have access to program and course materials through the CANVAS program and course shells. The link goes to a main page where the individual course and Skill Lab pages will be found. On the course pages are the current syllabi, calendars, and tools used during each semester. The public Practical Nursing website is available at:

www.ucc.edu/academics/Certificates/practicalnursing.aspx

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

STUDENTS RIGHTS AND OBLIGATIONS

For information about student rights and obligations at the College, refer to the Union College Student Handbook.

Academic Integrity

Any violation of academic integrity will result in dismissal from the Program with no readmission recourse. Please refer to the Union College Student Handbook.

FITNESS FOR DUTY

It is expected that students come to class, laboratory and clinical practice in a condition fit for competent and safe performance of their duties. Instructors are held accountable for documenting impaired observation and subsequent emergent or non-emergent actions.

1. Impaired observations include but not limited to: frequent absenteeism with no documentation, drowsiness and sleepiness, smell of alcohol, inability to meet schedules and deadlines, slurred incoherent speech pattern which is different than typical, aggressive behavior, erratic change in mood, change in appearance, decreased dexterity and coordination, inappropriate response to stimulus, unexplained injuries.
2. If impaired observations are detected, a request for the presence of a second instructor or staff to witness observations.
3. The instructor will initiate emergent or non-emergent actions depending on the situation with the appropriate referrals.
4. The instructor will fill out documentation of events for student file.

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MISCELLANEOUS

Communication

Students may communicate with program staff using UCC email, Canvas mail or voicemail. Staff will respond within 24-48 hours of student's submission. All students are expected to have their UCC accounts active for receipt of notices from the Program Director and Staff. Union College expects all members of its community to use electronic communications in a responsible manner. The College may restrict the use of its computers and network systems for electronic communications, pursuant to the procedures and standards set forth in the "Union College Responsible Use Policy."

Cell Phones

Use of cell phone are not permitted during class or clinical education. Cell phone must be turned off and secured away during classroom, laboratory and clinical activities. Students may use their cell phones during scheduled breaks in classroom/lab and during clinical practice experiences.

Student Guidance and Grievances

Practical Nursing Program staff will schedule and post office hours for advisement, guidance and tutoring. Students may also schedule an alternate appointment convenient for both student and instructor. Under guidance of the instructional staff, students in the Practical Nursing professional education program assume responsibility for their own ongoing learning as well as personal and professional growth. Students are responsible for their own curriculum plan in completing ENG 101 English Composition, PSY 101 and BIO 102 or BIO 106 Anatomy and PSY 204 or PSY 205, if not completed prior to admission. Students are expected to maintain their own personal record of courses completed, including course grades and the accuracy of these records.

To facilitate the sharing of information, student representatives from each class are chosen and can meet with instructional staff as needed. 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 instructor evaluations at the end of each course. This input assists in the review and revision of the Practical Nursing curriculum.

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, clinical affiliation sites, discrimination, disruptive classroom behavior, harassment, or intimidation. Students are to convey their expressed concerns directly to the appropriate faculty member. If a student does not perceive a resolution of the issue, then they should contact the Program Director. Students are to submit a signed written statement addressed to the Program Director outlining the concern. Every attempt

will be made to resolve the concern. If the concern is not related to the course grade and cannot be resolved, the students should review the Union College Student Handbook for guidance.

Student Records

The Practical Nursing Program maintains all student records and documents in the Program's locked file cabinet. Documents include by are not limited to: application, consents, releases, confidentiality

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agreement, health records, proof of insurance, criminal background checks and examinations. After graduation, the student's records will be moved to the Practical Nursing archive closet for 5 years then destroyed.

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RELEASE FORM

The Union College Practical Nursing Program consists of two components, didactic (classroom learning) and clinical/lab/simulation experiences. Upon completion of this program, a national examination is required for licensure.

In order to begin clinical experiences, it may be necessary for the student to have results submitted to a facility with regards to drug screening, HIV testing, criminal background, psychiatric illness and/or substance abuse, or academic concerns. Many of the affiliation sites require a copy of current information (no more than one year old). Students may be required to have two physical examinations completed by their own personal physician during the course of the program. Some facilities may require additional screening such as a more in depth drug screening and/or a two or three step Mantoux test for tuberculosis.

Students are required to make copies of these physical examination forms and submit them to clinical sites upon request. A copy of the documents is kept in a file at Union College and will be submitted to the clinical site upon request if a student has failed to do so or if the student is unable to do so for any reason.

I have reviewed and understood the information above and give the Union College administrators permission to release this information to the potential clinical affiliates.

Please Print

Student Signature

Date

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PHOTOGRAPHY AND VIDEOTAPE CONSENT FORM

Periodically, the Practical Nursing Program at Union College will utilize photography or videotaping of students, faculty and staff involved in classroom demonstrations. Students may also be videotaped during practical examinations if there is a question regarding a student performance on a practical examination. It will be used for student feedback and/or student assessment review by other professionals. Students enrolled in the Practical Nursing Program consent to being filmed and understand that the film and images remain the property of the Practical Nursing Program. In the case of a student being filmed during examinations, the images will be kept confidential.

Name of Student (please print)

Student Signature

Date

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INFORMED CONSENT

I understand that the Practical Nursing Program will include academic, laboratory, clinical practice which will include direct contact with peers and patients with a variety of illnesses and diseases. I therefore understand that I may be exposed to these illnesses and diseases.

Additionally, laboratory courses will require considerable physical exertion, as when transferring student partner or in exercise training. Certain examination and treatment procedures can cause mild irritation and/or injury of known or unknown neuro-musculoskeletal conditions of the student examiner or model.

I fully recognize the dangers and hazards inherent in the health care field which may be present during my participation in the Program. I hereby agree to assume all the risks and responsibilities associated with my participation.

I agree to hold harmless, indemnify, release and discharge Union College and all of its officers, agents and employees from and against all claims, demands and actions on account of damage to personal property, personal injury, disease or death which may result to me from my participation in this program.

Please Print

Student Signature

Date

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FITNESS FOR DUTY CONTRACT

The Union College Practical Nursing Program has a Fitness for Duty Policy (see page 32 of this handbook). This policy is concerned with performance problems related to impairment and documentation of the same. Students are required to adhere to this Policy; noncompliance with the Policy will result in a diagnostic evaluation including supervised blood alcohol levels, urine studies, referral for treatment, and may result in dismissal from the Practical Nursing Program.

Please Print

Student Signature

Date

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PRIVACY AND CONFIDENTIALITY AGREEMENT

The Health Insurance Portability and Accountability Act (HIPAA) is a set of federal rules that defines what information is protected, sets limits on how that information may be used or shared, and provides patients with certain rights regarding their information. I understand that it is my responsibility to become familiar with federal and state laws regarding confidentiality as it is applicable to my responsibility as a student.

These rules protect information that is collected or maintained, (verbally, in paper, or electronic format) that can be linked back to an individual patient and is related to his or her health, the provision of health care services, or the payment for health care services. This includes, but is not limited to, clinical information, billing and financial information, and demographic/scheduling information. Any use or disclosure of protected information requires written authorization from the patient.

Any patient information you see or hear, directly or indirectly, must be kept confidential when attending your clinical education rotations to include but not limited to: charts and other paper and electronic records, demographic information, conversations, admission/discharge dates, names of attending physicians, patient financial information.

I understand and agree to the following:

I will access, use, and disclose such information as described within my scope of practice as a Practical Nursing Student.

I understand that any fraudulent application, violation of confidentiality or any violation of the above provisions will result in the termination of my privilege to observe and participate in the Practical Nursing Program's clinical education rotations and I may be subject to legal liability as well.

My signature below indicates that I have read, accept, and agree to abide by all of the terms and conditions of this Agreement and agree to be bound by it.

Please Print

Student Signature

Date

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EXAMINATION CONFIDENTIALITY AGREEMENT

I understand that the contents of all examinations are confidential. I agree that I will not share any information related to any examination nor will I receive any information related to examinations from any individual. Any violation of the examination confidentiality may result in dismissal from the Practical Nursing Program.

Please Print

Student Signature

Date

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STUDENT REQUEST FOR TEST QUESTION REVIEW

If a student wishes to challenge a particular test item, the student must contact the faculty within 24 hours after the test to arrange a meeting. At the time of this meeting, the student must present written documentation regarding the test item from a required course textbook.

STUDENT NAME _____

COURSE _____

TEST _____

Test Question# _____

Rationale from textbook:

STUDENT SIGNATURE

DATE

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STATEMENT OF UNDERSTANDING

I am in receipt of the Practical Nursing Program 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.

I understand that clinical affiliates require current First Aid/CPR certification for the Healthcare Provider, complete up-to-date health records, criminal background check and drug testing in order to participate in the clinical practice experience.

Please Print

Student Signature

Date

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PRACTICAL NURSING STUDENT HANDBOOK WAIVER

I hereby certify that I have read and understood the contents of each page of Practical Nursing Student Handbook; that I am familiar with the contents of this document; and that I fully understand and agree to its terms and provisions. Any questions that I have about the Practical Nursing Program and the contents of the Practical Nursing Student Handbook have been fully explained to my satisfaction.

Please Print

Student Signature

Date

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PROGRAM DIRECTORY

Program Office Health Science Building, Room 208- 225 Roosevelt Avenue, Plainfield, NJ 07060.

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Skill & Simulation Lab Rooms 205 & 207

Office Hours

Fall and Spring Semesters:
Monday – Friday 8:30 AM – 4:30 PM

Summer hours:
Monday –Thursday 8:00 AM – 5:15 PM

Office hours may change. Please check on either the Department Office door or with the Director for specifics. For College closings, please check the college website.

Accreditation

The Practical Nursing Program at Union College received accreditation on October 2015 through October 2023, from the New Jersey Board of Nursing. The Board may be contacted at:

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. In the event that a students' concerns are not perceived to have been resolved through the grievance process within the College, then students may address complaints about the Program to the Board of Nursing at the address above.

The program is also accredited by the **National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) effective 2019-2025**. This is a voluntary accreditation that recognizes the program's "ability to meet or exceed standards and criteria for educational quality

CNEA

2600 Virginia Avenue

Washington, DC 20037

The program was designated by as The Center for Excellence in Nursing Education by the National League for Nursing 2015 – 2019.

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NATIONAL LEAGUE FOR NURSING CORE COMPONENTS AND COMPETENCIES

Upon graduation from the Practical Nursing Program, the graduate will have demonstrated or met the National League for Nursing Practical Nursing Core Components and Competencies (NLN, 2010). PDF Program outcome documents may be found at <http://www.nln.org/professional-development-programs/teaching-resources/practical-nursing>.

Human Flourishing

Human flourishing is defined as an effort to achieve self-actualization and fulfillment within the context of a larger community of individuals, each with the right to pursue his or her own such efforts. It encompasses the uniqueness, dignity, diversity, freedom, happiness, and holistic well-being of the individual within the larger family, community, and population. Achieving human flourishing is a life-long existential journey of hopes, achievements, regrets, losses, illness, suffering, and coping. The nurse helps the individual to reclaim or develop new pathways toward human flourishing.

Outcome: Promote the dignity, integrity, self-determination, and personal growth of diverse patients, their families, and oneself to provide individualized, culturally appropriate, relationship-centered nursing care.

Nursing Judgment

Clinical judgment refers to ways' nurses come to understand the problems, issues, or concerns of clients/patients, to attend to salient information, and to respond in concerned and involved ways (Benner, 2010). Nurses employ clinical judgment in complex patient care situations, working with interprofessional teams to ensure health care quality and safety. Critical components include: changes in patient status, uncertainty about the most appropriate course of action, accounting for context, and the nurse's practical experience. Making clinical decisions is rooted in the nurse's theoretical knowledge; ethical perspectives; relationships with patients, the patient's caregivers, and the community; and understanding of the influence of systems on health care outcomes.

Outcome: make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care for diverse patients and their families in collaboration with the health care team.

Professional Identity

Professional identity is defined as including both personal and professional development. It involves the internalization of core values and perspectives recognized as integral to the art and science of nursing. These core values become self-evident as the nurse learns, gains experience, reflects, and grows in the profession. Internalization of ethical codes of conduct is imperative. The nurse embraces these fundamental values in every aspect of practice while working to improve patient outcomes and promote the ideals of the nursing profession. Integral to this outcome is the nurse's commitment to advocacy for improved health care access and service delivery for vulnerable populations and to the growth and sustainability of the nursing profession.

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Outcome: Articulate a unique role as a member of the health care team, committed to evidence-based practice, caring, advocacy, and safe quality care, to provide optimal health care for diverse patients and their families.

Spirit of Inquiry

Spirit of inquiry is a persistent sense of curiosity that informs both learning and practice. A nurse infused by a spirit of inquiry will raise questions, challenge traditional and existing practices and seek creative approaches to problem-solving. A spirit of inquiry suggests, to some degree, a childlike sense of wonder. A spirit of inquiry in nursing engenders innovative thinking and extends possibilities for discovering novel solutions in both predictable and unpredictable situations.

Outcome: By collaborating with health care team members, utilize evidence, tradition, and patient preferences in predictable patient care situation to promote optimal health status.