Table of Contents

Welcome
ACCREDITATION
PHILOSOPHY
PROGRAM GOALS
PROGRAM LEARNING OUTCOMES
CURRICULUM DESIGN
PN CURRICULUM PLAN
COURSE DESCRIPTIONS
ARTICULATION
PRACTICAL NURSING PROGRAM POLICY VS. UNION COUNTY COLLEGE POLICY
ADMISSIONS
  Admission
  College Placement Test
  Advanced Standing-General Education Courses
  Advanced Placement Testing-CLEP & AP
  Advanced Standing Nursing Credit
REGISTRATION
  Advisement
  Services for Students with Disabilities
  Course Audits
STUDENT ACCOUNTS
FINANCIAL AID
ENROLLMENT REQUIREMENTS
  Cardio-Pulmonary Resuscitation (CPR Certification)
  Criminal Background Check
  Malpractice Insurance
  Student Health Requirements
COURSE POLICIES
  Classroom Absences
  Clinical Absences/Lateness
  Affirmation of Fitness
  Cell Phones and Electronic Communication
  Clinical Requirement Policy
  Clinical Sites
  Clinical Warnings/Failures
  Confidentiality
  Examination Policy
  Exam Review
  Grade Change
  Grading
  Calculation of PN Course Grades
  Illness or Injury
    Classroom-Skill Lab
    Clinical Area
    Change in Health Status
  Incomplete Grades
  Infection Control Policy
  Final Course Grades
National Council Licensure Examination
Theory
Uniforms/Dress Code
Withdrawals
Written Assignments

CURRICULUM PROGRESSION
Academic Excellence
Curriculum Change
Dismissal
Graduation
Probation
Re-Admission Policy
Schedule Changes

RESOURCES
Academic Learning Centers
Bookstore
Computer Resources
Student Services
Library
Nursing Skill and Simulation Laboratory
Student Activities
Student Assistance
Website for Practical Nursing

STUDENT RIGHTS AND OBLIGATIONS
Concerns
Conduct
Documentation Access
Appeal Process - Clinical Failures
Use of Electronic Communications
Americans with Disabilities Act

GENERAL INFORMATION
Academic Calendar
Change of Name/Address
Class Cancellation
Correspondence
Written Communication
Electronic Communication
Emergency Plans/Public Safety
Food Services
ID Cards
Parking
Student Files
Transcripts
Transportation

DIRECTORY
OFFICE HOURS
Statement of Understanding
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.

Students enrolled in the Practical Nursing program have demonstrated a greater degree of success when they have attended scheduled classes and reduced their working hours to less than 30 hours per week. You are strongly encouraged to consider the personal and employment responsibilities, and the demands of the program prior to applying and enrolling.

In addition to classroom instruction, students are expected to spend a significant amount of time completing required readings and online activities, and practicing in the Nursing Skills & Simulation Lab. We encourage you to take advantage of our educational resources, such as the Academic Learning Center tutors and online programs, as this may help you to succeed in the course. Please keep in contact with your instructors to check on your progress and to request assistance in preparing for class.

The administration and faculty wish you success as you pursue your nursing education!
Union County College is committed to providing its current and prospective employees and students with a workplace and educational environment free from prohibited discrimination or harassment. Union County College does not discriminate on the basis of race, color, national origin, sex, age or disability.

Under this Policy, forms of employment and/or educational discrimination or harassment based upon the following protected categories and any other legally protected status are prohibited and will not be tolerated: race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability. This includes those protected classes as outlined in the New Jersey Law against Discrimination, Title VII of the Civil Rights Act and Title IX.

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

Students will be notified in writing of any changes in Practical Nursing policies and procedures. Failure to read this or other college publications does not excuse students from rules and regulations that are in effect. For the most current information, log onto www.ucc.edu and www.ucc.edu/academics/Certificates/practicalnursing.aspx. The Union County College Student Handbook is available online at: http://www.ucc.edu/currentstudents/

**ACCREDITATION**

The Practical Nursing Program at Union County 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 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 **Accreditation Commission for Education in Nursing** (formerly known as the National League for Nursing Accrediting Commission), effective 2011-2019. 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 program had its scheduled accreditation visit on October 18 - 20, 2011. The NLNAC may be contacted at:

3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Phone: (404) 975-5000 Fax: (404) 975-5020
http://acenursing.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 patients 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 patient 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 patient(s).

Caring is an essential element of all of the interactions in assisting patients 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 patient’s self-care needs and respectful of the individual’s dignity as a human being.

Reviewed 6-17
**PROGRAM GOALS**
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 2 years.
   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 enroll in RN programs after 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 75% of the students enrolled in the PN program will use one or more of the available academic resources and/or support services.

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 identify that clinical experiences assist in their achievement of student learning outcomes.

**Reviewed 6-17**

**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. Assume accountability for personal and professional growth.
6. Apply clinical reasoning in interactions with patients, 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 patients at different developmental levels throughout the life span.

**Reviewed 6-17**
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. The higher level 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.
**RECOMMENDED SEQUENCE – PN CURRICULUM**

<table>
<thead>
<tr>
<th>Clinical Course# Course</th>
<th>Lec.</th>
<th>Lab</th>
<th>Cr.</th>
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<tbody>
<tr>
<td><strong>SEMESTER I</strong></td>
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<tr>
<td>ENG 101 English Comp I</td>
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<tr>
<td>BIO 102 Human Biology</td>
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<td>4</td>
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<tr>
<td>PSY 101 General Psychology</td>
<td>3</td>
<td>3</td>
<td>3</td>
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<tr>
<td><strong>PNU 190 Nursing Concepts</strong></td>
<td>4</td>
<td>3</td>
<td>5</td>
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<tr>
<td><strong>SEMESTER II</strong></td>
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<tr>
<td>PNU 191 Adult Health I</td>
<td>7</td>
<td>9</td>
<td>10</td>
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<tr>
<td>Elective (either 3 or 4 credits):</td>
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<tr>
<td>3 credit elective OR 3</td>
<td>3</td>
<td>3</td>
<td>3</td>
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<tr>
<td>4 credit elective*</td>
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<td>13 or 14</td>
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<tr>
<td><strong>SEMESTER III</strong></td>
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<tr>
<td>PNU 210 Maternal, Pediatric, &amp; Mental Health Nursing</td>
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<td>9</td>
<td>9</td>
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<tr>
<td>PSY 204 Human Life Span</td>
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<tr>
<td><strong>SEMESTER IV</strong></td>
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<tr>
<td>PNU 211 Adult Health II &amp; Role Transition</td>
<td>8</td>
<td>12</td>
<td>12</td>
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<td><strong>Total Program Credits</strong></td>
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<td>52 – 53</td>
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</tbody>
</table>

The schedule for nursing courses may include day, evening and/or weekend hours. Published schedules may need to be changed in order to accommodate clinical site availability.

* **Recommended elective courses:**
  - BIO 105/106, BIO 108, CHE 114 or a humanities course
Nursing course credits are distributed as follows:
Theory – 15 hours/credit
Clinical – 45 hours/credit (Example > 9 hours/week = 3 credits = 135 hours/semester)

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.

Nursing courses are taken in sequence, with the curriculum plan starting in the Fall and the Spring semesters.
Every effort is made to provide students with consistent class and clinical schedules in the day, day/weekend or evening/weekend courses. In order to obtain clinical sites, 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.

The Practical Nursing Program reserves the right to offer or cancel courses based on instructor and clinical site availability, and/or student enrollment.

Course Descriptions

<table>
<thead>
<tr>
<th>PNU 190 Nursing Concepts</th>
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<tbody>
<tr>
<td>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, 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. 60 lecture hours and 45 clinical lab hours. 5 credit hours (4 theory, 1 clinical lab).</td>
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<table>
<thead>
<tr>
<th>PNU 191 Adult Health I</th>
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<tbody>
<tr>
<td>In this course, the student will continue to use the nursing process, within the selfcare 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).</td>
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</table>
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).

Faculty members determine the grading criteria for each course, which is identified in the syllabus and discussed at the beginning of the course. Students are required to have Union County College ID cards and network access for all courses. Course information is posted on CANVAS and students are expected to use that site for assignments and resources.
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 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 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 Student Services Offices and through the Director of the Practical Nursing Program.

PRACTICAL NURSING PROGRAM POLICY and 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, accrediting bodies, and clinical affiliates.

Students must be knowledgeable about their rights and responsibilities within the Nursing Program and the College. Every student is expected to become familiar with and adhere to the policies in the Practical Nursing Program Student Handbook, Nursing Skill & Simulation Laboratory Policy & Procedures Manual, Union County College Student Handbook, the Union County College Catalog and other college publications. The Union County College Student Handbook and Catalog are available on the website: http://www.ucc.edu/admissions/download.aspx

ADMISSIONS

It is the applicant’s responsibility to provide the necessary information to the Union County College Admissions/Registration/Records Office in order to complete his/her application.

In order to enroll in Practical Nursing courses, students need to be in the PRNS major and:
1. Complete the College application form
2. Submit the following:
   a. Official high school transcript or GED scores (if no college degree or prior course work was done at Union County College)
   b. Official transcripts from other colleges/universities attended
   c. Review of foreign education transcripts by the World Education Services®
3. Identify all applicable advanced standing transfer credit
4. Complete all required ESL courses and ENG 111
5. Complete all required English and math developmental courses
6. Achieve a GPA of 2.5 or higher at Union County College or other colleges/universities attended
7. Submit the following packet of information:
   a. PN Application form http://www.ucc.edu/academics/Certificates/practicalnursing.aspx
   b. Unofficial copy of the current Union County College transcript that indicates all courses taken at the College and indicates advanced standing (transfer credit) from other institutions.

Practical Nursing Program applicant packets are processed through the Office of the Practical Nursing and Allied Health department of Union County College. Specific information about the Program is
Applications for the PN program are due by December 1st for Spring and May 15th for Fall semester PNU 190 enrollment.

General information about College admission is available through the website at: [http://admissions.ucc.edu/admissions/applying](http://admissions.ucc.edu/admissions/applying) or by calling the offices at:

- Plainfield Campus  (908) 412 - 3550
- Cranford Campus  (908) 709 - 7596
- Elizabeth Campus  (908) 965 - 6053

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 is not accepted as an elective)

Practical Nursing program applications will be put on hold until students have completed taking any pre-requisite courses. For example, a student who wants to begin PNU 190 in the Fall, and is taking ENG 111 or a developmental math course in the Spring or Summer, will have his/her application held until the course is completed successfully and the grade is posted.

Students who meet the GPA and pre-requisite course requirements for enrollment will be notified of the orientation and course registration dates. If there are more applications than seats available, students will be selected based upon the GPA and date of the PN application. 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. 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. Please refer to the NJ application to see the required information and questions: [http://www.njconsumeraffairs.gov/nursing/nurse_app.pdf](http://www.njconsumeraffairs.gov/nursing/nurse_app.pdf).

Applicants with questions about future eligibility for licensure should contact the NJ Board of Nursing for clarification. Enrollment in PNU 190 is dependent upon no records being found following the criminal background check.

Additional Admission Information
College Placement Test: [http://www.ucc.edu/admissions/testing.aspx](http://www.ucc.edu/admissions/testing.aspx)
Advanced Standing – General Education Courses:
[http://admissions.ucc.edu/admissions/applying/transferstudents.aspx](http://admissions.ucc.edu/admissions/applying/transferstudents.aspx)
Advanced Placement Testing – CLEP & AP: [http://www.ucc.edu/admissions/testing.aspx](http://www.ucc.edu/admissions/testing.aspx)
[http://www.ucc.edu/administration/InstitutionalResearch/CommonDataSet/Placred.aspx](http://www.ucc.edu/administration/InstitutionalResearch/CommonDataSet/Placred.aspx)

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 Union County College.

Enrollment in Practical Nursing courses is not guaranteed, regardless of successful achievement on the challenge examination. Entry into the appropriate nursing course is dependent upon completion of course prerequisites, attainment of established criteria, and availability of seats in that course. Students must meet all other admission criteria to be considered for transfer. There are fees for challenge examinations, which are not refundable if the student is unsuccessful.

Students who have received failing grades in clinical courses and have been dismissed from other nursing programs will be asked to sign a release which authorizes contact with that program to determine the circumstances of the failure.

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 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 Director, Union County College Advisor, or faculty member prior to registration.

Schedule - Curriculum Changes
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. 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 Services staff.

ADVISING
Academic advisement 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. 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.
Services for Students with Disabilities

Union County College offers reasonable accommodations and/or services to persons with disabilities. Any student who has a documented disability and wishes to self-identify should contact the Office of Disability Services at (908) 709-7164 or email disabilitysvc@ucc.edu. Accommodations are individualized and in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992. In order to receive accommodations, students must be registered with the Disability Services Office. Students should register with the office as soon as possible. Accommodations are not official until the Faculty Accommodations Alert Form(s) are issued from the student to his/her instructor.

Further information is available at the website: http://www.ucc.edu/admissions/ACT/DisabilityServices

In compliance with the NJ Law Against Discrimination (NJLAD) Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, including the recent Amendments, accommodations are provided to address the special needs of students with documented disabilities. For information on the NJ Law Against Discrimination: http://www.state.nj.us/lps/dcr/law.html

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

All tuition, fees, and other related course costs are to be paid at the Office of Student Accounts in accordance with the payment schedule and established policies.

Information about Student Accounts may be found at: http://www.ucc.edu/admissions/payingforcollege/. 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 on tuition, fees, and refunds. Assistance provided through financial aid may not be refundable to the student.

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 general education and nursing course offerings. Current tuition and fee information is available from Student Accounts on each campus. 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.

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

- Criminal background check
- 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 Student Handbook, Catalog, http://www.ucc.edu/admissions/payingforcollege, and through the Financial Aid Offices on each of the campuses:
Cranford Campus (908) 709 - 7137
Plainfield Campus (908) 412 - 3571
Elizabeth Campus (908) 965 - 6062

Students are encouraged to investigate available resources that may assist them to meet the financial obligations associated with the academic program. Specific scholarship funds are available for Practical Nursing students.

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 (BLS-Basic Life Support). 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.

NOTE: BLS 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/Heartsaver level or online offerings, are applicable.

Criminal Background Check
All students enrolled in the Practical Nursing program are required to complete a criminal history background check to participate in clinical care experiences. Background checks are mandated by all clinical agencies and must be completed prior to enrollment in PNU 190. Students will be informed of the vendor for the background checks.

In the event that the student does not have a clear record, then each clinical affiliating agency will receive copies of any reports that indicate a criminal background. The clinical affiliating agencies will independently review these checks and, in their sole discretion, make a final decision as to whether each student will be allowed to participate in patient care activities at the clinical affiliating agency. If a student is denied clinical placement by any one clinical affiliating agency due to criminal history information, that student will not be able to enroll in any nursing courses and will be dropped from the program.

During program enrollment, it is the students’ responsibility to notify the nursing program of any change in their criminal history status. Failure to disclose all previous convictions, other than minor traffic violations, will be grounds for dismissal from the program.
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.

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 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. Malpractice insurance is renewed annually.

**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 overview
2. Physical examination (within 6 months)
3. Laboratory studies (within 3 months): Urinalysis, complete blood count, blood chemistry panel, **10 panel** urine drug screening with confirmation (attached report from lab)
4. Proof of immune status – **blood titers are required for all of the following:**
   a. Measles/Mumps/Rubella
   b. Varicella-zoster titer
   c. Hepatitis – full panel
   If you do not demonstrate immunity, you will need to obtain a vaccination/booster, and may require a follow-up titer to see if immunity has developed.
5. Hepatitis C – presence of disease
6. Flu Vaccination (at the first available opportunity) usually by Sept 30th of each year
7. Tetanus/Diphtheria/Pertussis (Tdap) Vaccine or declination
8. **Two-Step** Mantoux skin test for tuberculosis* or a quantiferon gold blood test

*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. **Mantoux testing or pulmonary clearance is required ANNUALLY.**
9. All PN students must obtain a Health Care Provider CPR and malpractice insurance as a PN student.
Appropriate documentation is required in order to register for PNU 191, 210, and 211. Students who do not complete these health requirements are 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 forms and reference sample are available on the PN website at: [www.ucc.edu/academics/Certificates/practicalnursing.aspx](http://www.ucc.edu/academics/Certificates/practicalnursing.aspx).

- 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.
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 in order to meet the standards of our clinical affiliates. Registration for nursing courses is dependent upon the completion of the health requirements.

Effective with the Fall 2013 semester, basic hospitalization coverage will not be available through the College. Please refer to Student Services for additional information on this change.

COURSE POLICIES

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

Classroom Policies
Students will receive a paper copy or have online/CANVAS 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.

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

Examination Policy
1. Written requirements must be completed and submitted in order to take the final exam in the course.
2. Students are required to have their Union County College photo ID for all exams. This serves as identification and access to the student ID number, which is needed for the Scantron forms.
3. 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 are to:
   a. 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 personal illness or hospitalization, or death in the immediate family (parent, spouse, sibling, etc.), and/or natural or man-made disasters.
   b. 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 exam 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 bulky coats. NO hats may be worn. Students may be asked to see the contents of their pockets, if the room temperature requires extra layers of clothing.
   b. Use only approved calculators, if allowed by course policy. Cell phones and scientific or graphic calculators may not be used.
   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. Remain in the room during the exam time. Students will only be able to leave for physical emergencies and they will be escorted by a faculty member. Nothing can be carried out of the room, unless the student is done with testing.
   f. Enter and leave the room quietly if late or done early.
   g. Leave space between each desk and other students, whenever possible.
f. Turn off all cell phones. Ringing and vibrating are disturbing during quiet testing periods and it is not appropriate to respond to a call. Ringing, obvious vibration, or use of a cell phone during an exam will result in a written warning being issued to the student. Subsequent behavior will result in a grade of ‘zero’ on the exam.
   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 observed to be 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 ’0’ 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.

*Cheating includes but is not limited to anonymous work, copying from another student,idelicating the exam or using unauthorized materials, and unauthorized collaboration.
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.
9. Students who require special accommodations for testing will arrange with the course faculty to take their unit and final exams in a location supervised by the Testing Center. Exams will be taken on the day scheduled for the exam on the course calendar. Appropriate documentation is required from the Office of Disability Services in order for accommodations to be made for testing.
10. **Sharing information from nursing exams with other students is prohibited and will lead to disciplinary action.**
11. Further information on Academic Integrity is outlined in the Union County College Catalog.

* 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 will be conducted outside of class time. Exam grades will be given to students at the time of the review. Original Scantron forms and answer sheets are not returned to the students. During a review, all personal belongings are to be left in the front of the room. Students are not to have pencils, pens, scrap paper or any electronic devices. An individual review of an exam may be scheduled with an instructor, but must be done within one week of the class review.

Final exams are not reviewed in the class. Students who have not passed a nursing course may, in consultation with the instructor, schedule an individual review of the final exam within one (1) week of that examination date.

Copying or sharing information from nursing exams, such as recording or taking notes during a review, is not permitted. Observation of this behavior will result in disciplinary action.

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

**Grading**

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>A</td>
</tr>
<tr>
<td>85 – 89</td>
<td>B+</td>
</tr>
<tr>
<td>80 – 84</td>
<td>B</td>
</tr>
<tr>
<td>75 – 79</td>
<td>C+</td>
</tr>
<tr>
<td>70 – 74</td>
<td>C</td>
</tr>
<tr>
<td>65 – 69</td>
<td>D+</td>
</tr>
<tr>
<td>60 – 64</td>
<td>D</td>
</tr>
<tr>
<td>59 &amp; Below</td>
<td>F</td>
</tr>
</tbody>
</table>

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
Exam #4 = 78 > 11.7
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.

If clinical failure is received, a grade of ‘F’ for the course is earned, regardless of the exam/quiz average.

Withdrawals

Students who withdraw from PNU 191, 210 or 211 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. Students who wish to drop a course(s) must fill out a Drop and/or Add Courses Form, have it signed by the PN course instructor or Program Director, and submit the form to the Registrar’s office.

There is additional information about course and program withdrawals in the Union County College Catalog and Student Handbook.

Withdrawal dates are identified in the College Calendar, which is available at the College Website in the Owl’s Nest.

Implications of Withdrawal

Students who withdraw will have a withdrawal “W” grade recorded on their transcript. The “W” grade does not impact the student’s Grade Point Average (GPA) but it does count as having taken the course.

No more than one (1) withdrawal from PNU 191, 210, or 211 is allowed during the program. Consideration may be given, on an individual basis, in the event of a personal emergency or hardship. Students may repeat only one of the following nursing courses during their enrollment in the program, regardless of whether it was the result of a withdrawal or they were unsuccessful academically – PNU 191, 210, or 211.

Students should talk to their instructor and a advisor before they consider withdrawing. Withdrawal may change a student’s status from full-time to part-time and could have an adverse influence on financial aid status.

Grade Appeal and Change

Students requesting a change in a course grade must present their initial appeal to the course instructor who awarded the grade. There is a procedure in the Union County College Student Handbook for the grade appeal. If a change is to be made, the instructor completes the necessary form and forwards it to the appropriate office for official action. Exams in the PN courses are graded with a Scantron machine and an item analysis is conducted on all results.
Incomplete Grades

An “incomplete” grade may be issued by the instructor if it is warranted by the circumstances, such as an illness. In order to qualify for an ‘Incomplete’, students must have finished at least 90% of the nursing course successfully. 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.

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.

Illness or Injury in the Classroom or Skill Lab

In the event of a minor illness or injury, basic first aid or referral may be provided. Medications will not be administered. If indicated, students will be referred to their personal health care providers for follow-up. Illness or injuries, due to accidents which are incurred on campus or during a College-connected activity, will be reported immediately to the Public Safety Office on the Plainfield campus. If it is not possible to make an immediate report, one should be made before 48 hours have elapsed.

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. 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 Policies

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 lab requirements will result in a clinical failure in the course.

4. Students are not to ask other students to report their absences or lateness to an instructor. Only direct contact with the instructor or agency staff is appropriate.

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 in advance.

- **Absence** - Students are allowed one excused absence during a semester for an emergency or illness. Following an absence, students need to provide documentation that supports the emergency. A committee of the faculty will review the documentation to determine if the absence is justified. If so, 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.

It is the responsibility of the student to make arrangements to complete the clinical make-up time and achieve the learning outcomes. Students who do not complete the make-up requirements will not pass the clinical portion of the course, resulting in an ‘F’ grade. Undocumented absences will result in a clinical failure. Student circumstances will be reviewed on an individual, case-to-case basis.

Students must be able to demonstrate the ability to meet all of the clinical learning outcomes 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.

**Affirmation of Fitness**

Students are expected to meet functional expectations in the classroom and clinical area. This policy is concerned with performance problems related to substance use (drugs including alcohol). Students are required to adhere to this Policy at all times. Noncompliance with the Policy will result in further action, including diagnostic evaluation (supervised drug and/or alcohol screening), referral for treatment, or dismissal from the Nursing Program.

It is expected that students will come to class, lab, and clinical experiences in a condition where they are able to demonstrate competent and safe performance of their duties throughout the scheduled time. The goal of this policy is to identify impaired students and ensure safe, competent patient care.

Faculty are responsible for ensuring that students are able to provide competent and safe and for taking appropriate and decisive action whenever students appear to be impaired.
Should a student be in possession of or using alcoholic beverages or illegal or un-prescribed controlled chemicals on campus or on the grounds of an affiliating agency, he/she will receive a clinical failure and be dismissed from the program.

Clinical Requirement Policy

Students must pass all of the clinical learning outcomes in order to pass the course. Students must demonstrate consistently safe and professional performance throughout the clinical experience. Success in clinical performance is supported by preparation in advance of the experience, including reviewing references and practicing nursing skills. Patient safety, respect and privacy are crucial and will be the main determinants for clinical performance and achievement of the learning outcomes. Evaluation of cognitive, psychomotor and affective domains will be conducted to identify competency.

Clinical evaluation conferences are held to review achievement of the clinical learning outcomes. Students may be referred to the Nursing Skills & Simulation 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.

Students who are asked to leave a clinical agency as a result of unsafe and/or unprofessional behavior will be dismissed from the program. Students who are asked to leave a clinical agency may not return to that agency representing themselves as students of the program.

Clinical Sites

Clinical agencies are selected based on the nursing course learning outcomes 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.

Students are not to be on clinical units outside of scheduled course hours.

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

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, white pants, white lab coat with school logo, white stockings or socks, and white nursing shoes (no clogs, sneakers, or sandals). A complete uniform is required to be worn for lab simulations.

A student photo ID badge, issued either by the College and/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 patient care. Beards and mustaches must be neat and trimmed, if present. 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 patient 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 or cover tattoos that present 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 patient. 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 lab and clinical experiences. Official uniforms are obtained at:
Clinical Warnings/Failures

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 relevant cause. Warnings are given to alert the student of unsatisfactory clinical progress within a semester.

Faculty members are able to deny participation in clinical experiences if students are late, ill, unprepared or observed to be unable to provide safe patient care. Specific examples of behaviors leading to clinical failures include, but are not limited to, activities that place a patient at risk: administering incorrect types or dosages of medications, being under the influence of alcohol or drugs on the clinical unit*, leaving bed rails down or the bed in an elevated position for an immobile patient, taking care of the wrong patient, communicating or acting in a harmful or violent manner, bringing a weapon or instrument that can be construed as a weapon to an agency.

Patient safety is a priority during all clinical experiences.

An inability to achieve clinical learning outcomes 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. Students receiving clinical failures will receive a grade of ‘F’ for the course and may not take any subsequent exams.

Clinical warnings/failures for unsatisfactory clinical performance or behavior may be issued at any time 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 is as follows:

a. A copy of the clinical warning 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 and students have up to five (5) working days to complete and provide any additional documentation related to the warning. 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.

The procedure for a clinical failure is as follows:

a. A copy of the clinical 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 and students have up to five (5) working days to complete and provide any additional documentation related to the 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 up to five (5) working days from the date of his/her receipt of notice of a clinical failure by which to appeal 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 learning outcomes 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.

*Students who come to the clinical area and are not fit to participate in patient care should expect the following to occur:

1. Private conference with the instructor and witness
2. Documentation of the observed behavior/appearance
3. Evaluation by at least one other licensed nurse at the clinical site
4. Referral to the Director
5. Diagnostic screenings
6. Course failure, if the student is determined to be unable to perform clinical patient care

Appeal Process – Clinical Failures

Students may appeal a clinical failure that has been received in a nursing course. There are steps in this process to determine if an appeal is justified.

1. The student submits an appeal letter to the PN program within ten (10) 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. A committee of the faculty will review the request and determine if an appeal is warranted based on due process meaning that standards of professional conduct and fairness have been applied, and proper notification of performance has been provided.

3. Additional data may be requested from the faculty member(s) involved (i.e., clinical warning, failure notice). This documentation is to be submitted for course faculty review within five (5) working days of the request.

3. The student will be notified in writing of the faculty’s decision. A request may be made by the student for electronic notification.

4. If the student has his/her appeal denied and seeks further review, the request goes to the Director of the program within ten (10) working days after receipt of the faculty’s decision.

5. Pertinent documentation will be provided to the Director by the student and faculty for the review. The Director may request a face-to-face meeting with the student for clarification of the incident(s).

6. The Director approves or denies the request for an appeal based on due process.

5. The student and faculty member(s) will be notified in writing of the Director’s final decision. Every effort will be made to expedite the process, but the availability of the faculty and Director may have an influence upon the time for the review and response.

6. There is no further action within the Program beyond the Director’s Review.

Only the student and faculty member will be allowed to represent his/her information at a meeting with the Director. No legal advisor or other persons are permitted at this point.

The Director may request assistance from a representative from the Student Services Office in reviewing student documentation. Students will be informed of the names of these representatives. Students do not attend class or clinical experiences during the appeal process. All documentation will be held in strict confidence during any review proceeding.
Confidentiality

All information that is obtained during patient interactions is considered to be of a confidential nature. Important information regarding patients 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 patient’s care. Tape recording of conversations or photographing patients is prohibited without the express written consent of the patient and instructor approval. Students are not to photocopy or remove any patient records.

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 one’s peers and patients is unacceptable.

When completing written assignments following clinical experiences, students are NOT to use the patient’s name on any documentation. Only the patient’s initials or room number may be used. Every effort should be made to maintain the patient’s confidentiality. Students demonstrate respect for patients by protecting their privacy and only reporting and recording information that is relevant to their care and well-being. Clinical affiliates expect that the faculty and students will adhere to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules. HIPAA is discussed in class, with additional information on how the Privacy and Security Rules protect health information available at: http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html.

Illness or Injury in the 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. Where there is no on-site emergency department, such as in a long term care facility, the community emergency (‘911’) system will be activated. The student will, again, be responsible for all costs of any emergency and follow-up treatment.

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.

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, with any restrictions or limitations clearly identified. The health clearance is submitted to the nursing course faculty member(s) and 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, 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 is essential for continuation of or return to the PN Program.

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 with physical or learning disabilities are advised to contact the Office of Disability Services for further information.
General Communication Policies

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. It is also expected that students will submit their own work, with appropriate citations. Academic dishonesty, such as plagiarism, will not be tolerated in the PN program, and students will be subject to disciplinary action (refer to ‘Conduct’ section).

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

Cell Phones and Electronic Communication
All cellular telephones are to be turned off during all classroom experiences. Students should also not be carrying phones during clinical experiences. The use of personal 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. The use of a cell phone during a clinical experience disrupts the continuity of patient care, and is prohibited in patient care areas.

Students are not permitted to record audio or video information (i.e., PowerPoints & DVD programs) from classes or clinical experiences without the permission of the instructor and/or program director. Written consents are required to take photos and videos of fellow students, faculty members, and patients. This policy is extended to the use of cell phones and all other electronic equipment that is capable of recording audio and visual information.

Use of Electronic Communications
Union County College expects all members of its community to use electronic communications in a responsible manner. Students who log on to Union County College network systems agree to be bound by the terms of the “Union County College Responsible Use Policy”, which is available at: http://www.ucc.edu/admissions/DistanceEducation/NetworkPolicy.aspx.

Social Networking
In regard to social networking, the administrator and faculty of the PN Program believe that professional conscience rather than social interest is critical. Students are not to share images of patients, families, fellow students, faculty members, administrators, or academic or clinical documentation on any Facebook, Twitter, Instagram, YouTube, e-mail, or other electronic or print format without the express written consent of the individual, patient, clinical agency, and/or Union County College. Personal privacy, dignity and respect are the key factors for this policy, which has come into existence in response to poor or uninformed judgment on the part of others. Students who have been found to violate this policy will be subject to dismissal from the PN Program. Recommendations for social networking and professional boundaries can be found at: https://www.ncsbn.org/347.htm.
CURRICULUM PROGRESSION

Students in the Practical Nursing curriculum must achieve the following:

1. Successful completion of all developmental and ESL courses 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 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 204, and elective. However, the GPA required for enrollment in nursing courses is 2.5, so a ‘C+’ average is required in the general education courses.
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 is not accepted as an elective)
8. Effective in Fall 2014, PSY 204 will replace PSY 205 as the curriculum requirement.

Students who completed PSY 205 (Child Psychology) may request a course waiver for PSY 204 – Human Life Span, if a grade of ‘C’ or better was achieved in the course.

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 and the student has been dismissed.

Dismissal

Students are able to repeat only one of the following nursing courses during their enrollment in the program, whether it was the result of a withdrawal or they were unsuccessful academically – PNU 191, 210, or 211. Students who are unsuccessful in the theory component of a nursing course on their second attempt in that course or in another of the above-mentioned nursing courses will be dismissed from the Practical Nursing Program.

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 will be no readmission.

PNU 190 POLICY:

Students enrolled in PNU 190 need to be successful on their first attempt at the course. Students who encounter an emergency situation*, clearly documented, may appeal to repeat the course. The Director and faculty will review the appeal and substantiating documentation, on an individual basis, to determine eligibility. Students need to have been passing the course at the time of withdrawal in order for an appeal to be considered.

Students who are unsuccessful academically on their enrollment in PNU 190 will not be able to continue in the Practical Nursing Program.

* Note – An example of an emergency situation is personal hospitalization.

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. Please refer to the Union County College Student Handbook.

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.
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, and 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, with recommendations made to the Director. 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 course learning outcomes 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 or withdrawal in a nursing course will result in a final dismissal from the Program and not be eligible 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.

Graduation Information
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 Certificate to be issued.
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.

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. Graduates who choose not to take the NCLEX-PN examination within one year may 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. If graduates need to enroll in or audit a nursing course in order to refresh their theoretical or clinical knowledge, then they will be responsible for the tuition and fees associated with 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, science, and nursing. 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/about/ALC](http://www.ucc.edu/about/ALC), there are also online tutors available and resources for students to use, including practice for math of pharmacology.

**Bookstore – Plainfield Campus**

The Bookstore is located on the first floor of the Annex Building – days and hours will be posted. Practical Nursing textbooks will be sold in this Bookstore.

**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 (refer to the Union County College *Student Handbook*).

Students have to activate their Union County College network e-mail account for electronic communication. It is also required to obtain and use a college ID number throughout the nursing program. The Owl's Nest portal offers access to Practical Nursing course information, CANVAS courses, as well as e-mail and other valuable resources.

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.

**Advisement**

Academic advisement 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. Faculty and administration in the Practical Nursing Program are also available to assist students in academic decision-making or referral for personal counseling.

Individuals who are experiencing personal problems should meet with an advisor on one of the campuses. Students with physical or learning disabilities are advised to contact the Office of Disability Services.

**Library**

The College has three libraries (Cranford, Elizabeth, and Plainfield campuses), providing access to high quality information resources and services, in support of student research and learning. Students are expected to use the libraries which offer:

- Expert research help (walk-in, telephone, by appointment)
- Over 100,000 books in print and electronic formats
- Over 30,000 journals, magazines, newspapers, trade publications in print and online, available 24/7/365, on and off-campus
- Videos (on nursing subjects)
• Streaming videos, available 24/7/365, on and off-campus (basic and advanced nursing topics)
• Research guides by subject
• Reserves (class-related materials Practical Nursing professors have asked the library to make available to Practical Nursing students)
• Wireless access
• iPads (with librarian selected nursing apps)
• Online catalog (search for books, e-books, films)
• World Wide Web access

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 County 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 and Simulation Laboratory is located 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. Students may be videotaped for evaluation of skill performance. The hours of operation are posted on the bulletin board outside of room 205.

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 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.

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 accessed as follows:

Go to: 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.
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 Union County College course grades and advanced standing for transfer courses.

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.

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 person or in writing to the student/class within 10 working days.
5. There is no further appeal process within the Program. Students should review the general College policy and procedure for further action (refer to the Union County College Student Handbook).

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

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, lab or clinical area, and they will 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, bullying 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.
4. College dismissal, suspension or probation.

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. Designated smoking areas are identified. In addition, smoking is not permitted at any of the clinical sites.

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 a locked, fireproof cabinet in the Faculty Office. These files are subject to the same access policies as all other student records.
GENERAL INFORMATION

Academic Calendar
The academic calendars for each semester are available at the Union County College website: www.ucc.edu – click on the link to ‘Academic Calendar’ on the bottom of the main page.

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 Union County College web site announcements concerning emergency closure. 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
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
- Union County College ID #
- 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.

Emergency Plans/Public Safety
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 directions from the Public Safety officers, administrators and faculty members. Campus crime statistics are available upon request through the Public Safety Office.

Union County College Emergency Alert Notification System (Regroup)
Anyone wishing to Opt-in to the Union County College Emergency Notification System to receive alert messages must sign up at the following hyperlink: https://ucc.regroup.com/signup. Once completed the new member must confirm their Regroup account via the confirmation email sent to the email address entered during the sign up process. Once the confirmation process is complete, the new member can login to their Regroup account add a phone number for text and voice message alerts from Regroup, or change what type of notifications they receive.

Food Services
A food service is operated on the Plainfield Campus in the Annex Building. 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 in the Practical Nursing program will need to obtain a photo ID badge that is to be worn for all clinical experiences. Union County College now offers this photo ID for enrolled students. Notification will be provided about the date and time that the ID photos will be taken. Photo ID cards are required to be presented for all PN exams.

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. Instructions will be provided for parking at clinical agencies.

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 NJ Transit website at:
DIRECTORY

Offices are found in the Health Science Building -225 Roosevelt Avenue, Plainfield, NJ 07060

Administration Office #209 Joan Merz MSN, R.N.
Director of Nursing
(908) 791-4947 joan.merz@ucc.edu

Department Secretary #208 Kathleen Wittrock
(908) 791 – 4917
FAX (908) 412-3548 kathleen.wittrock@ucc.edu

Full-Time Faculty:

Michele Cislo, MA, RN
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(908) 791-4937 sonsiadek@ucc.edu

Academic Specialist:

Nancy Friedrich, MSN, R.N.
908-791-4950 nancy.friedrich@ucc.edu

Skill & Simulation Lab – Rooms 205 & 207

Grant Office (Room AX210, Annex Building):
(908) 412- 3562
FAX: (908) 412 – 3558
PRACTICAL NURSING OFFICE HOURS

Secretary: Kathleen Wittrock (908) 791 - 4917

The Department and Director’s office is located in Room #208 on the second floor of the Health Science Building on the Plainfield Campus.

Regular Office Hours:  8:30 AM – 4:30 PM
                        Monday – Friday

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

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

I understand that I will adhere to all program policies and procedures in the *Practical Nursing Program Student Handbook*, Union County College *Catalog*, and Union County College *Student Handbook*. 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/academics/Certificates/practicalnursing.aspx](http://www.ucc.edu/academics/Certificates/practicalnursing.aspx).

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

I understand that each clinical affiliate has its own policies and procedures which must be followed, such as a requirement 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 (due before PNU 190 enrollment)

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:

**April 1st – Spring semester enrollment**  
**October 1st – Fall semester enrollment**

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 ID