NLN Center of Excellence

www.ucc.edu/academics/academic-divisions/division-of-allied-sciences/practical-nursing-program
Welcome to the Union County College Practical Nursing Program. This handbook has been prepared to help you become familiar with the Nursing Program. It contains the policies and procedures* that delineate the rights and responsibilities of Union County nursing students.

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

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

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

Sincerely,

Joan Merz, MSN, R.N.
Director of Practical Nursing

*Please note that the Department reserves the right to change any of these policies or procedures on or before the first day of each semester/term.
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NEW JERSEY LICENSING REGULATIONS & REQUIREMENTS

Licensing Requirements:
New Jersey State Board of Nursing Requirements

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

a. Qualifications of applicants.

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

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

The application for licensure contains important directions and questions in which you must answer. Please refer to the NJBON website for applications for PN licensure at: https://www.njconsumeraffairs.gov/nur/Pages/applications.aspx

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

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 a students’ concerns are not perceived to have been resolved through the grievance process within the College, then students may address complaints about the Program to the Board of Nursing at the address above.
The program is also accredited by the 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.

ACEN may be contacted at:
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Phone: (404) 975-5000 Fax: (404) 975-5020 http://acenursing.org/

PROGRAM PHILOSOPHY

College Mission and Goals
For information about the Philosophy, Mission, and Goals of the college please refer to the college catalog, 2018-2019, page 7.

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

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 https://www.ucc.edu/academics/academic-divisions/division-of-allied-sciences/practical-nursing-program The Union County College Student Handbook is available online at: https://www.ucc.edu/academics/academic-divisions/division-of-allied-sciences/practical-nursing-program

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

The Practical Nursing faculty believes that Nursing is a critical component of the healthcare delivery system and Practical Nurses play an integral role in assisting patients to attain an optimal level of health. The Practical Nursing faculty define Health 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 legal-ethical practice, caring in collaboration, competent care, teaching/learning, clinical reasoning, community, growth and development, and holistic, multicultural approach and stimuli that individuals and groups are exposed and respond to, including an emotional atmosphere of harmony or dissonance. Individuals experience changes as they progress through the developmental stages that affect their physiological, psychological, sociocultural, and spiritual well-being. Individuals, as consumers, are participants in the recognition of self-care needs and achievement of their optimal level of health. Society is composed of a wide variety of individual members and groups. The society exists to support the needs and activities of its individual diverse members within families and communities. Nursing identifies and responds to the health care needs of the individual within the context of the society.

The faculty believes that education is a continual process. Nursing assists in meeting the self-care needs of individuals within the society as it moves forward. This requires the acquisition of updated theoretical knowledge and technological skills and the incorporation of information from a variety of related disciplines. Education provided within a college environment offers opportunities for students to broaden their perspectives by interacting with individuals from other fields. Students are exposed to the availability and value of continued education and articulation to higher levels of nursing.
The faculty believes that it is critical for students to continue their education in nursing, whether formally or informally, in order to provide safe and effective care. Students build upon a foundation of theoretical knowledge and clinical skills as they move through the curriculum. Learning occurs with the integration of knowledge, behaviors, and attitudes that are necessary for assuming the role of a beginning Practical Nurse. The faculty believes that an educational environment needs to be created where teaching methodologies and student activities will promote growth and active participation in the learning process. Students play an active role in the educational process by taking the initiative to seek out current relevant information from a variety of sources and disciplines and integrating it into their practice.

The faculty believes that the graduate of the program will demonstrate the ability to function as a new member of the health care team and provide care that is appropriate to the patient’s self-care needs and respectful of the individual’s dignity as a human being.
The Practical Nursing Program at Union County College will:

1. Provide educational opportunities for students from diverse backgrounds.
   a. Enroll students who reflect the diversity of the community.
2. Graduate a beginning practitioner who is competent to assume an entry level nursing position and function within a variety of health care settings.
   a. Prepare graduates who will achieve a minimum pass rate of 80% on the NCLEX-PN licensure examination.
   b. Prepare graduates at least 80% of whom will assume a position as a LPN within 2 years.
   c. Prepare students to meet the needs of employers for graduates who will demonstrate competence in preparation for practice.
3. Promote continual learning and advancement within the profession by encouraging and facilitating articulation to RN programs.
   a. Prepare graduates at least 15% of whom 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.
5. Partner with community agencies to provide educational experiences for students and health care services for the population.
   a. Ensure that clinical affiliation agreements are in place with a variety of health care agencies in the community.
   b. Offer excellent clinical experiences to achieve student learning outcomes.
   c. At least 80% of the graduates identify that clinical/simulation experiences assist in their achievement of student learning outcomes.

**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
DIVISION OF ALLIED SCIENCES  
Practical Nursing  
STUDENT HANDBOOK  
Curriculum Sequence  

FIRST YEAR

FALL/SPRING SEMESTER

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology OR</td>
<td>3</td>
</tr>
<tr>
<td>PSY 102</td>
<td>Psychology of Personality</td>
<td></td>
</tr>
<tr>
<td>BIO 102</td>
<td>*Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>PNU 190</td>
<td>Nursing Concepts</td>
<td>5</td>
</tr>
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</table>

Semester Total: 15

SPRING/SUMMER SEMESTER

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNU 191</td>
<td>Adult Health I</td>
<td>10</td>
</tr>
<tr>
<td>Free Elective</td>
<td></td>
<td>3 - 4</td>
</tr>
</tbody>
</table>

Semester Total: 13-14

SECOND YEAR

SUMMER/FALL SEMESTER

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CR.</th>
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</thead>
<tbody>
<tr>
<td>PSY 204</td>
<td>Lifespan Development OR</td>
<td>3</td>
</tr>
<tr>
<td>PSY 205</td>
<td>Child Psychology</td>
<td></td>
</tr>
<tr>
<td>PNU 210</td>
<td>Maternal/Child, Pediatric, &amp; Mental Health Nursing</td>
<td>9</td>
</tr>
</tbody>
</table>

Semester Total: 12

SPRING/FALL SEMESTER

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNU 211</td>
<td>Adult Health II &amp; Role Transition</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 - 4</td>
</tr>
</tbody>
</table>

Semester Total: 13-14

Total Program Credits: 52-53

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

Rev. Jan. 2019
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.
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. Not all courses are offered every semester. Summer session is 10 weeks. If students choose not to take courses in sequence then the length of the program will be extended.

Every effort is made to provide students with consistent class and clinical schedules. 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. No student will be guaranteed certain days for clinical experiences. Students are advised that they may be required to be on campus, in
Course Descriptions

PNU 190 Nursing Concepts

This course introduces the Practical Nursing student to the profession of nursing and the role of the LPN. Trends in nursing practice and the health care delivery system will be discussed. The integration of self-care and clinical reasoning principles into the nursing process will be a key focus. Fundamental nursing concepts and practices for health promotion, including communication, patient teaching, assessment, nutritional support, and general pharmacological and safety principles, will be presented. Students will practice and demonstrate beginning proficiency in selected skills, including the calculation of drug dosages, measurement of vital signs, hygienic care, and application of standard precautions, and the use of medical terminology. **Prerequisites:** All Developmental Course Work, GPA 2.5. Co-requisites: ENG 101 or ENG 112, BIO 102 or BIO 106, PSY 101. **Must be completed with a C in order to move ahead in the program.** 60 lecture hours and 45 clinical lab hours. 5 credit hours (4 theory, 1 clinical lab).

PNU 191 Adult Health I

In this course, the student will continue to use the nursing process, within the self-care framework, to assist adult patients in meeting their physiological and psychosocial self-care requisites in the long term and acute care setting. Emphasis will be placed on patient assessment and an understanding of the commonly occurring and chronic conditions that alter an individual’s state of wellness. Care of patients pre- and postoperatively, and those experiencing fluid and electrolyte imbalances, infectious diseases, and selected cardiovascular, respiratory, musculoskeletal, and endocrine deviations will be discussed. Principles of critical thinking and therapeutic communication will be integrated throughout the course. Content that is presented in the classroom will be reinforced with clinical experiences in the skills laboratory and patient care settings where students will apply basic nursing principles and techniques. **Prerequisites:** PNU 190, ENG 101 or ENG 112, BIO 102 or BIO 106, PSY 101, GPA 2.5. **Co-requisite:** Elective. 105 lecture hours and 135 clinical lab hours. 10 credit hours (7 theory, 3 clinical lab).
PNU 210 Maternity, Pediatric & 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 communications, 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)

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).
Performance Abilities for Entry-Level Nursing Program

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

### INTELLECTUAL

<table>
<thead>
<tr>
<th>Cognitive Perception</th>
<th>The ability to perceive events realistically, to think, clearly and rationally, and to function appropriately in routine and stressful situations. Student must be able to independently and accurately assess or contribute to the assessment of a client.</th>
<th>Identify changes in client health status. Prioritize multiple nursing activities in a variety of situations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking skills demanded of nurses require the ability to learn and reason: to integrate, analyze and synthesize data concurrently. Students must be able to problem solve rapidly, consider alternatives and make a decision for managing or intervening in the care of a client.</td>
<td>Able to make effective decisions in the classroom and in the clinical sites. Develop/contribute to nursing care plans that accurately reflect client concerns. Able to make decisions reflective of classroom learning in the clinical sites.</td>
</tr>
</tbody>
</table>

### MOTOR SKILLS

<table>
<thead>
<tr>
<th>Motor Skills</th>
<th>Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client.</th>
<th>Positions clients. Reach, manipulate, and operate equipment, instruments and supplies e.g. syringes, sterile equipment, monitors. Electronic documentation. Lift, carry, push and pull. Perform CPR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Tolerance</td>
<td>Ability to tolerate lengthy periods of physical activity.</td>
<td>Move quickly and/or continuously. Tolerate long periods of standing and/or sitting.</td>
</tr>
</tbody>
</table>

### COMMUNICATIONS

Rev. jan. 2019
## Communication

Communication abilities in English sufficient for appropriate interaction with others in verbal and written form. Able to communicate with clients and members of the health care team in order to plan and deliver safe care.

Utilize oral and written communication skills sufficiently for teaching/learning and for interaction with others. Read, understand, write and speak English. Explain treatment procedures. Initiate and/or reinforce health teaching. Document client responses. Clarify communications received.

## Interpersonal Relationships

Interact with clients, families, staff, peers, instructors, and groups from a variety of social, emotional, cultural and intellectual background.

Establish rapport with clients, families, and colleagues. Respond in a professional/therapeutic manner to a variety of client expressions and behaviors.

## Senses

### Hearing

Auditory ability sufficient to hear normal conversation and/or assess health needs.

Hears monitor alarms, emergency signals, auscultatory sounds, cries for help e.g. B/P, heart, lung and bowel sounds, and cries for help. Hears telephone interactions/dictation. Hears conversation with clients, families and colleagues.
ESSENTIAL FUNCTIONS GUIDELINES

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

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

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

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

Intellectual/Conceptual Abilities:
Students must demonstrate critical thinking skills so that they can problem-solve creatively, master abstract ideas, and synthesize information presented in academic, laboratory and fieldwork settings. Students must be able to measure, calculate, reason, analyze, process, integrate, synthesize, apply and retain facts, concepts, and data related to the art and science of health care. In some areas, this
requires comprehension of three-dimensional relationships and spatial relationships of structures. Students must develop and exhibit a sense of medical ethics, and also recognize and apply pertinent legal and ethical standards.

**Behavioral and Social Skills:**

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

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

**DISABILITIES SUPPORT SERVICES**

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

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

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

Accommodations are provided to address the special needs of students with documented disabilities, in compliance with the New Jersey Law Against Discrimination (NJLAD), Section 503/504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, including the recent Amendments.

To learn more about Disability Support Services, contact us at disabilitysvc@ucc.edu

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

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

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

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

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

Without proof of coverage, students will not be permitted to register for the subsequent class or attend class or clinical. It is the students’ responsibility to maintain current coverage and provide documentation upon request. Malpractice insurance is renewed annually.

Cardio-Pulmonary Resuscitation (CPR Certification)
Students are required to be CPR certified (BLS-Basic Life 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.

*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/Heart saver level or online offerings, are applicable.

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

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

* All current students are to have an annual Mantoux skin test for tuberculosis. A two-step Mantoux test is not required if proof of a negative Mantoux within 12 months is provided. Students who test positive to the Mantoux skin test or have received BCG will obtain a chest X-ray or pulmonary clearance. Mantoux testing or pulmonary clearance is required ANNUALLY. Chest X-rays are good for 3 years. Appropriate documentation is required to register for PNU 191, 210, and 211. Students who do not complete these health requirements 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:

- Students who are not immune to measles, mumps, rubella, varicella, or hepatitis B will need to obtain the appropriate vaccination. A follow up titer is required following vaccinations.
Students who are not immune to the infectious diseases noted may be prohibited by the clinical agencies from participating in experiences in areas where disease transmission poses a high risk to patients, staff, visitors, and/or students.

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

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

**Practical Nursing Program Policy and Union County College Policy**

**ENROLLMENT REQUIREMENTS**
The Nursing Program, as a department of Union County College adheres to many 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.

**ACADEMIC PROGRESS POLICY**

1. Student Handbook Waiver must be signed and submitted at new student orientation, indicating review and understanding of the Program’s policies and procedures.
2. Fitness for Duty Contract must be signed, submitted and adhered to. Failure to adhere to this policy can result in a grade of F and dismissal from the program.
3. Release Form, Video and Photography Consent, Informed Consent, Privacy and Confidentiality Agreement and Examination Confidentiality Agreement must be signed and submitted at new student orientation or by first day of class.
4. The program consists of a prescribed set of professional and general education courses. The professional courses are sequential and may be taken by students accepted into the program.
5. Students who fail a professional course with a course average of 74% or below are allowed to repeat once, if fails two nursing courses the student is dismissed from the program.
6. Students who have been dismissed from the program for academic failure may apply once for readmission.
7. Students who have been dismissed from the program for a clinical failure are not eligible for readmission.
8. Students who voluntarily self-drop or who are dismissed from the program will be readmitted under the current curriculum.
9. A grade of C+ (75%) or higher must be earned in all professional course. Program course work includes, academic, laboratory and clinical practice.

10. Prior to readmission, students must validate clinical skills for all successfully completed courses.

11. Students must complete all examinations administered during the program.

12. Students are responsible for all written and verbal information that is shared in scheduled class.

13. Students are encouraged to seek assistance promptly from PN staff when and if they experience academic or personal difficulties

14. Students who have an Accommodation Alert Form should provide a copy of the form to each instructor. The student will take the exams on the same day as the class.

15. Students may not be in clinical units outside of the scheduled clinical hours.

16. Students may not switch clinical assignments or schedules without the expressed written permission of the Director.

17. Students will conduct themselves in a professional manner at all times in class, laboratory and clinical practice. Students who display unprofessional conduct may be dismissed from the program.

PROGRAM POLICIES

ADMISSIONS

Admissions
To be considered for enrollment in Practical Nursing, applicants must first be admitted to Union County College. It is the applicant’s responsibility to provide the necessary information to the Union County College Admissions/Registration/Records Office to complete his/her application.

General information about College admission is available through the website at: 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

Please submit all applicable transcripts to the Admissions Office, Cranford Campus, 1033 Springfield Avenue, Cranford, NJ 07016

- a. Official high school transcript or GED scores (no college degree or prior course work was completed at Union County College)
- b. Official transcripts from other colleges/universities attended
- c. A World Education Services® evaluation of foreign transcripts

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In addition, applicants to the Practical Nursing major must submit a special admission application form. Enrollment in Practical Nursing is limited, and applications are reviewed in the order of the date of submission of the completed application packet.

To be eligible for acceptance into the Practical Nursing program, the following requirements must be met:

1. If you have college credits, you must have earned a grade point average (GPA) of 2.5 or higher at Union County College or at other colleges and universities attended
2. Successful completion of Mat 017 and ENG 097 or placement into College level courses. Successful completion of any college course work that is currently in progress and maintenance of a cumulative grade point average (GPA) of 2.5 or higher at Union County College and/or transfer institutions.
3. A clear criminal background check by our specified vendor.

For full consideration, the completed application packet containing the following items must be sent to Ms. Kathleen Wittrock via email at Kathleen.Wittrock@ucc.edu or by postal mail to Ms. Kathleen Wittrock, Division of Allied Sciences, Plainfield Campus, Union County College, 232 East Second Street, Plainfield, NJ 07060:

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.

c. Schedule and pay for the TEAS Admission Assessment exam (cost approximately $70). Students may take the exam twice. The student may purchase a review book directly from ATI at www.atitesting.com. The directions for this process can be obtained by emailing Kathleen.wittrock@ucc.edu

Practical Nursing Program applicant packets are processed through the Office of the Practical Nursing department of Union County College. Specific information about the Program is available on the website http://www.ucc.edu/academics/academic-divisions/division-of-allied-sciences/practical-nursing-program/ or by calling: (908) 791-4917.

Applications for the PN program are due by August 1st- October 15th for the Spring semester and March 1st – May 15th for Fall semester.

Transfer 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 Director of the nursing program. A minimum of grade C+ in nursing course work at another accredited institution is required for consideration of credit being given for such course work.

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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. There are fees associated with the challenge exam.

Students who have completed nursing courses more than three (3) 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.

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

Schedule -Curriculum Changes
Any schedule changes require approval from the Director of the Practical Nursing program. Students wishing to withdraw from a PNU course must submit the withdrawal form to the course faculty member for signature. If the student has received a clinical failure prior to the withdrawal a grade of “F” will be issued and the student will be dismissed from the program. Withdrawal from a nursing course will count as a repeat attempt.

Students may apply to change their curriculum after they have consulted with a member of the Student Service staff.

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

Articulations
Graduates are encouraged to continue with their nursing education after completion of the Practical Nursing Program. There are two programs that, in cooperation with Union 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 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.

Curriculum Progression
To achieve and maintain good academic standing in the Practical Nursing curriculum, students must achieve:

1. Successful completion of all developmental and ESL courses before enrolling in 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. However, the GPA required for enrollment in nursing courses is a 2.5, so a cumulative grade point average of C+ is required in the general education courses.

refer to the Union County College Student Handbook.
Students may also be dismissed from the Practical Nursing program because of conduct that is unsafe, unethical, inappropriate, or unprofessional. Please refer to the section on Conduct.

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

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.
Attendance

Attendance is mandatory. Students are expected to attend all the scheduled classroom and clinical experiences to meet the course learning outcomes. Students are expected to arrive on time 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 on Financial Aid need to be aware of attendance requirements that may have an impact on their funding.

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 the faculty member has been notified in advance.

Clinical Absence - Clinical absences are not permitted. Students who are absent during a semester for an emergency or severe illness will be considered. 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 arrange 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 component of the course, and will be dismissed from the program. Undocumented absences will result in a clinical failure. Any clinical failure results in a dismissal from the program. Student circumstances will be reviewed on an individual, case-to-case basis.

Absences

1. The student is expected to assume responsibility for obtaining course material and assignments in the event of an absence.
2. Contact the instructor or division secretary of an absence.
3. Make up work is to be arranged with the instructor within one week after returning to school.
4. Make up arrangements are the responsibility of the student and at the discretion of the instructor.
5. Each unexcused absence will lower the professional behavior grade one letter grade.
6. There will be no makeup quizzes or exams for unexcused absences. The student will receive a zero grade for that quiz or exam.
7. Excused absences consist of illness or death in the family, which requires formal documentation and should be presented to the instructor upon the student’s return to class.

**Infection Control**

While participating in classroom, laboratory and clinical practice experiences, students need to be aware of standard precautions and transmission specific precautions (droplet, airborne, contact). All equipment, linens, utensils, dressings, etc. that come in contact with a client’s body fluids are considered contaminated and need to be handled accordingly. The following are some basic guidelines to follow:

1. Wash hands before and after client care.
2. Use barrier protection (eyewear, masks, gloves, gowns) when indicated.
3. Dispose of equipment and other materials appropriately (such as in designated hampers).
4. Report the presence of open lesions or infections to the instructor.
5. All students are to adhere to the standards of care and standard precautions.
6. All students are to abide by dress code policy to ensure safety and standard precautions.
7. In the event of contamination (eyes, mouth or cut) the students is to immediately report it to the faculty member and follow procedure accordingly as instructed by the faculty member.

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

Students must demonstrate the ability to meet all the clinical learning outcomes for each course and participation in patient care experiences is crucial for learning the role of the Practical Nurse. 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 cannot 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 philosophy of the Practical Nursing
program administration and faculty that notification of absence or lateness is a major part of professional accountability.

**DISMISSAL**

Automated dismissal from the Practical Nursing Program:

Students enrolled in PNU 190 must pass the course on their first attempt. Students who fail PNU 190 will not be able to continue in the Practical Nursing Program and are dismissed from the program.

Students may 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 re-admission.

Students dismissed from the College by the Academic Evaluation Committee because 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 of 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 because of conduct that is unsafe, unethical, inappropriate, or unprofessional. Please refer to the section on Conduct.

**PROGRAM POLICIES AND PROCEDURES**

**COLLEGE POLICY AND PROGRAM POLICY**

The Nursing Program, as a department of Union County College, complies with the College’s documented policies and procedures. However, there are instances, however, when the Nursing Program has established additional policies and procedures 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.

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RE-ADMISSION FOR DISMISSED STUDENTS

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 the following criteria:

- Submission of the formal written request for re-admission
- A period of at least one semester must have elapsed since the dismissal. This allows the student the opportunity to attend to any personal, financial, or academic issues prior to attempting re-admission.
- A current cumulative GPA of 2.5 or higher
- 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 to ensure safe practices.
- Achievement of a grade of 75 or above on the appropriate written examination as follows:
  - 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 fundamental and medical-surgical concepts, including related pharmacology and dosage calculation.
  - Students requesting return into PNU 191 – An integrated exam on selected fundamental and adult health concepts, including dosage calculation

- After successfully passing the written examination, the student entering PNU 191 and beyond must also successfully complete a performance test on the skills learned prior to the dismissal, depending on the course(s) completed:
  - Hygienic care measures – bed making, bath
  - Comfort measures – positioning, turning, transfers, range of motion Vital signs
  - Medication administration – oral, parenteral, IV monitoring Aseptic technique – gowning, gloving, basic dressing change
  - Suctioning
  - Tube feedings
Requests for re-admission will be reviewed by the PN faculty, with recommendations made to the Director. Students meeting all the above criteria for re-admission may be placed in the course in which they were enrolled at the time of the dismissal or where they would have been enrolled at the time of the student’s absence. 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 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 requirements, such as personal counseling or academic assignments. Specific issues relating to conduct may preclude the student’s ability to be re-admitted. This behavior includes, but is not limited to threatening behavior, weapons possession, theft, cheating, and substance abuse.

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

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 two (2) years or more will need to start the curriculum sequence from the beginning at PNU 190.
STUDENT GRADE APPEAL FORM

STUDENT _______________________________ STUDENT ID ____________ TERM/YEAR ____________

COURSE CODE ___________ SECTION _______ COURSE INSTRUCTOR ______________________________

The appeal process is designed to ensure that College policy and procedures have been followed and all facts have been considered.

Please Note: Only a final grade can be appealed and the first step of the appeal process must begin within the first three weeks of the next 15-week semester. Please describe the specific circumstances of your appeal and attach supporting documents if needed.

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Student signature: __________________________________________     Date: __________________

There are four steps to the appeal process. All steps must be followed in order. The student is responsible for initiating each step of the appeal process. The instructor will pass this original form to the next instructor, coordinator* or division dean. Copy to be given to student.

Step 1: Meet with course instructor.   Date of meeting: _______________________
Decision and rationale: ______________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Instructor signature:  __________________________________________________________________

Step 2: If the issue is not resolved at Step 1, within two weeks after completion of Step 1, the student should proceed to Step 2.
Meet with the Coordinator. *    Date of meeting: ______________________
Decision and rationale: ______________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Coordinator signature:  ______________________________________________________________

STEP 3: If the issue is not resolved at Step 2, within two weeks after completion of Step 2, the student should proceed to Step 3.
Meet with the Division Dean*.       Date of meeting: _____________________________
Decision and rationale: ______________________________________________________________
__________________________________________________________________________________

Division Dean signature: ______________________________________________________________

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* Certain college programs have coordinators (e.g. in Health Science programs). If the instructor is also the Coordinator move to the next step. If the program has no coordinator, move to the next step.

**STEP 4:** If the issue is not resolved at Step 3, within two weeks after completion of Step 3, then the student should proceed to Step 4.

Meet with the Dean of Elizabeth Campus. **The recommendation of the Dean of Elizabeth is final.**

Send a copy of this form along with copies of all supporting documentation to the Office of the Dean of Elizabeth Campus.

Recommendation of the Dean of Elizabeth
____________________________________________________________________________________
____________________________________________________________________________________

The Dean of Elizabeth sends this document to the Vice President of Academic Affairs for final signature. The document is then returned to the Dean of Elizabeth for a letter to be sent to the student confirming the result of the appeal.

___________________________________________________     ______________________
Dean of Elizabeth Campus         Date

___________________________________________________     ______________________
Vice President Academic Affairs       Date

**Letter of notification to student:** _______________________
Date

Union County College does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.

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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. **No late withdrawals are permitted.**

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 an 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 Scranton machine and an item analysis is conducted on all results.

Appeal Process for Dismissal Due to Clinical Failure

A student who is dismissed from the nursing program because of unsafe clinical performance or failure to achieve clinical learning outcomes at the indicated level
Incomplete Grades

An “incomplete” grade may be issued by the instructor if it is warranted by the circumstances, such as an illness. 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 plan 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.

Graduation

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 for the Certificate to be issued.

Students shall have a maximum of three (3) years to complete the Practical Nursing Program. The three-year (3) 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 to refresh their theoretical or clinical knowledge, then they will be responsible for the tuition and fees associated with the course.

Uniforms/Dress Code

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

Agency dress codes must be followed at all times.

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

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

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

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

PNU 190 lab uniform:
• White lab coat
• Appropriate business casual dress
• No open toed shoes, no sandals, no high heels

Simulation Clinical Lab:
• Same as for clinical attire.

Students are expected to maintain a professional appearance. No visible body piercing, other than the ears, or tattoos are allowed. Students may be asked to remove jewelry or cover tattoos that present an unsafe or unprofessional appearance. 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 available at: Uniform States of America, 920 Savitt Place, Union, NJ 07083
Phone: (888) 963-3378

New uniforms are available online at: http://www.medicallyequipped.com/ucc/
Schedule and 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.

RESOURCES

Union County College provides a variety of support services to help students achieve academic success. Please refer to the college catalog for more information.

The primary collection for the Practical Nursing program is located in the Plainfield Campus Library, Annex Building. Online and electronic resources are available through any networked college computer, and many others are also available from off-campus, with your Owl’s Nest log-in. For more information about the Union 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 Laboratory is in Room 205 on the Second Floor in the Health Science Building on the Plainfield Campus. Supervised practice of nursing techniques and tutorial services are available, as well as sign-off on the completion of mandated skills.

The Nursing Simulation laboratory is in room 207 on the second floor in the Health Science Building at the Plainfield Campus. Nursing students actively participate in clinical nursing simulation as part of their clinical learning experience. This experience may be video or taped audio recorded for debriefing purpose only. A confidentiality agreement is signed to maintain the integrity of the learning experience for all students. 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.

Rev. Jan. 2019
Website for Practical Nursing

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

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

STUDENTS RIGHTS AND OBLIGATIONS
For information about student rights and obligations at the College, refer to the Union County College Student Handbook.

GENERAL INFORMATION
For general information about academic calendar and other student services, go to www.ucc.edu

Student Files

Practical Nursing program maintains student files per the following guidelines:

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 include, 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.
DIVISION OF ALLIED SCIENCES
Practical Nursing
STUDENT HANDBOOK

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

Grading Scale:

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

74.4 or below designates an unacceptable level of professional performance.
0.5> will be rounded up
0.4< will be rounded down

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

Written Assessments
1. All written requirements must be completed and submitted in order to take the final exam
in a PN course.
2. Students must not leave their seats during an assessment/examination.
3. No communication between students will be tolerated during an assessment/examination.
4. Students may not share information about an assessment/examination with other students.
5. Students are expected to sit for all written testing assessments at the scheduled times. There
are no re-takes for written examinations or quizzes.
6. Students must notify the instructor of a late arrival to a written testing assessment, and may
be given the option to take the exam during the remaining time scheduled or at another
appointed time at the discretion of the Instructor.
7. In an emergency necessitating an absence, students must notify the course faculty
member(s) at least ½ hour prior to a written testing assessment.
8. Valid excused absences will be reviewed on an individual basis and missed exams will be
rescheduled. The make-up exam can vary from the original test.

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9. If the student does not notify the instructor of an absence for an exam, a zero grade will be given.

**Test Review**
1. Student is entitled to review an examination for the purpose of a learning experience.
2. Exam will be reviewed in a mutually respectful atmosphere.
3. Each student will sign and date the reviewed exam before handing it back to the Instructor.
4. If a student wishes to challenge a test item, the student must schedule an appointment to meet with the instructor within one week of the exam review.
5. During all test reviews students may not have any phones or pens/pencils to copy questions.

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

**Assignments**
1. All clinical and classroom assignments must be handed in on time.
2. Grades will be lowered by 5 points per day for all late assignments.
3. No assignment will be accepted after five days (including the weekend) and will receive a zero grade.
4. 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.

**Unsatisfactory Performance**
1. Student conferences are required for an unsatisfactory performance (75% or less on any written test, assignment, practical examination, behavior) at any time within a semester.
2. Student conferences are scheduled with the Instructor.
3. A Student Conference Record is filled out to memorialize the academic strategies outlined for the student.
4. Student Conference Records are signed by the Instructor and student. Students will receive a copy of their records.
Grade Change

1. Students requesting a change in a course grade must present their initial appeal to the course instructor who awarded the grade.
2. It is the instructor’s decision to follow through with a grade change.
3. If a change is to be made, the instructor will follow the college policy for the grade appeal process.

LABORATORY

1. Attendance to all laboratory sessions is mandatory.
2. Students are expected to come to lab sessions prepared to perform the lab activities assigned for that day.
3. Any student desiring additional practice with laboratory equipment is requested to make arrangements with the course instructor.
4. Additional open lab hours are available each week. A schedule is announced at the beginning of each semester. Students will sign in on the Open Lab Attendance Sheet.
5. Students are not to use PTA classroom and equipment without an instructor being present unless given prior permission.
6. Due to the necessity for scheduling adequate laboratory and class experiences, classes may be scheduled on evenings and/or Saturdays.
7. Lab partners will be randomly assigned throughout the semester to ensure that all students have had the opportunity to work with each of their classmates.
8. It is an expectation that all students will work with their classmates and assist those who may need help.
9. All PTA program laboratory courses involve direct interaction between the students and the PTA faculty.
10. All students experience both administering care and receiving care. Classmates are “patients” and “clinicians”.
11. Students are required to sign a Laboratory Practical Participation Consent at the start of the program which will remain in effect for the duration of the program. If a student is unable to wear lab attire due to religious or cultural beliefs, he/she must submit a written request to be exempt from the policy to the Program Director and the Instructor of the course.
12. If a student is injured during a laboratory session, the incident is immediately reported to the Program Director and the student fills out a College Incident Report.
13. All students are expected to bring two (2) towels, shorts, tank tops and a set of twin sheets for all lab sessions. Comfortable clothing that allows for ease of movement and dignity of the individual. This includes but is not limited to: sweat pants, gym shorts, tank tops, halter tops, sports bras, sneakers, and rubber soled closed toe shoes.
14. Information on Standard Precautions is provided in the PTA curriculum. All students will demonstrate understanding of this information in the professional courses and practical.
15. examinations. All staff and students are to follow universal precautions at all times. Gloves and masks are available in the lab for individual’s use and safety.

16. Material Safety Policy and Material Safety Data Sheets are maintained in the Program office and the PTA laboratory cabinet for accessibility.

17. Laboratory equipment undergoes biomedical inspection once annually. All other equipment is inspected by PTA Program staff periodically throughout the year. All equipment deemed unfit will be placed out of commission until fixed or discarded. All equipment user manuals are maintained in the PTA laboratory cabinet.
PROFESSIONAL BEHAVIOR
All students accepted into the Practical Nursing Program will be evaluated on professional behaviors both in the classroom, laboratory and in the clinical settings.

The following actions will be taken if a student demonstrates behaviors inconsistent with the criteria established in these documents:

1. When behavior is perceived as being inappropriate, the student will be given feedback regarding the inappropriate behavior(s) and be provided with relevant expectations for remediation. This feedback can be provided by faculty and/or clinical instructor. The student will be expected to remediate the behavior as advised.

2. In the academic setting: If an instructor feels a student is not following the professional behaviors and expectations as stated above, the instructor may dismiss the student from the lecture or lab at their discretion and receive a zero grade for professional behavior that day. The student will need to make up all work that was missed. A student conference will be scheduled to discuss the expected professional behaviors with the student. If behaviors are not corrected, the student will be subject to consequences as determined by the faculty ranging from remediation to the forfeiture of the opportunity to continue in the program.

3. In the clinical setting, if behaviors are inappropriate, a formal learning contract between Union County College PN Program and the student will be developed between ACCE and student. All parties will sign the learning contract. The behavior(s) will be reassessed as in a timely manner.

4. If behaviors are not remediated, the student may be dismissed from the program.

FITNESS FOR DUTY
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 always. 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.

1. Impaired observations include but not limited to: frequent absenteeism with no documentation, drowsiness and sleepiness, smell of alcohol, inability to meet schedules and deadlines, slurred incoherent speech pattern which is different than typical, aggressive
2. behavior, erratic change in mood, change in appearance, decreased dexterity and coordination, inappropriate response to stimulus, unexplained injuries.

3. If impaired observations are detected, a request for the presence of a second instructor or staff to witness observations.

4. The instructor will initiate emergent or non-emergent actions depending on the situation with the appropriate referrals.

5. The instructor will fill out documentation of events for student file.

It is expected that students will come to class, lab, and clinical experiences in a condition where they can 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 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 EDUCATION
Clinical assignments will be given to eligible students who have completed the general clinical education requirements:

   a. Student Health Documentation, vaccinations, blood testing, titers
   b. Health Insurance
   c. Drug Testing
   d. First Aid/ CPR certification for the Health Care Provider
   e. Malpractice Insurance
   f. Criminal record history background check
   g. Signed HIPPA form
   h. Successful completed of all professional course work with a course average of 75% or higher.
   i. Successful completed of all competency skills for each professional course.

2. Proper professional behavior is expected when attending clinical practice including but not limited to: attendance, assignments, attire, patient interactions, clinical instructor interactions and cell phone/electronic use. Inappropriate professional behavior is grounds for dismissal.

3. Students who no-show more than one day of clinical practice will receive a grade of F. Clinical Practice failure are not considered for readmission. Only three excused absences are allowed across all 3 clinical rotations (1 excused absence per rotation). All excused absences will be rescheduled for makeup.

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4. If a student is deemed unsafe, a grade of F will be given. Behaviors that may result in immediate dismissal include but not limited to: professional determination of the Clinical Instructor performing acts beyond the scope of practice, unauthorized use of supplies, equipment or pharmaceutical agents, falsifying or altering documentation, patient abuse, neglect or abandonment, felonious acts, violation of ethical principles, violation of Fitness for Duty policy, breach of HIPPA rules, practicing on an unscheduled day or without supervision.

5. If a student is injured during clinical practice, the incident is immediately reported to the Clinical Instructor. Clinical site procedures for onsite injuries will be followed. The incident will be reported to ACCE and Program Director with a copy of the incident report.

6. When students performed procedures that are patient sensitive, the student should consult with supervisor to determine if the presence of another individual is advisable.

7. Students will have drug tests as part of his or her physical exam prior to beginning clinical affiliations. Students must consent to release information to the clinical affiliation. Students must understand that the clinical affiliation has a right to refuse to take a student if the test results are positive.

MISCELLANEOUS

Student Employment
Enrollment in the Practical Nursing program is a full-time responsibility, therefore, employment during the academic year is not recommended. The PN program is a comprehensive and intensive program that requires at least two (2) hours of study for each hour of classroom attendance. For students who do choose to be employed while enrolled in the program, academic activities and requirements must always take precedence over employment activities. Missing classes or leaving early for employment is not acceptable. Employment must not interfere with part time and full time clinical practice experiences. Students should be aware that the PN program can also require a Saturday class.

Communication
Students may communicate with program staff using UCC email, Canvas mail or voicemail. Staff will respond within 24-48 hours of student’s submission. All students are expected to have their UCC accounts active for receipt of notices from the Program Director and Staff. Union County College expects all members of its community to use electronic communications in a responsible manner. The College may restrict the use of its computers and network systems for electronic communications, pursuant to the procedures and standards set forth in the “Union County College Responsible Use Policy.”
**Cell Phone**
Use of cell phones are not permitted during class or clinical education. Cell phone must be turned off and secured away during classroom, laboratory and clinical activities. Students must request permission to use their cell phones for certain circumstances, however the phone must stay on silent or vibrate mode. Students may use their cell phones during scheduled breaks in classroom/lab and during clinical practice experiences.

**Video and Photography**
Written consent is 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. Students are not to share images of patients, families, fellow students, faculty members, administrators, or academic or clinical documentation on any Facebook, Myspace, Twitter, YouTube, e-mail, or other electronic or print format without written consent of the student, 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.

**Confidentiality**
Student grades are kept confidential and accessible a by password protected login into Canvas. All information that is obtained during client interactions is of a confidential nature. Important information regarding clients may be shared with agency staff members, instructors, and peers in an appropriate manner and setting. Students are not to disclose information to other individuals who are not directly involved in the client’s care. Tape recording conversations, removal of client’s records and photography/videography is prohibited without the express written consent of the client. When completing written assignments following clinical experiences, do not use the client’s name on any documentation. Every effort should be made to maintain the client’s confidentiality. Students demonstrate respect for clients by protecting their identity. Students will sign a Confidentiality Agreement prior to the first clinical affiliation acknowledging HIPPA policies and procedures.

**UCCAlert**
Union County College facilitates UCCALERT, communication system that will allow the College to send time-sensitive notifications by phone (including TTY/TTD), e-mail, and/or text message. UCCAlert is a voluntary OPT-IN SERVICE, which means that, while the College highly recommends you provide your contact information, it is not mandatory that you participate. In order to participate you must use your College Wide Identification Number (CWID) which is assigned to all students, faculty and staff. Anyone wishing to Opt-in to the Union County College Emergency Notification system to receive alert messages must sign up at the following hyperlink:
[http://ucc.edu/regroup](http://ucc.edu/regroup)
Student Guidance and Grievances
PN Program staff will schedule and post office hours for advisement, guidance and tutoring. Students may also schedule an alternate appointment convenient for both student and instructor. Under guidance of the instructional staff, students in the PN professional education program assume responsibility for their own ongoing learning as well as personal and professional growth. Students are responsible for their own curriculum plan in completing ENG 101 English Composition, PSY 101 and BIO 102 or BIO 106 Anatomy and PSY 204 or PSY 205, if not completed prior to admission. Students are expected to maintain their own personal record of courses completed, including course grades and the accuracy of these records.

To facilitate the sharing of information, student representatives from each class are chosen and can meet with instructional staff as needed. During these meetings, students may express the thoughts of their peers and offer possible suggestions for program improvement. Additional meetings with student groups may be scheduled during the year as necessary. Student representatives will be determined each semester by nomination and an election of the majority in each class.

Students are also encouraged to participate in the evaluation of the program by completing course/clinical and instructor evaluations at the end of each course. This input assists in the review and revision of the PN curriculum.

Students have the right to express their concerns regarding academic and non-academic issues. These issues may include, but are not limited to: course activities, clinical affiliation sites, discrimination, disruptive classroom behavior, harassment, or intimidation. Students are to convey their expressed concerns directly to the appropriate faculty member. If a student does not perceive a resolution of the issue, then they should contact the Program Director. Students are to submit a signed written statement addressed to the Program Director outlining the concern. Every attempt will be made to resolve the concern. If the concern is not related to the course grade and cannot be resolved, the students should review the Union County College Student Handbook for guidance.

For concerns that are not addressed by existing College grievance/due process procedures such as those submitted by prospective students, clinical personnel, patients, general public or other stakeholders, the complainant will follow the PN Non-Programmatic Concerns policy. The PN Program Director is responsible for handling complaints that fall outside of due process. Complainants should complete and submit the Non-Programmatic Complaint Form which is located on the Program website to the Program Director. Arrangements will be made to discuss the complaint with the involved individuals. Documentation regarding the complaint, responses and any actions taken are maintained in a locked file in the Program office for 5 years. Complaints
can be filed without fear of retribution. If complaint violates a College or Program policy, formal due process will be initiated.

**Non-Programmatic Concern Form**

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<th>Date</th>
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<tbody>
<tr>
<td>Name of Complainant</td>
<td></td>
</tr>
<tr>
<td>Concern Details</td>
<td></td>
</tr>
<tr>
<td>Suggestions</td>
<td></td>
</tr>
</tbody>
</table>

______________________________

Signature of Complainant  Date

Rev. jan. 2019
Safety On/Off Campus
Please refer to the Union County College Student Handbook and booklets for policies on Public Safety. When students are required to attend off campus educational experiences to complement class room learning, an Off-Campus Waiver is required acknowledging the risk and responsibilities involved to ensure student safety. Student assumes responsibility and cost of emergency services in off-campus educational experiences. In the event of an emergency, the designated student emergency contact will be notified. Off campus educational experiences are observational only and use of any type of equipment at the facility is prohibited to ensure the safety of students, patients, instructor and facility staff.

Student Support Services
For information about various student services and resources including the Academic Learning Centers, library, financial aid, records and registration, student accounts, disability services, counseling support, etc., please go to https://www.ucc.edu/campus-life/student-services/

Student Records
The PN Program maintains all student records and documents in the Program’s locked file cabinet. Documents include by are not limited to: application, consents, releases, confidentiality agreement, health records, proof of insurance, criminal background checks and examinations. After graduation, the student’s records will be moved to the PN archive closet for 5 years then destroy

**PROGRAM OUTCOMES**

**Graduation Rates:**

<table>
<thead>
<tr>
<th>Graduation Rates</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class of 2016</td>
<td>53.1%</td>
</tr>
<tr>
<td>Class of 2017</td>
<td>53%</td>
</tr>
<tr>
<td>Class of 2018</td>
<td>69%</td>
</tr>
</tbody>
</table>

**Licensure Rates: Ultimate Pass Rate**

<table>
<thead>
<tr>
<th>Licensure Rate</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class of 2016</td>
<td>82%</td>
</tr>
<tr>
<td>Class of 2017</td>
<td>87%</td>
</tr>
<tr>
<td>Class of 2018</td>
<td>TBD</td>
</tr>
</tbody>
</table>

Rev. jan. 2019
PROGRAM TUITION
As per the 2018-2019 academic year, the approximate cost of the Practical Nursing program is located in the Union County handbook. Contact the Financial Aid department for more information.

POLICIES, PROCEDURES, COSTS AND COURSES ARE SUBJECT TO CHANGE:

The faculty reserves the right to revise the enclosed information and regulations at any time as necessitated by changes in program and/or institutional policies and procedures and/or in compliance with accreditation standards set forth by the Commission on Accreditation in the Practical Nursing Program. Whenever changes occur, students will be notified via a Canvas notification. 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/academics/academic-divisions/division-of-allied-sciences/practical-nursing-program

The Union County College Student Handbook is available online at https://www.ucc.edu/campus-life/student-handbook/

PROGRAM POLICY vs UNION COUNTY COLLEGE POLICY
The Practical Nursing Program (PN), 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 PN Program has established its own policies and procedures in order to meet the special needs of the curriculum and accreditation standards which may supersede College policies. Students must be knowledgeable about their rights and responsibilities within the PN Program and the College. Every student is advised to become familiar with the Practical Nursing Program Student Handbook & Clinical Handbook, Union County College Student Handbook, the Union County College Catalog and other college publications.
The Union County College Practical Nursing Program consists of two components, didactic (classroom learning) and clinical/lab/simulation experiences. Upon completion of this program, a national examination is required for licensure.

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

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

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

Please Print

Student Signature ___________________________ Date ___________________________

Rev. Jan. 2019
PHOTOGRAPHY AND VIDEOTAPE CONSENT

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

Please Print

______________________________________________________________________________

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

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

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

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

________________________________________
Please Print

________________________________________
Student Signature                      Date
FITNESS FOR DUTY CONTRACT

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

Please Print

__________________________________________  __________________________________________
Student Signature                           Date

Rev. Jan. 2019
PRIVACY AND CONFIDENTIALITY AGREEMENT

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

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

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

I understand and agree to the following:

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

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

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

Please Print

________________________________________  __________________________
Student Signature                          Date

Rev. Jan. 2019
EXAMINATION CONFIDENTIALITY AGREEMENT

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

Please Print

______________________________________________________________________________
Student Signature         Date

Rev. Jan. 2019
STUDENT REQUEST FOR TEST QUESTION REVIEW

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

STUDENT NAME _____________________________________________________________

COURSE _________________________________________________________________

TEST _________________________________________________________________

Test Question# _________________________________________________________

Rationale from textbook:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

STUDENT SIGNATURE __________________________ DATE ________________________

Rev. jan. 2019
DIVISION OF ALLIED SCIENCES
Practical Nursing
STUDENT HANDBOOK

STATEMENT OF UNDERSTANDING

I am in receipt of the Practical Nursing Program Handbook. I understand that I will be held accountable for all program policies and procedures. I further understand that I will be informed when policies and procedures are updated or changed.

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

I also understand that working during the clinical phase of the Practical Nursing Program is not recommended and may lead to dismissal due to poor academic performance.

______________________________________________________________________________
Please Print

______________________________________________________________________________
Student Signature         Date
PRACTICAL NURSING STUDENT HANDBOOK WAIVER

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

Please Print

________________________________________
Student Signature         Date

Rev. Jan. 2019
# PROGRAM DIRECTORY

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

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Skill & Simulation Lab  Rooms 205 & 207

Office Hours

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

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

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

NATIONAL LEAGUE FOR NURSING CORE COMPONENTS AND COMPETENCIES

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

Human Flourishing

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

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

Nursing Judgment

Clinical judgment refers to ways nurses come to understand the problems, issues, or concerns of clients/patients, to attend to salient information, and to respond in concerned and involved ways (Benner, 2010). Nurses employ clinical judgment in complex patient care situations, working with interprofessional teams to ensure health care quality and safety. Critical components include: changes in patient status, uncertainty about the most appropriate course of action, accounting for context, and

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the nurse’s practical experience. Making clinical decisions is rooted in the nurse’s theoretical knowledge; ethical perspectives; relationships with patients, the patient’s caregivers, and the community; and understanding of the influence of systems on health care outcomes.

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

Professional Identity

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

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

Spirit of Inquiry

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

Outcome: By collaborating with health care team members, utilize evidence, tradition, and patient preferences in predictable patient care situation to promote optimal health status.
QUALITY AND SAFETY EDUCATION FOR NURSES: Quality and Safety Competencies
http://qsen.org/competencies/

Using the Institute of Medicine (2003) competencies for nursing, QSEN faculty have defined pre-licensure and graduate quality and safety competencies for nursing and proposed targets for the knowledge, skills, and attitudes to be developed in nursing pre-licensure programs for each competency:

- **Patient-Centered Care**
  “Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based in respect for patient’s preferences, values, and needs.”

- **Teamwork & Collaboration**
  “Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.”

- **Evidence Based Practice**
  “Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.”

- **Quality Improvement**
  “Use date to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.”

- **Safety**
  “Minimizes risk of harm to patients and providers through both systems effectiveness and individual performance.”

- **Informatics**
  “Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.”

Led by a national advisory board and distinguished faculty, QSEN pursues strategies to build will and develop effective teaching approaches to assure that future graduates develop competencies in patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety and informatics.