Table of Contents

Welcome .................................................................................................................. 4
Practical Nursing Program Staff ........................................................................... 3
Resource Information ............................................................................................. 4
Practical Nursing Program Overview ..................................................................... 5
The Conceptual Framework ..................................................................................... 6
  Philosophy ............................................................................................................ 7
  Student Learning Outcomes ............................................................................... 10
  Program Outcomes ............................................................................................. 10
  Program of Study ............................................................................................... 11
Admission Procedure ............................................................................................. 12
Sequence of Courses ............................................................................................. 14
PN Program Requirements .................................................................................... 15
Nursing Program Days/Week ............................................................................... 16
LPN Licensure Eligibility ..................................................................................... 17
Attendance Policy .................................................................................................. 17
Health Issues ......................................................................................................... 19
Fitness for Duty ..................................................................................................... 20
Academic Honesty ................................................................................................. 21
Progression and Retention .................................................................................... 21
  Tutoring ................................................................................................................ 22
Clinical Progression ............................................................................................... 23
Grading .................................................................................................................... 25
Professional Conduct ........................................................................................... 25
Clinical Dress Code ............................................................................................... 26
Readmission Policies ............................................................................................. 27
Academic Program Policies ................................................................................... 29
Math Competency Guidelines .............................................................................. 30
Graduation Eligibility ............................................................................................ 30
Confidentiality ........................................................................................................ 32
General Program Information ............................................................................... 33
  Projected Practical Nursing Program Cost ......................................................... 33
Appendix A- Professional Standards ................................................................... 34
Appendix B- Standard Precautions ..................................................................... 35
Appendix C- Consents ........................................................................................... 37
Appendix D - Waivers ............................................................................................ 39
The Cumberland County College Practical Nursing Program
Is fully accredited by
The New Jersey Board of Nursing

Read the entire booklet, sign the statements as required and submit them to the secretary in the nursing complex office. Keep the booklet for future reference to answer questions regarding course sequence, policies and procedures specific to the nursing program.
Welcome

You have made the important first step in your journey to becoming a respected and valued member of the health care team. We applaud your decision to care for those in the community who need your knowledge, skills, trustworthiness, and dedication to reach and maintain their optimal level of health. The Licensed Practical Nursing Program at Cumberland County College has a valued reputation of preparing graduates to be caring, competent and safe beginning practitioners in the healthcare community.

The Director, faculty and staff of the Nursing Program are dedicated to helping you achieve your professional goal of becoming a Licensed Practical Nurse and establishing a basis for lifelong learning.

This handbook is designed to acquaint you with the policies* as well as the rights and responsibilities of a Nursing student in our program.

The responsibilities of students of the nursing profession are to:

• Learn and encompass nursing standards in your behavior in all areas.
• Lead by personal example and assert a positive influence on other nursing students.
• Master the skills, abilities and knowledge required in your nursing profession which includes professionalism, ethics, honesty, collaboration, problem solving, critical thinking, time management, caring, respect for various cultures and promoting positive outcome through communication.
• Actively participate in your learning in order to apply the information for safe and effective patient care.
• Participate in extracurricular activities, services and educational opportunities both on campus and in the community.
• Support your college, your community and the Nursing Program.
• Be a proud representative of Cumberland County College’s Licensed Practical Nursing Program.

We hope you find your experiences intellectually stimulating, professionally rewarding and personally enriching.

Our best wishes for your success in the Licensed Practical Nursing Program.
Sincerely,

Deidre Conroy, DNP, RN, FNP, RNC-OB
Dean of Nursing, Health Science and Allied Health

*Please note that the Nursing Department reserves the right to change any of these policies on or before the first day of class.
## Practical Nursing Program Staff

<table>
<thead>
<tr>
<th>Full-Time Program Members</th>
<th>Email Addresses</th>
<th>Phone Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deidre Conroy, DNP, RN, FNP, RNC-OB</td>
<td><a href="mailto:dconroy@cccnj.edu">dconroy@cccnj.edu</a></td>
<td>1306</td>
</tr>
<tr>
<td><strong>Dean of Nursing, Health Science &amp; Allied Health</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Danielle Nicastro, DNP, MSN, RN</td>
<td><a href="mailto:dnicastro@cccnj.edu">dnicastro@cccnj.edu</a></td>
<td>2378</td>
</tr>
<tr>
<td><strong>Assistant Director of Practical Nursing</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carol Iaconelli, MSN, RN, APN-C</td>
<td><a href="mailto:ciaconelli@cccnj.edu">ciaconelli@cccnj.edu</a></td>
<td>1366</td>
</tr>
<tr>
<td><strong>Assistant Director of Nursing</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joyce Webster</td>
<td><a href="mailto:jwebster2@cccnj.edu">jwebster2@cccnj.edu</a></td>
<td>1304</td>
</tr>
<tr>
<td><strong>Administrative Specialist</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Part-Time faculty will be hired to instruct classes or serve as clinical/lab instructors as needed.
Resource Information

Cumberland County College
P. O. Box 1500
Vineland, New Jersey 08362-1500
(856) 691-8600

New Jersey Board of Nursing
P. O. Box 45010
Newark, New Jersey 07101
(973) 504-6430

Deidre Conroy, DNP, RN, FNP, RNC-OB
Dean of Nursing, Health Science & Allied Health
dconroy@cccnj.edu
Extension 1306

National Council of State Boards of Nursing
www.ncsbn.org
NCLEX Information
www.ncsbn.org
www.nclex.com

Cumberland County College Book Store
Extension 1318

Center for Academic and Student Success
Extension 1300/1301

Library
Extension 1260/1262

Equal Opportunity Foundation
Extension 1255/1259

Financial Aid
Extension 1279/1280

Enrollment Services
Extension 1220/1221

National League for Nursing
2600 Virginia Ave, NW 8th fl.
Washington, DC 20037
www.nln.org
(800) 669-1656

ATI (Assessment Technologies Institute)
1161 Overbrook Road
Leawood, KS 66211
www.atitesting.com
(800) 667-7531
Practical Nursing Program Overview

The following are included for your understanding of the Practical Nursing Program: Conceptual Framework of the Cumberland County Nursing Department, The Philosophy of the Academic Certificate in Practical Nursing at Cumberland County College, the Student Learning Outcomes, and the Program Educational Outcomes at Cumberland County College.

A Licensed Practical Nurse (LPN) in New Jersey works closely with Registered Nurses and other health care providers to care for patients, help patient rehabilitate after an illness or injury and to prevent patient illness. The LPN scope of practice in New Jersey is in development and in most cases follows the nurse scope of practice act in New Jersey. LPNs most often work under the supervision of a registered nurse where the registered nurse follows the New Jersey Board of Nursing's Algorithm for Determining Scope of Practice and for Making Delegation Decisions when delegating duties to the LPN. LPNs are not permitted to delegate duties or responsibilities in the health care setting.
The Conceptual Framework

The conceptual model provides a mental scaffold or framework to prepare learners for new instruction and motivates by making a meaningful connection for the learner. The learner must attain mastery of each part of the framework: the human, the health system and nursing in order to understand the complete curriculum (Knowles, Swanson & Holton, 2005). The domains of the individual, the health system and nursing provide the conceptual framework guiding the practical nursing curriculum. Concepts are organized within each of these domains and learning occurs from simple to complex. This is taught within the framework of Malcolm Knowles adult learning theory of Andragogy (Knowles, 1984). Within Andragogy, there are six basic assumptions that will define how the courses are taught. The Six Assumptions Underlying Andragogy (Merriam, Caffarella, & Baumgartner, 2007) are:

1. **Self-Concept**: Self-concept refers to an adult becoming self-directed and independent as he/she matures, leading towards self-actualization. Faculty are committed to providing a collaborative learning environment that fosters mutual respect and individual growth. Guided Reflection is used to enhance the learner’s self-concept.

2. **Experience**: Adult learners bring life experiences to new learning experiences. These experiences contribute richness to class discussions and are considered valuable resources for learning from and with each other. The faculty are committed to providing clarification of concept learning during the discussion to prevent bias and misinformation.

3. **Readiness to learn**: Readiness depends on need to know the information. Faculty are committed to provide a basis of need through explanation of concepts and exemplars as they relate to Humans, Nursing and Health. The Nursing Process and Maslow’s Hierarchy of need are threaded throughout the concepts.

4. **Problem centered focus**: Adults need to see the immediate application to learning. Faculty are committed to provide learning opportunities within the classroom, lab and clinical experiences that allow the adult learner to apply new information using problem solving activities.

5. **Internal motivation**: Adult learners use external and internal motivators to persist in learning. Research has found that internal motivators are stronger motivators for persistence in the learning process. Faculty are committed to provide learning environments where the learner is respected, fostering self-direction, independence, creativity, curiosity, and the ability to take responsibility for learning to support the building of critical thinking. The faculty believes that the development of critical thinking supports the growth toward self-actualization which is needed to be successful in applying the nursing process across the health care continuum.

6. **Adults need to know why they need to learn something**: Faculty are committed to provide learning opportunities that allow immediate application of the new knowledge. Using the concepts across the curriculum, the building of the complexity within the concepts will be reinforced through learning activities, discussions and learning experiences in the lab and clinical environments (Merriam, Caffarella & Baumgartner, 2007).
Philosophy

The underlying philosophy of the nursing curriculum at CCC is based upon Humanism. Humanism philosophy allows for the fulfillment of one’s potential towards self-actualization. Humanism promotes self-direction, independence, creativity, curiosity, and the ability to take responsibility for life-long learning. The focus on the curriculum is on critical thinking and the application of knowledge through the acquisition of knowledge, skills and attitudes. Cognitive, psychomotor, and affective learning are equally valued. Assessment takes place within the context of the experience and is portfolio and performance based. The goal of Humanism is personal growth and development for life-long, self-directed learning (Csokasy, 2002; Huitt, 2009). Faculty believe that learning is a continuous process that results in a change of behavior and occurs when the adult learner is challenged and motivated to enhance personal knowledge.

Teaching and learning is an interactive process between teacher and learner. The responsibility of the faculty of Cumberland County College Practical Nursing Program is to facilitate the student’s understanding and ability to meet the competencies for nursing practice through the design and evaluation of learning experiences. The nursing student is responsible for actively participating in learning experiences and develops the knowledge, skills, and attitudes necessary to provide quality patient centered nursing care.

Definitions

Consistent with Humanistic philosophy the Cumberland County College nursing faculty defines the following essential components:

Humans
Humans are integrated whole beings, acting with intention and values, possessing the capacity for self-direction and change across the life-span. Through the process of self-direction, change, study of self, motivation and goals, individuals have the power to become self-actualized.

Health
Health is a dynamic, ever changing state of well-being. Health is subjectively defined by individuals and societies based upon cultural/ethnic perceptions, beliefs and values. Clinics, hospitals, pharmacies, laboratories, long term care and Internet sites are microsystems that are connected by patients and information to improve health. (IOM, 2001).

Nursing
Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities and populations (ANA, 2004). Nursing is a caring collaborative process that respects and values the diversity of human experiences. Nursing promotes health, safety, and alleviates suffering using evidence based practice, quality improvement and patient centered care.

Environment
The environment consists of individuals, families, communities, societies and global populations. Humans are in constant reciprocal interaction with a changing environment that consists of both internal and external forces that vary throughout the lifespan. A safe, supportive, collaborative environment fosters empowerment and promotes self-actualization.
Teaching-Learning Process
The curriculum is founded on the beliefs that learning is a personal act to fulfill one’s potential and that learning is enhanced in a supportive, caring educational environment. The student’s personal experiences and values are respected and explored. Learning is student centered and the educator’s role is that of facilitator. Students are responsible for the acquisition of knowledge, skills and attitudes through goal-directed learning endeavors. The teaching-learning process is a collaborative experience between faculty and students where knowledge is shared and there is commitment to excellence. There is a focus on reflection, critical reasoning, and application of knowledge, demonstration of professional skills and attitudes, and recognition of the value of life-long self-directed learning.

The curriculum is concept based. The following five concepts form the foundation for learning:

Critical Reasoning— a thoughtful and reflective process involving purposeful mental activity in which ideas are considered, produced and evaluated. It involves conceptualization, analysis, reflection, empathy, autonomy, creativity, valuing, and decision making.

Evidence based Practice— the integration of best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care (QSEN, 2011).

Effective Communication— the exchange of ideas, information and attitudes for the purpose of relating to others, establishing trust and promoting positive outcomes.

Professionalism— adherences to a defined set of educational requirements, practice standards, code of ethics and values required for nursing practice. Professionals are able to:
  o Work independently
  o Participate in teamwork
  o Accept constructive criticism
  o Provide patient centered care
  o Maintain accountability for actions
  o Respect diverse perspectives
  o Reflect on self-performance
  o Demonstrate leadership skills
  o Collaborate in shared decision making

Patient and Family Centered Care— Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values and needs (QSEN, 2011).

Upon completion of this program the student will achieve the following educational learning outcomes:
  o Demonstrate critical reasoning using the nursing process, reflection and safety goals
  o Integrate best current clinical evidence with clinical expertise and patient/family preferences and values to deliver safe and effective care
  o Demonstrate effective communication with patients, significant others, healthcare providers and community agencies to promote health.
- Demonstrate professionalism in nursing practice
- Collaborate with the patient or designee in providing compassionate & coordinated care based on respect for patients’ preferences, values and needs.

**Self-actualization** - Self-actualized people have realistic views and insights about themselves and the environment. They are problem solvers who are motivated by a sense of responsibility of others and ethics. Self-actualized people are spontaneous, have a continual sense of appreciation and have inspirational experiences. They seek times of private reflection to focus on developing their personal potential.

**Core Competencies**

**NLN Core Competencies**
The eight core competencies outlined by the NLN are: professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration and managing care (NLN, 2010).

**Institute of Medicine Competencies**
The five core competencies identified by the IOM for healthcare providers are: patient centered care, interdisciplinary team, evidence based practice, quality improvement and informatics (IOM, 2010).

**References**


Student Learning Outcomes

At the completion of this program of study, the student will demonstrate:

a. Clinical competence at a novice graduate nurse level as measured by “1” on all aspects of the clinical evaluation tool and a minimum of 78% on the comprehensive examination.
2. Application of critical thinking principles using the nursing process to attain an optimal level of client functioning as measured by “1” on clinical evaluations and a minimum score of 78% on the comprehensive examination, and a combined final course score of at least 78% in all nursing courses.
3. Effective collaboration with the Registered Nurse in the assessment, planning, implementation and evaluation of client care as measured by “1” on clinical evaluations.
4. Effective communication with the client, significant others, healthcare providers, and community agencies to provide holistic care as measured by a “1” on the clinical evaluation tool “Communication” section, a cut score of 2 on the ATI psych nursing proctored exam and minimum of 78% on nursing assignments.
5. Participation in educational opportunities to foster competence in evidenced based nursing practice as measured by a minimum 78% on nursing assignments.
6. Technology use for research, information processing and communication as measured by correct use of information literacy for completion of nursing assignments to maintain a minimum score of 78% on the assignments.

Program Outcomes

The Cumberland County College of Licensed Practical Nursing Certificate Program will graduate students who:

1. Demonstrate implementation of the nursing process and clinically based critical thinking as measured by surpassing the minimal acceptable rate of the NCLEX-PN on the first testing.
2. Perceive that their nursing practice reflects the Student Learning Outcomes as measured by a cut score of 3 on the graduate surveys.
3. Demonstrate clinical competence in assisting clients to attain an optimal level of functioning as measured by as measured by a cut score of 3 on employer surveys.
4. Effectively communicate and collaborate with Registered Nurses to provide client care and other health care providers to maintain continuity of care as measured a cut score of 3 on employer surveys.
5. Obtain employment in nursing within one year of passing the NCLEX-PN examination as measured by alumni survey results.
6. Demonstrate importance of continuing education to maintain nursing competence by 60% of graduates reporting that they plan to enroll in a RN completion program within a year of graduation as measured by the alumni surveys
7. Achieve full accreditation by the New Jersey Board of Nursing, thereby fostering continuous development and improvement in the nursing program.
8. Demonstrate importance of continuing education to maintain nursing competence by providing students with information regarding registered nurse programs/continuing education programs.

**Program of Study**

The Department of Nursing offers the Academic Certificate in Practical Nursing. This program is specifically designed for students who wish to obtain a LPN license and continue their studies to the RN level. The Licensed Practical Nursing Program can be completed in one academic year. Graduates are awarded an Academic Certificate in Practical Nursing. This program provides the student college credits that may be applied to continued academic pursuit. The total credits for this program is 34 credits. All Nursing students must receive a grade of “C” or above in all nursing and science courses before progression to the next course. A grade of “95” must be received on the medical-dosage calculation examinations. This exam is given in each semester and must be passed for progression throughout the program.

A G.P.A. of 2.0 must be maintained in order to progress from one semester to the next in the Nursing Program. The courses listed under each semester must be completed successfully before the student will be permitted to enter the next semester.

The nursing faculty has the prerogative to change the Practical Nursing curriculum under established college policies and with the approval of the New Jersey Board of Nursing.
CUMBERLAND COUNTY COLLEGE

Academic Certificate in Practical Nursing Program

Admission Procedure

Completion of a PN Activation Form and Admissions application in admissions by February 1.

The following information must be submitted to the Enrollment Services Office by April 28 for consideration of admission to the PN Program.

- Official High School transcript with date of graduation or GED scores
- Official transcripts from other colleges attended
- Completion of ATI TEAS V admission test (results valid for 2 years)
- Complete the Accuplacer Test (Basic Skills Placement Test)

Note: the test assesses reading, writing, math computation and elementary algebra skills. Deficiencies identified must be remedied prior to admission to the PN Program. Applicants may contact the Success Center 856-691-8600 ext 300 to schedule an appointment to sit for the test.

Students are exempt from the Accuplacer if there are placement test results from another New Jersey college within the last 5 years or if college transcripts verify successful completion all required developmental English, Reading, Math classes and eligibility to take Anatomy and Physiology I and English 101.

Admission Selection

Students will be accepted based on a scoring criterion. All program minimum requirements must be met in order to be considered for admission.

Minimum requirements

- High school diploma or high school equivalency certificate (GED)
- ATI TEAS V overall score of 58% preferred. Minimal score of 50 acceptable for review
- ATI TEAS V math score of 50% or an earned C or better in a college math course
- ATI TEAS V verbal score of 50% or an earned B or better in a college English 101
- Completion of one college level lab science course or successful completion of Biology and Chemistry or Anatomy and Physiology and Chemistry in high school within the last 2 years with a grade of C or better. (Biology and Chemistry must be in the Advanced Placement level for all current High School graduates) College Chemistry is preferred.
- Completion of all basic skills courses as required by Accuplacer test results
- Eligibility to register for Anatomy and Physiology 1 and English 101
- Minimum overall GPA of 2.5
Scoring Criteria

ATI TEAS V maximum of 3 points

- 86 or above = 3 points
- 71-85 = 2 points
- 58-70 = 1 point

Completion of Bio 101/102 or Chem 101 maximum of 3 points

- GPA 3.5 and above = 3 points
- GPA 3.4-3.0 = 2 points
- GPA 2.5-2.9 = 1 point

Minimum score of 4 is needed for program admission. First choice goes to those students who earn the highest scores. Maximum of 6 points may be earned.

Acceptance Notification
The Office of Enrollment, Academic and Student Support Services will notify students of their conditional acceptance to the RN program by June 10 of each year.

Program Progression
An orientation will be scheduled for the students accepted to the PN Program.

A Nursing Faculty advisor will be assigned to students to provide opportunities for advisement, tutoring and counseling assuring successful program completion.

Students accepted into the PN program will complete all required program paperwork prior to August 1st and submit the following completed documents:

- Current CPR certification.
- Current Health examination.
- Current immunizations/titer record.
- Current PPD.
- **Current negative criminal background check.**
- **Current negative drug and alcohol screen.**
- Current malpractice insurance.
- Current Health insurance.
- Provide updated phone and address information to the Nursing Program secretary.
- Attend Orientation.

All required forms will be supplied by the practical nursing program. Successful completion of the above will enable the student to enter into the first year of the practical nursing program.

Failure to turn in all paperwork by Aug 1 will result in being dropped from the program, allowing another applicant to take your seat.

**POSITIVE DRUG SCREEN or POSITIVE CRIMINAL BACKGROUND CHECK is an automatic dismissal from the program.**
## Sequence of Courses

<table>
<thead>
<tr>
<th>Semester</th>
<th>Class</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>PN 101-Foundations of Practical Nursing</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>EN 101-Basic Composition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BI 106 Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12 credits</td>
</tr>
<tr>
<td>Semester II</td>
<td>PN 102- Medical Surgical Practical Nursing</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>PY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HS 115 Basic Nutrition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13 credits</td>
</tr>
<tr>
<td>Semester III</td>
<td>PN 103- Advanced Concepts in Practical Nursing</td>
<td>2</td>
</tr>
<tr>
<td>Semester IV</td>
<td>PN 104 Family Centered Practical Nursing</td>
<td>5</td>
</tr>
</tbody>
</table>
Program Requirements

Specialization Courses:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN 101 Foundations of Practical Nursing</td>
<td>7</td>
</tr>
<tr>
<td>PN 102 Medical Surgical Practical Nursing</td>
<td>7</td>
</tr>
<tr>
<td>PN 103 Advanced Concepts in Practical Nursing</td>
<td>2</td>
</tr>
<tr>
<td>PN 104 Family Centered Practical Nursing</td>
<td>5</td>
</tr>
</tbody>
</table>

Other Course: (*)  

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BI 106 Anatomy and Physiology 1</td>
<td>4</td>
</tr>
<tr>
<td>HS 115 Basic Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>

Specialization Credits: 21 Other Credits: 13 Total Program Credits: 34

- Nursing and science course must follow in sequence.
- A grade of “C” or higher in all nursing and required science course is necessary for progression in the program.
- For progression in the program a passing grade of 95 is needed on the medical dosage calculation exam given in each semester.
- The nursing faculty has the prerogative to change the Practical Nursing Curriculum under established College policies and with the approval of the New Jersey Board of Nursing.
- (*) These courses may be taken prior to admission into the Nursing Program.

Students who plan on continuing to the Cumberland County College LPN Transition Option are required to complete BI 107, PY 207 and EN 102. These courses are required, in addition to the successful completion of the PN program with the Academic Certificate in Practical Nursing, earning a 2.0 GPA in nursing courses, for automatic admission into the LPN Transition Option.
**Nursing Program Days/Week**

General Education and the Core science course may be taken before admission, but IS NOT required for admission. It also does not guarantee admission or success in the practical nursing program.

<table>
<thead>
<tr>
<th>Course</th>
<th>Type of Class</th>
<th># of Days</th>
<th>Hrs/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN 101</td>
<td>Lecture/Class</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Nursing College Lab</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Nursing Clinical</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>PN 102</td>
<td>Lecture/Class</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Nursing College Lab</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Nursing Clinical</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>PN 103</td>
<td>Lecture/Class</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Nursing Clinical</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>PN 104</td>
<td>Lecture/Class</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Nursing Clinical</td>
<td>1</td>
<td>8</td>
</tr>
</tbody>
</table>

**Web Enhanced Courses**

All nursing courses are Web Enhanced. They are hybrid classes that meet on campus and online. Instructors supplement or enhance their courses by using BlackBoard to allow for off campus access to course materials and exams. Students are expected to access BlackBoard frequently for basic course materials, important announcements, email, group discussions, assignments and grades. Some documents on BlackBoard are formatted as PDF files. Acrobat Reader software to open and read PDF files is available free on the internet at [http://www.adobe.com/downloads/](http://www.adobe.com/downloads/)

Select nursing courses are available in the Hybrid format. They are listed with course section numbers HYB 01-04. These courses are a combination of online and traditional (on campus) course. Part of the time, students are required to be on campus and the other part, off campus using BlackBoard to participate in class activities. The number of class meetings will vary with the course.

Please be advised that each course requires computer/class preparation/study time/clinical preparation requirements so that you plan accordingly.

**LPN Licensure Eligibility**

In order to be eligible to sit for the LPN licensure examination, all program requirements must be met and an NLN endorsed NCLEX review course must be completed. After the completion of the above steps a letter will be forwarded by the Director of the Nursing Program to the New Jersey Board of Nursing allowing the graduate to take the NCLEX licensure examination.
LPN Licensure Eligibility

In order to be eligible to sit for the LPN licensure examination, all program requirements must be met and an NLN endorsed NCLEX review course must be completed. After the completion of the above steps, a letter will be forwarded by the Director of the Nursing Program to the New Jersey Board of Nursing allowing the graduate to take the NCLEX-PN licensure examination.

Transcripts from other institutions

Students taking supportive courses at other institutions must keep their records at Cumberland County College current. Please arrange for transcripts to be sent to the Enrollment Services so your record will include the correct pre- and co-requisite and graduation requirements. Transferred courses must have the same number of credits to be equivalent to Cumberland County College’s courses.

Any student failing to meet pre- and co-requisites requirements will not be permitted to enter the next semester until the courses are satisfactorily completed. Readmission to the nursing program will be considered at that time on space availability basis only. Co-requisite courses are listed in the semester sequence of courses.

Please have all question clarified by the Dean of Nursing.

Attendance Policy

Recognizing that maximum benefits can accrue to the student only if his/her attendance is regular, students are expected to attend classes on a consistent basis. Each student is accountable for all work missed because of class absence.

Absenteeism

Recognizing that absences are sometime necessary, students may be permitted to miss a maximum of hours in each course equal to double the amount of course lecture hours.

Jury Duty

Students who are selected for jury duty must notify their faculty member and the Dean of Nursing immediately. Prolonged jury duty may impact the ability to attend the required number of clinical rotations and lecture hours. The Dean will send a letter to the court requesting a postponement so that the privilege of jury duty will not interfere will the learning process.

Clinical attendance

Clinical hours consist of selected learning experiences and specific objectives for which the student is responsible in order to gain proficiency and complete the course satisfactorily. Students who are absent from clinical more than 1 clinical day in one semester will be considered as clinically failing the semester.
Clinical Absences
Absences prevent an instructor from having adequate opportunity to evaluate the student and prevent the student from achieving clinical objectives, and may therefore result in clinical failure.

- Absenteeism due to prolonged illness or critical personal matters will be dealt with on an individual basis among the clinical instructor, the student and the Dean of Nursing.
- All clinical objectives must be completed before the last clinical day.
- There will be no make-up days. More than one day absent will require an evaluation by the Practical Nursing Department team.

Faculty has the prerogative, with prior written warning, to drop a student from any course in which the student continuously violates the attendance policies.

Clinical preparation
Any student who comes to the clinical area unprepared should realize that he/she may be given an: “unsatisfactory” clinically and may be sent home at the faculty discretion.

- Two unsatisfactory days may result in a clinical failure due to this unpreparedness.

Clinical tardiness
Students who are late to clinical should realize that he/she may be given an “unsatisfactory” clinically. Students must immediately call the facility to notify the clinical instructor under any and all situations that will result in the student being late. A clinical failure is earned when there is a combination of 2 clinical unsatisfactory (U) days.

One “U” day is assigned under the following circumstances:

a. Missing 8 hours of clinical time—either all at once or through a combination of multiple tardy days
b. Having a combination of two (2) late clinical assignments in the semester—this includes care plans, ATI testing, documentation assignments, reflective journaling assignments and all other assignments that are clinically based.

Tardiness for clinical counts towards missed clinical time

0-15 min late = 1 hour missed clinical time
16-30 min late = 2 hours missed clinical time
31-45 min late = 3 hours missed clinical time
46 or more min late = 1 missed clinical day

When the student has earned one clinical unsatisfactory (U day), they are placed in clinical probation. Two “U” days equals a clinical failure.

This policy may be waived if arrangements are made with the full-time faculty member and clinical faculty member 48 hours prior to the clinical assignment. Faculty reserve the right to take alternative action based on individual circumstances.
**Clinical rotation selection**

Clinical cohorts will be selected by the assistant director on a space available basis. Cohorts may vary by semester and students may be reassigned cohorts during the program by faculty or Dean.

- Specific clinical facilities cannot be changed due to childcare or work issues.
- Students select their clinical day/facility using a lottery system.
- Cohorts cannot be changed due to childcare or work issues.
- All students are guaranteed clinical placement if they meet eligibility requirements.

It should be understood by each student that assignment to a specific clinical facility and to the various laboratory sections can be changed by the instructor in consultation with the Dean of Nursing at any time when they feel the transfer would be beneficial to the student and to the program.

**Students will not be permitted to enter the clinical agency unless a current copy of CPR certification, negative criminal background check, liability insurance, PPD, titers and the physical exam form are on file in the Nursing Office.**

**Health Issues**

Accidental injuries sustained while in the role of a nursing student are the financial responsibility of the student. Health insurance, either private or obtained through the school is a program requirement.

All health related conditions, such as pregnancy, musculoskeletal injury, etc. needs to be reported immediately to the clinical instructor and in writing to the Director of Nursing. The nursing faculty and clinical affiliates are not responsible for the health of a nursing student related to such conditions. In order to return to clinical, the student must have a physician’s permission note state there are no limitations or restrictions noted.

**Physical and Psychological Requirements**

- Able to perform all duties of a LPN to include lifting, pulling and pushing over 25 lbs
- Ability to stand for the majority of the clinical day
- Able to give and receive feedback in a professionally acceptable manner
- Able to follow written and verbal directions
- Able to maintain self control in both classroom and clinical settings

After review of the student’s related medical information, the Dean of the Nursing Program reserves the right to request that an individual defer enrollment in the clinical nursing courses if the student demonstrates evidence of factors which may impede their ability to safely function in the clinical setting. These factors include but are not limited to: alcohol or drug abuse, current treatment for a chronic pre-existing condition, or any physical or emotional illness identified by their physician which would affect the student’s ability to provide safe, quality nursing care.
Fitness for Duty

It is strictly forbidden to be under the influence of alcohol, illegal narcotics, chemicals, psychedelic drugs, other controlled substances by an individual engaged in college related activities.

It is expected that students will come to class, nursing/computer laboratory and clinical in a condition fit for the competent and safe performance of their duties and that such a fit condition will be maintained throughout scheduled time. The objectives of this policy are to identify the impaired student, maintain an environment that allows students to enjoy the full benefits of their learning experience and ensure safe, competent client care.

Faculty is accountable for ensuring that students are fit for duty and for taking prompt, appropriate and decisive action whenever a student appears to be impaired. Students who arrive in the clinical area, class and or other assigned area and are considered by their instructor to be unfit for duty may expect to:

- Have their behavior witnessed and documented.
- Be questioned in private as to the nature of their problem.
- Be asked to undergo a medical evaluation (which includes blood alcohol level and/or urine testing) in an Emergency Room or laboratory facility and have their behavior witnessed by another health care professional.
- Meet with the Dean of Nursing.
- Be referred.
- Be dismissed from the Nursing Program.
- Be ineligible for readmission.

When a student is in possession of or using alcoholic beverages or illegal or unprescribed controlled chemicals on college or clinical facility premises, the student may be assigned a grade of F and be dismissed from the Nursing Program. Students must advise the Nursing Program administration immediately if they are taking prescribed controlled chemicals. Clinical contracts prohibit the use of controlled substances while in any clinical rotation/experience.

Reminder: Students are required to display a professional demeanor in the classroom, in the clinical area and in all communication with the program director, faculty and staff.
Academic Honesty

Any student suspected of dishonesty will be subject to action as designated in the college catalog. The accepted procedure for test taking is:

- Cover answer sheets and keep your eyes on your own exam.
- No personal items to include book bags, hats, jackets, food, beverages, cell phones, beepers etc. will be permitted in the testing area.
- The use of CALCULATORS is delineated in each course syllabus.

Classroom Instruction

- Tape recording of lecture is not permitted unless designated by Project Assist or the faculty member via the electronic agreement.
- Communication and activities are posted on Blackboard. Students are responsible to check blackboard daily for announcements and activities.

Posting of Test Grades

All test grades will be available one week following the exam, unless an extenuating circumstance occurs.

Progression and Retention

In order to continue in the Nursing Program, students must maintain:

- A “C” or “Pass” in non-letter grade courses for all required courses (*).
- A 78% in each Nursing course, including a satisfactory in the clinical performance evaluation.
- A 95% or better on the Math Exam by the end of each semester.
- A “Pass” grade on all clinical competency exams.
- A cumulative grade point average of at least 2.0.

Any student who does not achieve a grade of “C” in any required Science or Nursing course will be suspended from the Practical Nursing Program sequence until that grade is corrected.

- Suspension means that the student will not be permitted to take any further Practical Nursing courses until the course is repeated with a grade of “C” or better.
- The first time a student receives a grade of less than “C” in a Practical Nursing course, that course may be repeated.
- Should the student receive a grade of less than “C” in the same Practical Nursing course again, or sustain a grade of less than “C” in any subsequent Practical Nursing course, the student is dropped from the program.
- When a student withdraws from a Practical Nursing course, the course may be repeated once.
- Only one withdrawal will be permitted from any Practical Nursing course.
- If the student withdraws with a grade of less than “C”, it will be considered a failure for the purpose of progression or retention in the Practical Nursing Program.
- If a student withdraws with a passing grade, reacceptance is based on availability of seats.
• Students wishing readmission to PN 102, 103 or 104 must pass a skills test and ATI proctored exam at a level 2 in order to be readmitted.

Tutoring

Students are encouraged to participate in the dedicated nursing tutoring services offered within the program. These services are meant to enhance critical thinking using the concepts and the nursing processes learned in theory, lab and clinical. The intention of remediation is to provide nursing students an improved chance of success. Tutoring serves as an added resource to improve understanding of concepts and materials covered within the Cumberland County College Nursing Programs.

Students are expected to achieve a 78% on exams in order to indicate comprehension of theory based concepts as they relate to the field of nursing. Those who fail to achieve a minimum score of 78% on exams are required to attend remediation in order to review weaknesses or gaps in knowledge.

Students who require remediation are to contact the Nursing Program Student tutor to schedule a minimum of one hour per week until the next exam is given. If the student chooses to attend another form of tutoring within the Cumberland County College success center, they are responsible to show evidence of having attended remediation by presenting a signed Tutoring Record form signed by the tutor to the Dean of the Nursing Program. Students who choose to decline remediation or any form of tutoring, must sign and submit a signed Refusal to Tutor form to the Dean of the Nursing Program. Forms are available at the back of this handbook in the Appendix and at the office of the Nursing Program Student tutor.

Difficulty in the Clinical Areas and Skills Practice

• Any students having difficulty with a skill/function in the clinical area will be referred by the clinical instructor to Carol Iaconelli/the lab assistant for skills lab support/remediation.
• There is open lab time posted each week for student skills practice. Students are encouraged to use this resource either individually or as a small group for skills mastery.

To support student success, the following resources are in place for all nursing students:

• Face to face tutoring for learning support available during the academic semesters for day and evening students. An individualized plan for success will be developed with the tutor and student as needed
• ATI enhanced learning tutorials available for students to complete online. Reviews for specific content areas, as well as Nurse Logic tutorials are available throughout the program for students to refer to as needed.
• Open skills lab for practice at least 2 days per week for student’s use. If requested, assistance from Lab tech or Carol Iaconelli is available. Faculty strongly recommend that students attend open lab time for greatest success in the clinical area.

Pre requisites/Co requisites
The prerequisites and co requisites of the Practical Nursing and non-Nursing courses are listed in the Cumberland County Catalog. The sequence of courses is listed in the Nursing Program Guide and this handbook. A student may not proceed to the next semester unless all the courses listed as the sequence of courses for that semester have been completed.

Leave of Absence
Students who wish to take a leave-of-absence are required to submit the request in writing to the Dean of Nursing for subsequent review by the Nursing faculty. A leave-of-absence may be granted for a maximum of one year. When the leave-of-absence exceeds beyond one year each individual student will be evaluated individually by the Dean of Nursing and the faculty.

Disabled Students
A student who has documented proof of being learning disabled is entitled to reasonable accommodation in testing and academic programming. The precise modifications will be determined on a case-by-case basis through Project Assist.

Work for an incomplete grade of a prerequisite or co-requisite course must be completed within 2 weeks of the end of the course to prevent suspension from the nursing program.

Clinical Progression

Clinical Facility Assessment
Clinical facilities are selected based on the opportunity to provide student experiences to meet clinical objectives for the semester.

Students evaluate clinical facilities each semester through clinical evaluation forms. Faculty and health care agencies utilize feedback to provide role models, diverse experiences and to improve management of care. Faculty meets with clinical agency representative each semester to plan discuss and evaluate clinical sites and experiences.

Clinical Performance Guidelines for Unsatisfactory and Unsafe Performance
Students will perform within the legal and ethical code of nursing; demonstrate accountability in preparation, provision, documentation and continuity of care and promote the well being of the total client. Examples of unsafe or unsatisfactory performance include but are not limited to the following:

• Inappropriate actions during any assigned clinical experience, such as not reporting known errors, falsifying documents, signatures or assignments. All students must identify their signed notes by placing CCC/SPN after their signed names on charts.
• Incorrect or omitted prescribed care, such as medication or procedural errors.
• Failure to accurately record client behavior, observations and care provided.
• Abuse of alcohol or drugs i.e. coming to the clinical experience under the influence of these substances.
• Lying, stealing and/or cheating.
• Inability to calculate medication dosages accurately.
• Failure to observe the five rights of medication administration.
• Administering treatment improperly.
• Failure to carry out the clinical faculty’s instructions.
• Administering treatment improperly.
• Failure to carry out the clinical faculty’s instructions.
• Failure to inform the instructor of need for assistance in performing an unfamiliar procedure.
• Failure to prepare for care of assigned clients.
• Exceeding the limitations of the student role.
• Failure to adhere to ethical standards.
• Failure to remediate to expected level, any identified deficiencies in psychomotor, cognitive and effective behaviors.
• Verbal or physical abuse/inappropriate interactions with agency staff, peers, clients or faculty members.
• Failure to maintain confidentiality of client information and records.
• Unexcused tardiness to clinical assignments.
• Failure to notify the agency and clinical instructor of tardiness or absence.
• Failure to demonstrate competence in the presence of the client.
• Failure to demonstrate professional behavior.
• Failure to perform at expected levels according to clinical evaluation tools.

Practice/Difficulty in the Clinical Areas
Any students having difficulty with a skill/function in the clinical area, at any level, will be referred by the clinical instructor to the Assistant Director of Nursing for skill lab support/remediation. Students referred to the skills lab may not attend clinical until remediation is complete unless otherwise agreed to by faculty.

Procedure
1. A Nursing Lab Referral form will be given to the student.
2. The student presents the form to the Assistant Director of Nursing, Carol Iaconelli.
3. After satisfactory completion of the skill the Assistant Director of Practical Nursing will sign the form.
4. The Assistant Director of Practical Nursing returns the form to the clinical instructor.

Failure to comply with this procedure will prevent continuation in the clinical experience and could result in a grade of “unsatisfactory” in the clinical area.
Grading

The following point values are assigned to letter grades within the Practical Nursing Program:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C</td>
<td>78-79</td>
</tr>
<tr>
<td>D</td>
<td>70-77</td>
</tr>
<tr>
<td>F</td>
<td>69 &amp; below</td>
</tr>
</tbody>
</table>

A minimum of 78% and a Satisfactory Clinical Evaluation are required to successfully pass a nursing course.

Grades Are Not “Rounded” To the Nearest Whole Number

Professional Conduct

The use of Clinical agencies is a privilege. The Dean of Nursing has the right to assign students to any clinical agency. Professional conduct is expected at all times when a student is representing Cumberland County College. Students must practice according to the American Nurses’ Association Code of Ethics, Standards of Practice and the Nurse Practice Act which delineates practice in the State of New Jersey (appendix A: Professional Standards).

Professional behavior promotes the well being of clients, health care workers and self. It reflects accountability and respect for the rights of individuals. Professional behavior also contributes to the maintenance of a peaceful, non-threatening and therapeutic environment. No cell phones, beepers, CB radios, scanners, cameras or recording devices are allowed in the clinical setting.

Practical Nursing students must practice within the contractual agreements between Cumberland County College and the affiliating agency.

- Complaints, patterns of behavior that are inappropriate or situations that result in a threatening environment will result in one of the following program sanctions:
  - A warning
  - A reprimand
  - Suspension
  - Immediate dismissal per the discretion of the program director with faculty input.
- Unprofessional behavior or hostile interactions in the clinical or classroom environment will result in immediate disciplinary sanction to include program dismissal.
- Endangering the safety of a patient due to disregard of clinical rules of conduct or fitness for duty will result in immediate dismissal from the program.
**Clinical Behavior: Care of Clients with Communicable Diseases**

According to the Nursing Code of Ethics, the nurse provides service to the client unrestricted by consideration of social or economic status; personal attributes, or the nature of health problems. In accordance with this code, the Practical Nursing faculty believes that nurses are primary providers of care and schools of nursing are responsible for professional practice to provide compassionate, humane care and equal treatment of all persons (Appendix A- Professional Standards).

In order to prevent transmission of blood borne pathogens and other communicable diseases in the health care settings, it is mandatory that Cumberland County College Practical Nursing students and faculty implement “universal or standard precautions” as recommended by the Centers of Disease Control in all clinical settings (Appendix B).

**Clinical Dress Code**

Nursing students are expected to portray professionalism and be appropriately groomed and dressed in all clinical settings. The Department of Nursing specifies the required student uniform in conjunction with the requirements of clinical agencies.

Requirements: Except when modification as designated by faculty is necessary to clinical areas, complete uniforms must be worn at all times in the hospital area. Students must wear complete uniform at all times. This includes:

- Clean white shoes-no clogs, crocs, open toed or open heeled shoe. No colorful ornamentation on the shoes.
- White socks-no color, ornamentation or designs.
- Emblem on upper left sleeve.
- Student ID
- Watch with a second hand-water resistant band.
- Bandage scissors.
- Pen
- Penlight
- Stethoscope
- Students are expected to keep hair clean, neat and away from their face with plain hair accessories. Long, “Pony tails” or loose hair is not permitted. Unconventional hair colors and hair ornamentation are not acceptable.
- Men should be clean shaven or have a well-trimmed mustache and/or beard.
- Nails should be short and unpolished to protect clients from injury. Acrylic, gel, silk wrap and other nail enhancement are not permitted due to CDC regulations as they have been shown to harbor organisms and fungus.
- Body art may not be visible.
- Make-up should be used in moderation. Perfume, cologne, aftershave, fragrant hairspray and cosmetics are not permitted.
- Jewelry should be limited to, with exception of medic alert bracelet, a watch with a second hand and a plain wedding band.
• Shirts worn under uniforms must be white without emblems, words or other ornamentation.

Piercings
• Only small post earrings – 1 set.
• No facial piercings, plugs or multiple earrings. This is a ruling from OSHA and CDC to decrease spread of disease.
• No facial jewelry to include tongue rings, plugs, wires, string.

Students are not allowed in the clinical facility to obtain patient information, etc… outside of the scheduled clinical dates and times assigned.

Readmission Policies

Readmission to the Practical Nursing Program for Practical Nursing Students
Students who have been unsuccessful in the Program due to failure to meet academic requirements may apply once for readmission.

To be considered for readmission, students must meet all the requirements of program admission.

• Students who are eligible for readmission must send a letter to the Dean of Nursing requesting readmission and schedule an appointment with the Dean
• Letters requesting readmission for the Fall semester must be signed by May 1 or for the Spring semester by December 1.
• The letter should include a plan for future success in the Practical Nursing Program. This plan should specify what the areas of difficulty were that the student experienced and what the student has done to prevent reoccurrence.
• Faculty may make specific recommendations regarding review of content/skills before readmission. Students will be required to demonstrate competency of clinical skills learned in previous courses. For example, those students reentering PN 103 must pass a skills challenge for skills learned in PN 101 and PN 102.
• Failure to meet the deadlines, inability to successfully perform previously learned skills during the skills assessment or lack of remediation in problem areas will result in the student’s not being able to return for an additional year. Students must also pass the ATI proctored examined for the last course successfully completed at the LEVEL 2 benchmark.

Readmission is considered individually on a space available basis after all continuing students are accommodated. If a returning student fails to meet skill requirement for course level, the student may be given the option to audit the previous course with the expectation of successfully passing the clinical components.
The Dean and Nursing faculty consider the following when reviewing a student’s petition for readmission:

- Skills assessment, math & ATI exam results
- GPA
- Science course grade
- Previous nursing classroom Proficiency performance
- Clinical evaluations
- Overall academic success
- Mitigating circumstances (hospitalization, illness, personal difficulties, etc.)
- The implemented plan in the student’s letter of requesting readmission.

**Readmission is not guaranteed.** The student will be notified of the readmission decision by the Dean of Nursing.

Students, who are readmitted after withdrawing from a course for any reason, or failing a course, must repeat the entire course.

- For readmission, the last practical nursing course must have been no more than 2 years prior.
- If the last practical nursing course was taken more than 2 years prior, the student will be required to begin the program from the beginning.
- If the total curriculum changes, the student will have to take the indicated courses.
- All health requirements, CPR certification, liability insurance and criminal background check must be updated and turned in prior to registering for nursing courses.

Students may not be readmitted to the practical nursing program following a second failure of the same nursing course or failure of a subsequent Practical Nursing course. Withdrawing when course average is below 78 or demonstrating unsatisfactory clinical progress is **considered a failed nursing course.**
Academic Program Policies

Student Representative

Students are encouraged to participate in the various meetings/committees within the Nursing Department and College. The meetings in the Department include team and department meetings. A representative from each year should be selected. Representatives are expected to bring to the meetings the opinions and stated needs of the nursing students and take information back to the students. This allows for student involvement in program improvement.

Chain of Command

The following is the procedure if a student believes there is a problem with a grade, evaluation, right of privacy or other right, or other problematic situation.

- If the situation concerns an academic grade, the student should first speak with the instructor to discuss the grade in question as soon as the error is recognized.
- If the situation/grade pertains to a clinical evaluation or issue, the student should first speak with the clinical instructor as soon as possible or within one week of the issue.
- If the student is still dissatisfied, the student should meet with the Assistant Director of Practical Nursing to discuss the issue.
- The Assistant Director of Nursing will investigate the situation to discuss it with the Dean of Nursing and arrive at a final decision within a reasonable period of time not to exceed 2 weeks.

If after having heard the Dean of Nursing’s decision the student is still dissatisfied, the student may then take the issue to the following chain of command:

- Vice President of Academic Affairs and Enrollment Services
- President of Cumberland County College

Student Grievance Procedure

Concern regarding all grades, including test, quiz, activity, clinical evaluation and final grades should be discussed with the individual faculty member. If a satisfactory resolution is not obtained between the student and the faculty member, the student may appeal the grade to the administration in the following order: Program Director, Division Chairperson, Vice President of Academic Affairs and Enrollment Services.

Time frame for appeals:
- Must appeal to faculty in writing within 3 working days of grades being posted.
- Subsequent appeals must be finalized within 30 days of grade in question being posted.

Behavioral problems will be discussed with the student and the individual faculty member/Dean of Nursing.
- Verbal or physical abuse or behavior towards others or towards self while in the role of a student representing Cumberland County College will result in immediate dismissal from the program.
• Students will be referred to the Student Intervention Team (SIT) for behavioral problems such as concerns of being under the influence of alcohol or drug, and all other behaviors that are disruptive to the learning environment that cannot be corrected directly by faculty.

Students may request in writing a reconsideration of dismissal within 30 days of notification of dismissal.

Math Competency Guidelines

Math exams are given every semester and calculations are included on all exams, therefore, it is necessary to gain competency. The college provides free math tutors through the Success Center. The course faculty are also available to assist students. In addition, a Medical dosage and Calculation ATI program is available to students to review throughout the program. A separate computer tutorial program to practice medical dosage calculations is available in the Nursing Computer Laboratory and may be used once the student is admitted to Nursing and throughout the year.

Graduation Eligibility

Nursing students who meet graduation requirements are eligible to purchase the Cumberland County College Nurse Pin. A formal pinning ceremony is planned in coordination with the Faculty Advisor/Director of Nursing. The pinning ceremony is held after the completion of the Practical Nursing program.

Graduation

All students anticipating graduation must file a Petition for Graduation whether they participate in commencement ceremonies or not. The Enrollment Services Office sets the guidelines and deadlines and provides the forms. In the Spring semester the deadline is usually sent to the students via your ccc email. After the deadline, there is a late fee. Students must complete all requirements of the Practical Nursing Program to be eligible for graduation. Students are encouraged to participate in the graduation exercises even though program completion is not until August. The student is ultimately responsible for ensuring that all degree and program requirements are met satisfactorily. Caps and gowns for graduation are ordered per the guidelines set by enrollment services. Please see Enrollment Services for the exact deadlines.

Personal Information

All changes in name, address, or phone numbers must be made to the Nursing Department within one week of the change. Students must often be contacted when not in class or clinical and outdated information may prevent important messages and letters from being delivered. Please provide a day and evening phone number. The Nursing Department will not be responsible for any information not received or the resultant consequences if the above contact information is not submitted.
The information on our records is sent by the Nursing Department to the New Jersey State Board of Nursing when all requirements have been successfully met so the graduate may take the state board RN licensure exam.

**NCLEX Preparation Program**

The NCLEX-PN is the LPN licensure examination. Because of the difficulty of this examination the Practical Nursing Program personnel stress the importance of learning material throughout the program and not just “studying for the test.” The complexity of caring for clients today requires high standards. In order to be prepared for this examination the nursing student must remediate in any theory areas that they miss or with which they have problems in understanding or application to clinical practice.

It is the student’s responsibility to seek assistance as soon as there is difficulty in any course for any reason. There are student services and remediation strategies available. It is mandatory that if the student receives less than a grade of “80” on an exam, that an appointment with a full-time faculty member be made for the following week to review the exam and the rationale for the correct answer. Since there is a comprehensive examination given at the end of the program; all prior deficiencies should be addressed on an ongoing basis to prepare for this. If a student is deemed “high risk”, mandatory faculty mentoring will be required by the Nursing Department. An individualized plan for success will be developed with the faculty member and student.

The Advanced Technologies Incorporated (ATI) Comprehensive Predictor Exam will be administered in the last semester of the PN program. This test will provide a guide for study for the NCLEX PN. Content area programs through ATI are available for review. You must provide proof of completion of a full standardized review course. After the completion of the above steps a letter will be forwarded by the Dean of the Nursing Program to the New Jersey Board of Nursing allowing the graduate to take the NCLEX licensure examination.

**Licensure Application and Eligibility**

Graduates of Cumberland County College Academic Certificate in Practical Nursing are eligible to apply for the National Council of State Boards of Nursing Examination for Practical Nurses (NCLEX-PN). All program requirements must be completed to take the NCLEX-PN. Satisfactory completion of the NCLEX-PN results in licensure as a Licensed Practical Nurse.

Besides the program completion requirements the New Jersey Board of Nursing has certain stipulations for application for licensure including age, official high school diploma or the equivalent as determined by the Nursing Program, and other guidelines regarding civilian/criminal charges and drug use. If you feel that there are incidents, situations, charges, indictments, or convictions that may prevent eligibility for a license, you are encouraged to discuss these with the Dean of the Nursing Program so you can be advised accordingly before pursuance or during the Nursing Program. Pursuance and completion of the course of study does not qualify you to take the NCLEX PN if the Board of Nursing disqualifies you for eligibility for a license.
The NCLEX-PN is a challenging examination. Throughout the Practical Nursing Program the student is provided opportunities to enhance readiness for the NCLEX-PN.

Confidentiality

Client Information

During the course of the Practical Nursing Program, students gain access to highly confidential information about clients. This includes written as well as verbal information pertaining to clients. The information may be learned during computer access to records, during reading of the chart, during report, during student pre-post conferences or during actual client contact.

A student is not to share a client’s confidential information with family, other clients or visitors. Before repeating any piece of information to a client, the student should check with the instructor to determine whether the information should be shared. A student is not to remove any information containing a client’s name or identification number. Photocopying of any portion of the client’s record is prohibited. Assignments are to contain clients’ initials only, never the client’s name. The student is required to safeguard any papers that contain the client’s name.

Any discussion of client information, except during an educational experience is considered a breach of confidentiality. Any student who violates client confidentiality is subject to dismissal from the Nursing Program. It should be noted that information shared with you outside of a clinical, because you are a nursing student, should be kept confidential as well. If a student has any question in this area, the student should contact the Dean of Nursing for guidance.

Student Records

Cumberland County College intends to comply with the Family Education Rights and Privacy Act of 1974 as this act protects the privacy of student education records and to establish the rights of students to review their records, to correct inaccurate or misleading data except grades and to permit students to control disclosure of their education records, with certain exceptions.

Background Checks

Clinical agencies mandate criminal history background checks for all individuals engaged in patient care and all students must undergo criminal history background checks prior to the start of each academic year. 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.
General Program Information

Projected Practical Nursing Program Cost

Tuition:
Tuition and fees are established by the Cumberland County College Board of Trustees, which reserves the right to change any and all fees and tuition without notice if circumstances make this necessary. Please refer to the College Catalog for current information on tuition and fees.

Liability Insurance:
Students enrolled in the Practical Nursing Program are required to carry malpractice insurance. The annual premium for this insurance is approximately $39.00.

Background Check:
Clinical affiliates require criminal background, medical documents and urine drug screen information on students. New Jersey criminal background check, urine drug screen & medical documenter is approximately $101.25. The cost is dependent on the number of states in which the student has resided.

Physical Examination:
Students are required to maintain health and immunization requirements of the program (cost will vary).

Books and Supplies:
$2,000/year (approximately). Students are required to purchase a lab pack at the college bookstore in order to participate in skills lab.

Uniforms:

<table>
<thead>
<tr>
<th>Women</th>
<th>Men</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 set tunic and pants</td>
<td>1 set shirt and pants</td>
</tr>
<tr>
<td>Bandage scissors</td>
<td>Bandage scissors</td>
</tr>
<tr>
<td>Name badge</td>
<td>Name badge</td>
</tr>
<tr>
<td>College emblem</td>
<td>College emblem</td>
</tr>
<tr>
<td>Penlight</td>
<td>Penlight</td>
</tr>
<tr>
<td>Watch</td>
<td>Watch</td>
</tr>
<tr>
<td>Stethoscope</td>
<td>Stethoscope</td>
</tr>
</tbody>
</table>

Total: $260.00 (approximately)

Travel Expenses:
Students must be able to provide independent transportation to the clinical facilities. When possible, carpool arrangements should be made. Clinical sites are rotated to provide optimum clinical exposure, thus enhancing the student nurse’s educational experience.

Graduation Expenses
- Cumberland County College Practical Nursing Pin – $35.00- $340.00
- State of New Jersey Licensure Application - $260.00
- NCLEX-PN Test Fee - $260.00
- Review Course - $260.00
- LPN License - $125.00
Appendix A- Professional Standards

Standards of Professional Nursing Practice
(Source: American Nurses Association (ANA) Scope and Standards of Nursing Practice, 2004)

ANA Standards of Care

Standard I. Assessment
The nurse collects patient health data

Standard II. Diagnosis
The nurse analyzes the assessment data in determining diagnoses

Standard III. Outcome Identification
The nurse identifies expected outcomes individualized to the patient

Standard IV. Planning
The nurse develops a plan of care that prescribes interventions to attain expected outcomes.

Standard V. Implementation
The nurse implements the interventions identified in the plan of care.

Standard VI. Evaluation
The nurse evaluates the patient’s progress toward attainment of outcomes.

ANA Standards of Professional Performance

Standard I. Quality of Care
The nurse systematically evaluates the quality and effectiveness of nursing practice.

Standard II. Performance Appraisal
The nurse evaluates one’s own nursing practice in relation to professional practice standards and relevant statutes and regulations.

Standard III. Education
The nurse acquires and maintains current knowledge in nursing practice.

Standard IV. Collegiality
The nurse interacts with and contributes to the professional development of peers and other health care providers as colleagues.

Standard V. Ethics
The nurse’s decisions and actions on behalf of patients are determined in an ethical manner.

Standard VI. Collaboration
The nurse collaborates with the patient, family and other health care providers in providing patient care.

Standard VII. Research
The nurse uses research findings in practice.

Standard VIII. Resource Utilization
The nurse considers factors related to safety, effectiveness, and cost in planning and delivering patient care.
Appendix B- Standard Precautions

Hand hygiene
*Summary technique:*
- Hand washing (40–60 sec): wet hands and apply soap; rub all surfaces; rinse hands and dry thoroughly with a single use towel; use towel to turn off faucet.
- Hand rubbing (20–30 sec): apply enough product to cover all areas of the hands; rub hands until dry.

*Summary indications:*
- Before and after any direct patient contact and between patients, whether or not gloves are worn.
- Immediately after gloves are removed.
- Before handling an invasive device.
- After touching blood, body fluids, secretions, excretions, non-intact skin, and contaminated items, even if gloves are worn.
- During patient care, when moving from a contaminated to a clean body site of the patient.
- After contact with inanimate objects in the immediate vicinity of the patient.

Gloves
- Wear when touching blood, body fluids, secretions, excretions, mucous membranes, non-intact skin.
- Change between tasks and procedures on the same patient after contact with potentially infectious material.
- Remove after use, before touching non-contaminated items and surfaces, and before going to another patient.
- Perform hand hygiene immediately after removal.

Facial protection (eyes, nose, and mouth)
- Wear a surgical or procedure mask and eye protection (face shield, goggles) to protect mucous membranes of the eyes, nose, and mouth during activities that are likely to generate splashes or sprays of blood, body fluids, secretions, and excretions.

Gown
- Wear to protect skin and prevent soiling of clothing during activities that are likely to generate splashes or sprays of blood, body fluids, secretions, or excretions.
- Remove soiled gown as soon as possible, and perform hand hygiene.

Prevention of needle stick injuries Use care when:
- handling needles, scalpels, and other sharp instruments or devices
- cleaning used instruments
- disposing of used needles.

Respiratory hygiene and cough etiquette
• Persons with respiratory symptoms should apply source control measures: cover their nose and mouth when coughing/sneezing with tissue or mask, dispose of used tissues and masks and perform hand hygiene after contact with respiratory secretions.

Linens: Handle, transport, and process used linen in a manner which:
• Prevents skin and mucous membrane exposures and contamination of clothing.
• Avoids transfer of pathogens to other patients and or the environment.

Waste disposal
• Ensure safe waste management.
• Treat waste contaminated with blood, body fluids, secretions and excretions as clinical waste, in accordance with local regulations.
• Discard single use items properly.

Patient care equipment
• Handle equipment soiled with blood, body fluids, secretions, and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing, and transfer of pathogens to other patients or the environment.
• Clean, disinfect, and reprocess reusable equipment appropriately before use with another patient.

For more details, see:
WHO Guidelines on Hand Hygiene in Health Care (Advanced draft), at:
The SIGN Alliance at: http://www.who.int/injection_safety/sign/en/
Appendix C- Consents

Examination Confidentiality

I understand that the contents of all examinations are confidential. I agree that I will not share any information related to any examinations nor will I receive any information related to examinations from any individual. Any violation of confidentiality will result in sanction up to dismissal from the program.

________________________________________________________
Signature  Date

____________________________________________________________________________
Print Name

____________________________________________________________________________
Witness

Informed Consent

I understand that the Nursing Program will include academic, laboratory and clinical work performed in the classroom, laboratory, hospital and other clinical facilities. I further understand that these experiences will include direct care or exposure to clients with a variety of illnesses and diseases and will include the handling of and/or contact with human body fluids and tissues. I, therefore, understand that I may or will be exposed to disease carrying bacteria, viruses and fungi.

In consideration of being permitted to participate in the Cumberland County College Nursing Program, I, the undersigned, in full recognition and appreciation of the dangers and hazards inherent in the health care field and in particular in the medical facilities where I will be present during participation in the program, do hereby agree to assume all the risks and responsibilities surrounding my participation in this program or independent activities undertaken as an adjunct thereto; and further I do for myself, my heirs and my personal representative hereby agree to defend, hold harmless, indemnify and release, and forever discharge Cumberland County College and any and all of its officers, agents and employees from and against any and all claims, demands, and actions, or causes of actions, on account of damages to my personal property, or personal injury, disease, or death which may result to me from my participation in this program and my exposure to the risks inherent in the program.

____________________________________  _______________________________________
Signature  Date
Physical Contact in Performance of Laboratory Skills

I understand that the Nursing curriculum contains skills that involve direct physical contact with other students or faculty. I agree to participate in the administration of these skills.

Signature
Date

Print Name

Witness
Appendix D - Waivers

Nursing Student Handbook Waiver

I have read, understand and agree to the content and policies contained in the Nursing Student Handbook

__________________________________________
Signature Date

__________________________________________
Print Name

__________________________________________
Witness

Fitness for Duty Contract

Cumberland County College Nursing Program has a Fitness for Duty Policy (see page 35). This policy is consistent with the policies of various institutions, clinical, and agencies with whom the college has affiliation agreements and contracts and has identical goals. This policy is concerned with performance problems related to substance use (drugs, including alcohol) and the adherence to this Policy. Actual or suspected non compliance with this policy will result in diagnostic evaluations to include supervised blood alcohol/drug levels, urine studies, referral for treatment and may result in dismissal from the nursing program.

__________________________________________
Signature Date

__________________________________________
Print Name

__________________________________________
Witness
Electronic Recording Agreement Nursing Department

I understand that as a Cumberland County College Nursing Student, I am authorized to tape or electronically record my class lectures for personal academic use only. I realize that lectures recorded for this reason may not be shared with other people without the written consent of the lecturer. I also understand that recorded lectures may not be used in any way against the faculty member, other lecturer or students whose classroom comments are recorded as part of the class activity. I am aware that the information contained in the recorded lectures is protected under Federal copyright laws and may not be published, quoted, or electronically distributed without the written consent of the lecturer and without giving proper identity and credit to the lecturer. I agree to abide by these guidelines with regard to any lectures I record while enrolled as a nursing student at Cumberland County College.

_______________________________  ________________________________
Signature                        Date

________________________________________________________________________
Print Name
No Smoking Policy

Second hand smoke can cause both long term and immediate effects on human health. People exposed to second hand smoke have a higher incidence of developing both acute and chronic respiratory diseases, heart disease, ear infections and cancer through repeated exposure. Second hand smoke also poses a threat in the workplace. Toxins and carcinogens spread quickly throughout indoor environments and can easily be transported in the fibers of clothing to a vulnerable, ill client. For the safety and the well being of our sick clients, all healthcare settings have adopted a smoke free policy which disallows anyone, including healthcare providers or students to smoke anywhere on the hospital campus. Due to the evidence based research regarding the exposure of tobacco and its effect on the health and wellness of sick clients, you will not be permitted to smoke during off campus nursing activities and during clinical hours. Smoking is not permitted on college campus except in designated parking lots. Smoking is not permitted on ANY clinical campus. Actual or suspected noncompliance with this policy will result in dismissal from any nursing related off campus activity or clinical rotation and may result in dismissal from the nursing program. I have read, understand and agree to the content and policy contained in this addendum to the Nursing Student Handbook.

______________________________
Signature

______________________________
Date

______________________________
Print Name
Refusal to Tutor

I _________________ have been informed of the policy requiring tutoring if I score below a 78% on an exam. I realize that this policy is in place to assist me in being successful. I realize that failure to participate in tutoring may impact my performance on future exams.

Fully understanding the above, I choose to decline tutoring at this time

______________________________________________________________________________
Student Name

______________________________________________________________________________
Director of Nursing Signature

Date

Date
Tutoring Record

Student Name: ____________________________ Course: ____________ Section: ________
Tutor Name: __________________________________________________________________
This student is being referred for:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

<table>
<thead>
<tr>
<th>Method(s) of Remediation (to be filled out by tutor)</th>
<th>Evaluation &amp; Recommendation Methods (to be filled out by tutor)</th>
<th>Date(s) of Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tutoring Completion Slip

I, ____________________________ have agreed that the student listed above has attended regular tutoring sessions to improve test taking strategies and remediate on gaps in content knowledge prior to the date of the student’s next exam.

______________________________________________________________________________
Signature of tutor                                                    Date