Practical Nurse Program

A Division of Career & Technical Education

2019-2020 Handbook
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The Board of Cooperative Educational Services, Sole Supervisory District of Orange-Ulster Counties, operates all programs in compliance with the federal and state laws which prohibit discrimination because of race, color, religion, creed, national origin, political affiliation, sex, age, marital status, sexual orientation, pregnancy, military status, veteran status, genetic predisposition or carrier status, ancestry, disability or any other legally protected status. The compliance officer is Terry A. Reynolds, Assistant Superintendent for Instruction & Title IX/Section 504/ADA Coordinator, (845) 291-0100 Extension 10120
Mission

The mission of the Orange-Ulster BOCES (OU BOCES) is to serve our component districts and community in the development of continuous learners who will be successful in meeting the challenges of living in our society today and in the future. We will accomplish this mission in a cost-effective manner with a dedicated, skilled, caring staff providing quality educational services in a safe, nurturing and accessible environment.

Philosophy

Education is a process which allows an individual to develop his/her own potentials for functioning within an existing and rapidly changing society. It is the right of an individual to have the opportunity to pursue the education of his/her choice. Nursing education should build on a foundation of basic education with emphasis on developing articulation with the total community.

The philosophy of the Orange-Ulster BOCES Practical Nurse Program includes the belief that nursing is an art and a science. Principles from biological, physical, behavioral, and social sciences are applied in providing care for the individual as a whole, both in promoting health and in illness.

Practical nursing is an integral part of all nursing with the practitioner functioning cohesively with all members of the health care team. Through an organized program combining the theory and selected clinical experiences, a beginning practitioner is prepared to provide safe, intelligent care within the scope of the Nurse Practice Act. Rapidly changing society demands increased responsibility on the part of an individual for continuing education and active participation in professional organizations. Evaluation is continuous throughout the curriculum and methods are established to measure the effectiveness of the total educational process.

Conceptual Framework

The curriculum is based on the concepts of the basic needs of man, the health-illness continuum, and the nursing process. These concepts are discernible in the content of each course, allowing the student to understand human needs, human physiological function, develop the ability to recognize illness, and develop the practical nursing skills necessary to assist the individual to his/her optimum level of health.

The nursing process is utilized as the basis for providing care. This process allows the student to systematically gather patient information, to identify patient needs, prioritize the needs, and implement a plan of action. Evaluation of the plan of action is ongoing, dependent on the resolution of problems, and a new plan is developed when necessary.

Through this organized program which combines theoretical knowledge, application of theory to clinical practice, and the nursing process, a beginning practitioner is prepared to give safe, intelligent care within the scope of the Nurse Practice Act as a member of the health care team.

Accreditation and Approvals

Orange Ulster BOCES is accredited by the New York State Department of Education Office of Professions.
Curriculum Objectives

Upon completion of the program the nurse student will:

- apply the nursing process, within the scope of a Practical Nurse, as a systematic problem solving method to provide safe effective care to culturally diverse individuals, families, and groups
- utilize ethical principles to resolve ethical dilemmas in a health care environment
- accept responsibility and accountability for adhering to the high standards of nursing practice as mandated by the Nurse Practice Act
- implement strategies to stimulate and support change needed to improve the quality of health and nursing care standards
- display a commitment to excellence in interactions with patients, families, colleagues, and employing organizations
- demonstrate professional values, standards, and boundaries within the legal scope of professional practice as a Practical Nurse
- be prepared to take and pass the NCLEX-PN exam for licensure

Program Overview

The practical nursing program is an intensive program consisting of twelve courses of study. Clinical rotations enhance the theory portion and occur in a variety of health care settings that include inpatient and outpatient settings. The total program is 1104 hours divided into two levels of instruction. Content moves from simple to complex. Homework includes individual, group cooperative learning, and projects. All students must maintain a 75% average for each of the twelve courses to remain in the program.

Curriculum/Course Descriptions Level I

Nursing I: Foundations I: Theoretical Foundations

This course is designed to introduce the elements of nursing which will provide the student with a foundation for safe, competent nursing practice throughout the program and in professional practice. Students learn concepts and theories basic to the art and science of nursing. The nursing process and Maslow’s Hierarchy of Needs are presented providing a solid theoretical frame work for problem solving, critical thinking, and the delivery of safe, effective patient centered care. These theoretical concepts are integrated throughout all courses. The topics of study include (but not limited to): effective communication, legal and ethical principles, documentation skills, cultural competence, concepts of health promotion, caring, critical thinking, and nursing history.

*Concepts and skills are enhanced in subsequent courses.*

Nursing I: Foundations I: Theoretical Foundations

Module 1: Evolution of Nursing
Module 2: Legal and Ethical Aspects of Nursing
Module 3: Communication, and Documentation
Module 4: Nursing Process
Module 5: Transcultural Health

*Concepts and skills are enhanced in subsequent courses.*
Nursing II: Foundations II: Patient Care Basics
A continuation of the study of Foundations I (Nursing I), Foundations II (Nursing II) further develops knowledge and skills necessary for the student to provide safe basic patient care throughout the program and in clinical practice. Methods for maintaining physical, and psychological safety are introduced along with therapeutic nursing interventions. An emphasis on the principles, stages, and theories of growth and development along with changes that occur across the lifespan are explored. Complementary and alternative therapies are reviewed. The function of nutrition as related to growth, health and disease is introduced. Principles of infection control and safety, a main focus of the NCLEX-PN, are covered in theory and the skill laboratory. Students learn and practice basic nursing skills in the lab and demonstrate competency prior to performance in the clinical agency which they are assigned.

Module 1: Complimentary Therapy:  
Module 2: Infection Control, Medical Asepsis, Microbiology  
Module 3: Safety  
Module 4: Growth and Development  
Module 5: Nutrition

Concepts and skills are enhanced in subsequent courses.

Nursing III: Medical/Surgical Nursing I
Medical/Surgical I (Nursing III) is designed to further develop students into safe nursing practitioners by adding to the skills and knowledge obtained in Nursing I and II. Students will learn about gerontology and the effects of aging on body systems as they apply skills to clinical experiences in long term care. The nursing process is used as a framework to explore issues and the unique health needs of the older adult. Alterations in physiological and psychosocial function, and the role of the practical nurse in meeting the health care needs of the older adult are incorporated throughout. Principles of pharmacology, various classes of drugs, and safe medication administration are emphasized. Clinical calculation of medications is introduced culminating in a medication calculation exam where students must score 100% to continue in the program. Medication administration competency skills must be passed in the skill lab with a satisfactory grade prior to administration of medications in the clinical agency students are assigned.

Module 1: Care of the Elderly Patient:  
Module 2: Basic Patient Care  
Module 3: Specimen Collection/ Diagnostic Testing:  
Module 4: Medication Administration/ Clinical Calculation/ Medication Classification Basics

Concepts and skills are enhanced in subsequent courses.

Nursing IV: Medical/Surgical Nursing II
Medical/Surgical II (Nursing IV) builds on prior concepts and theories. Concepts related to perioperative nursing, pain management, and wound care further prepares students for medical-surgical clinical experiences  

Module 1: Surgical Asepsis  
Module 2: Perioperative Nursing  
Module 3: Pain Management  
Module 4: Wound Care Cooper and Gosnell

Concepts and skills are enhanced in subsequent courses.

Nursing V: Anatomy and Physiology I
Anatomy and Physiology I (Nursing V) is the first of two-courses that provides the student with a strong foundation in the normal functioning of the human body using a systems approach. The course emphasizes the structure and function of the human body, starting with a study of the molecular, cellular and tissue levels, and
continuing with a focus on selected organ systems. The interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis are explored.

Module 1: Body Overview
Module 2: Cells
Module 3: Integumentary System
Module 4: Musculoskeletal System
Module 5: Respiratory System
Module 6: Cardiovascular System/Blood and Blood Vessels
Module 7: Cardiovascular System/Heart

Concepts are enhanced in subsequent courses.

Nursing VI: Anatomy and Physiology II
Building on Anatomy and Physiology I (Nursing V) this course provides a continuation of the comprehensive study of the anatomy and physiology of the human body using a systems approach. The interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis are explored. Upon completion, students should be able to demonstrate an in-depth understanding of the principles of anatomy and physiology and their interrelationships.

Module 1: Urinary System
Module 2: Gastrointestinal System
Module 3: Endocrine System
Module 4: Nervous System
Module 5: Nervous System/Sensory
Module 6: Lymphatic/Immune System
Module 7: Reproductive System

Concepts are enhanced in subsequent courses.

Level 2 Curriculum/Course Descriptions

Nursing VII: Alterations in Health I
Alterations in Health I and II (Nursing VII and VIII) focuses on the care of adult patients with health alterations related to disease states requiring medical or surgical interventions. A systems approach is utilized to provide the knowledge students will need to care for patients with various diseases and disorders. An emphasis on basic and intermediate nursing skills, critical thinking and pharmacological principles is incorporated.

Module 1: Integumentary Alterations
Module 2: Musculoskeletal Alterations
Module 3: Respiratory Alterations
Module 4: Cardiovascular Alterations
Module 5: Blood and Lymphatic Alterations
Module 6: Alterations in Immune Function
Module 7: Alterations in Immune Function/HIV and cancer

Nursing VIII: Alterations in Health II
Module 1: Alterations in Genito-Urinary Function
Module 2: Alterations in Acid-Base Balance/Fluid and Electrolyte Imbalance
Module 3: Gastrointestinal Alterations
Module 4: Alterations in Endocrine Function
Module 5: Neuro/Sensory Alterations
Module 6: Alterations in Reproductive Health

Concepts and skills are enhanced in subsequent courses.

Nursing IX: Specialty Nursing I Care of the Childbearing Family
Specialty Nursing I (Nursing IX) prepares students to care for families during the childbearing process. Normal pregnancy and labor/delivery are covered along with normal physiological variations and complications. Basic nursing skills in caring for the term, preterm and post-term newborn are examined and included in the clinical component. The nursing lab provides students the opportunity to learn and apply nursing skills related to the care of newborns and the pregnant women. Clinical experience is aligned with course content and provided in maternity and pediatric settings.

Module 1: Care of the Pregnant Patient and Family
Module 2: Labor, Delivery
Module 3: Care of the Normal and High-Risk Mother and Newborn
Module 4: Care of the High-Risk Family

Concepts and skills are enhanced in subsequent courses.

Nursing X: Specialty Nursing II Nursing Care of Children
Specialty Nursing II (Nursing X) provides students with the theoretical foundation and knowledge necessary for providing care to pediatric patients. The role of the practical nurse in caring for children with a focus on family centered care including communication, safety, health promotion/prevention, nutrition, and utilization of community resources is discussed. Common pediatric illnesses, diseases and disorders are reviewed using a systems approach. Normal growth and development, cultural awareness, and diverse approaches to parenting are explored. Care of the special needs child and family is also covered. There is a focus on providing knowledgeable and safe competent nursing care to pediatric patients of various ages and their family using critical thinking and the nursing process.

Module 1: Pediatric Heath Promotion and Basic Pediatric Care
Module 2: Basic Pediatric Care
Module 2: Special-Needs Pediatric Nursing

Concepts and skills are enhanced in subsequent courses.

Nursing XI: Specialty Nursing III
Specialty nursing III (Nursing XI) explores basic principles, concepts and trends of mental health. Emphasis is placed on using the nursing process to assist individuals to meet mental health related needs; therapeutic modalities and patient care are discussed. Pharmacological therapy specific to mental health illness are incorporated. Concepts and alterations in substance abuse are examined. Emergency care is also covered.

Module 1: Mental Health Nursing
Module 2: Substance Abuse
Module 3: Emergency Care/First Aid

Nursing XII: Specialty Nursing IV
Specialty Nursing IV (Nursing XII) explores the practical nurses’ role in the community. Concepts and theories related to end of life care is also covered. This last course provides students with opportunities to gain knowledge and skills necessary for the transition to the role of the Licensed Practical Nurse. Emphasis is placed on preparing the student for taking the NCLEX-PN licensure exam and entry level employment as a Licensed
Practical Nurse. An ATI comprehensive predictor examination is administered and guides students in successfully preparing for taking the NCLEX exam.

Module 1: Community Health Nursing
Module 2: End of Life Care
Module 3: Leadership

**Clinical Rotations**

All students are subject to passing a criminal background check and urine drug screening prior to entering the program. Additionally, all students will have to pass a second urine drug screen and criminal background within 30 days of arrival to acute care clinical sites.

Students will be assigned to various agencies for their clinical experiences. Students are placed in clinical groups using a random selection process and assignments will NOT be changed once scheduled. Clinical objectives and evaluation methods will be provided prior to each clinical rotation. Transportation to clinical sites is the responsibility of the student. The typical clock hours of attendance may vary based on the agency assigned.

**Clinical Affiliations include (but not limited to):**

- Catskill Regional Medical Center a member of Greater Hudson Valley Health System (GHVHS)
- Crystal Run Health Care
- Ezras Choilim Health Center
- Highland Rehabilitation Center
- Middletown Medical
- Orange County Valley View Rehabilitation and Nursing Center
- Orange Regional Medical Center a member of GHVHS
- Park Manor Rehabilitation and Health Care Center
- Schervier Rehabilitation and Nursing Center
- St. Luke’s Cornwall Hospital

**School Schedule**

The school calendar contains complete information regarding holidays and vacation periods.

**Full-Time (FT) classes** are typically Monday through Friday 8am-3pm.

**Part-Time Level 1 (PT1) Traditional Class:** 4 days per week; one full day 8am-3pm, 3 half days (either 8am-11am or 12p-3p)

**Part-Time Level 2 (PT2) Traditional Class:** 4 days per week; one full day 8am-3pm, 3 half days (either 8am-11am or 12pm-3pm)

*Clinical locations and hours vary in all programs. Students are expected to follow agency clinical hours as assigned.*

On occasion, seminars, class trips, and clinical sites assigned may require attendance earlier than 8am and later than 3pm. Students are expected to adhere to the scheduled hours.

**School Cancellation**

All students are advised to listen to local radio stations or check the website [www.ouboces.org](http://www.ouboces.org) for announcements relative to school cancellations.
Admission Requirements

1. Mandatory attendance at a program information session is required. All potential applicants must attend both portions (curriculum and financial aid).

2. Students are required to take the Test of Adult Basic Education (TABE) exam. Exception: If the candidate has an associate’s degree or higher from an accredited institution the TABE exam is optional. A minimum score of 11.0 GE for Reading and 9.5 GE for Math is required. Applicants who attain a math score of 8.9 or less may be offered remediation free of charge and may re-take the exam to attain the required scores.

Students who are successful in achieving the TABE exam requirements will then be required to take the Test of Essential Academic Skills (TEAS). Students must attain an overall score of “BASIC” on the exam. Additionally, all candidates must score a 60% or higher on the reading comprehension section. Applicants failing to attain the required scores on the first attempt will be allowed one opportunity per academic year to retake the entrance exam (ATI-TEAS test).

Entrance test results (both TABE & TEAS) are valid for one academic year. Students who do not meet entrance requirements will be offered, upon request, information to pursue other health related careers.

3. After successful completion of the required exams students are then scheduled for an interview. At interview the following original documents must be submitted (for copying):
   - Official High School Transcript or official GED transcript with scores
   - Driver’s license or Government photo ID
   - Valid American Heart Association, CPR card; Health Care Providers (if available)
   - A writing sample will also be completed during the interview process
   - Non-refundable fee of $250.00 (money order or credit card only)

*Social Security number is required for NCLEX testing. A copy of the student’s social security card will be taken on the first days of classes.

4. All students must submit a completed physical form by the date indicated in the acceptance letter. Students are not allowed to enter the program if they do not have a current satisfactory physical on file that indicates that there are no medical restrictions to participate in the program’s classroom, laboratory exercises and clinical rotations.

Note: All students are required to perform physical duties while working with patients or in the skills laboratory. Students are responsible to notify their primary instructor of any physical limitations or medical conditions that develops during the student’s enrollment in the program. Students must have medical clearance that indicates that there are no medical restrictions or limitations to participate in all program’s laboratory exercises and clinical rotations.

Immunizations must be up-to-date to include MMR & Rubeola vaccines or titers, Varicella vaccine or titer, Hepatitis B vaccine series (positive serology) OR waiver for the Hepatitis B vaccines and Td vaccine every 10 years. Titers are blood tests that indicate that the individual has an immunity to the disease.

Annual requirements include:
   - Two-step PPD (is required if you are not current with your PPD). If you are current with your PPD a one-step PPD is required)
Seasonal Flu vaccine or waiver. If you have a physician signed NYSDOH waiver you will be required to wear a mask in all patient care areas. Additionally, many facilities will not allow students without the vaccine, regardless of a waiver.

- Physical exam “indicating no restrictions or limitations”.

5. A urine drug screen and a criminal background check are required for entry into the program. Acceptance letters are contingent upon the candidate completing and passing all required testing. Failure of the urine drug screen prohibits entrance into the program for one academic year. Any applicant with a criminal history must provide a certificate of relief from a judge. A “positive” criminal background/activity can prohibit your ability to participate in the clinical portions of the program. Clinical is a required component of the program, therefore you would not be eligible for the program.

6. Two professional recommendations (the forms will be provided to you during the admission process). If you are not employed a form completed by a teacher or a person in a supervisory role is acceptable. References should be mailed by the professional who completes them or returned in a sign sealed envelope. References are REQUIRED.

*Note: All admission documents must be completed and on file for a student to enter the program.*

7. Orange-Ulster BOCES will clear all prospective students through the NYS Nurse Aide Registry, that the student does not have any past or pending charges of mistreatment or abuse of residents or misappropriation of their property while employed in a health care facility.

*Meeting the minimum testing requirements does not guarantee admission to the program or an interview.*

**Transfer**

Orange-Ulster BOCES Adult Practical Nurse Program is a New York State approved program. Program curriculum and hours vary in each practical nurse program throughout the state, therefore, transfer from one practical nurse program to the Orange-Ulster BOCES practical nurse program is not possible.

**Orange-Ulster BOCES PN Program Financial Requirements**

Tuition payment must be made in accordance with school policy as outlined in the Letter of Acceptance and explained below:

- Complete tuition payment or receipt of the Financial Aid award letter is due by the date indicated in the Acceptance Letter (prior to the first class)
- A non-refundable $750 deposit is due by the date indicated in the acceptance letter, regardless of whether you are applying for financial aid
- Payment may be made by credit card (MasterCard or Visa) or money order (made out to Orange-Ulster BOCES)
  - No cash or personal checks will be accepted
- Financial aid may not cover all tuition and fees
- Notification will be made of your remaining balance due in the Financial Aid Award Letter
- No one will be admitted to the program until all fees are paid and required documentation submitted
- Students receiving financial aid must maintain satisfactory academic progress in the program or funding is in jeopardy
- Students who do not meet their financial obligations may be terminated from the program
You must provide evidence you have been approved for Title IV federal funding or any other governmental funding unless you are paying outright for the program.

Tuition cost: $13,950.00

Estimated other expenses:
- Textbooks: $400.00
- Uniforms: $150.00
- Criminal Background and Urine Drug Screen: $112.00
- GHVHS Document collection system (mandatory): $75.00 (subject to change by clinical affiliate)
- GHVHS Urine Drug Screen (mandatory): $75.00 (approximate)

**Refund Policy**

A student who withdraws or is dismissed at any time during or after the first scheduled class meeting shall be entitled to a refund as provided below:
- Within first week of the program, full refund of all tuition paid, less the non-refundable registration fee and $750 deposit
- During the second week of the program, 70% refund of tuition, less the non-refundable registration fee and $750 deposit
- After the second week of the program, no refund will be made; student is responsible for any and all remaining tuition and fees

All requests for refunds must be in writing and addressed to the program team leader. The date of formal withdrawal is the date upon which all of the following have been completed:
1. Written request of withdrawal is received
2. The student meets with the instructor, the counselor and/or the team leader
3. Orange-Ulster BOCES receives the student’s completed withdrawal or dismissal forms
4. The Financial Aid Officer provides the student with written exit clearance
5. All library books and/or materials are returned

**Financial Aid Information**

Federal financial aid is available to those who qualify. The Free Application for Federal Student Aid (FAFSA) is available online at [www.fafsa.gov](http://www.fafsa.gov). For more information, contact Lisa Scott, Financial Aid Officer at (845) 781-4363 x10805 or lisa.scott@ouboces.org.

Students who apply for federal financial aid will receive a financial aid award letter which lists all eligible financial aid, including the Federal Pell Grant, Subsidized Direct Loan, Unsubsidized Direct Loan and/or Parent PLUS loan. The financial aid award letter must indicate which types of aid the student has accepted and/or declined and must be signed and returned to the Financial Aid Officer.

Students who apply for federal financial aid may be selected for verification, which is a further review of the information provided on the FAFSA. Students selected for verification will be notated with an * next to the EFC (Expected Family Contribution) number and will be required to complete a verification worksheet which will be included with the award letter. **Federal student aid will not be disbursed until verification has been completed.**

After you have been deemed eligible for a Direct Loan, the Financial Aid Officer will then certify your loan. Below is an outline of the procedure:
1. You will receive a student loan notification from the loan servicer indicating the disbursement dates and loan status.
2. The Federal government will keep an origination fee of 1.059% of the total student loan and 4.236% of the total Parent PLUS loan.

3. Your loan will be divided into disbursements based on hours attended.
   - The disbursement date is the date on which the federal government sends the loan funds to Orange-Ulster BOCES
   - The first disbursement will occur approximately 30 days after the first day of enrollment.
   - All subsequent disbursements will occur based on hours attended. (FT – 450 hrs. 900 hrs. 1002 hrs.), (PT – 225 hrs. 450 hrs. 675 hrs. 900 hrs., 1002 hrs.)

4. Your loan disbursement will be electronically deposited into the Orange-Ulster BOCES Federal funds account on or about the specified disbursement date.

5. All tuition and other charges for that term must be paid to Orange-Ulster BOCES before any loan proceeds are refunded to a student.
   - Refunds checks will be available for pick-up at the school approximately 14 business days from the date Orange-Ulster BOCES receives the federal funds. Students will be notified when checks are available. Valid picture ID and signature are required before the checks will be released.

The law specifies how Orange-Ulster BOCES must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that OU BOCES has that are covered by this law are: Federal Pell Grants, Direct Loans and Direct PLUS loans. The financial aid is posted to your student account at the start of each period and you earn the funds as you complete the period. If you withdraw or are dismissed during your payment period, the amount of Title IV aid that you have earned up to that point is determined by a specific formula. If you received (or Orange-Ulster BOCES or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by OU BOCES and/or you. The financial aid you received will be returned in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, Direct PLUS, PELL Grant. Orange-Ulster BOCES will return unearned funds back to the aid program and you will be responsible for any balance this creates. Once you have completed more than 60% of the payment period, you earn all of the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, Orange-Ulster BOCES must get your permission before it can disburse them. ID badges may automatically use all or a portion of your post-withdrawal of grant funds for the tuition. If you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds.

If you receive (or Orange-Ulster BOCES or parent receive on your behalf) excess Title IV aid that must be returned, Orange-Ulster BOCES must return a portion of the excess equal to the lesser of:

1. Your tuition charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

Orange-Ulster BOCES must return this amount even if it did not keep this amount of your Title IV aid. If OU BOCES is not required to return all of the excess aid, you must return the remaining amount. Any loan funds
that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note.

Any amount of unearned grant funds is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. You must make arrangements with Orange-Ulster BOCES or the Department of Education to return the unearned grant funds.

The refund requirements for Title IV program funds when you withdraw are separate from the OU BOCES refund policy. Therefore, you may still owe funds to Orange-Ulster BOCES to cover unpaid tuition charges, including any Title IV aid that OU BOCES was required to return.

**Academic Expectations/Satisfactory Academic Progress**

The objective of the program is to prepare practical nurses to give safe, effective care within the legal definition of nursing as defined by the Nurse Practice Act. Students must maintain satisfactory academic progress (SAP) which includes achieving a minimum passing grade of 75% in each course, 100% in the math calculation exam, and a passing grade in nursing skill lab (three attempts) and clinical rotation in order to be recommended for the licensing exam. Satisfactory academic progress is applicable to both Full-time and Part-time students.

Students who fail to meet satisfactory academic progress will be placed on probation (Memorandum of Agreement). This notice is to provide the student with an opportunity for remediation. Course grades are calculated based on the following:

- Quizzes 40%
- Exams 60%

***You must achieve an overall average of 75% to continue in the program***

***If your cell phone is visible OR “goes off” for ANY reason during a quiz or exam you will be stopped from testing and you will receive a Zero for the quiz/exam, No exceptions. If the location of the cell phone cannot be determined, all quizzes/tests will be collected and a new one will be administered to everyone***

*** Once testing begins, students may not leave the room until the student’s quiz/exam is complete.

*** Any quiz or material disclosure by students including (not limited to) the nature or content of quiz/exam items, before, during, or after the examination is prohibited and is considered academic dishonesty.

Students who are absent for a quiz or exam will be allowed to take a makeup, however, regardless of the grade achieved the maximum grade the student will receive is a 75% grade. If the student scores below a 75% the grade achieved will be recorded. Instructors may use an alternative quiz.

Quizzes and Exams will not be given prior to the scheduled time frames. It is the student’s responsibility to be in attendance for all quizzes and exams and remain in class as scheduled after taking a quiz or exam. If a student leaves after taking a quiz or exam it will have a negative impact on their quiz/exam grade. Any missed quiz or exam must be made up on the day the student returns to class. Instructors may assign seats for any test or quiz.

In the event of a failure, a Memorandum of Agreement (MOA) will be developed with provision for a comprehensive retake exam to determine competency. Both the first exam and second (retake) grades will be used to calculate the final course grade. However, regardless of the averaged quiz and exam grades, any student who has to retest, and has an average of greater than 75% will receive a grade of 75% for the retested unit. If the student does not achieve a 75% overall grade after the retest they may be dismissed from the program.
Students receiving Federal Student Aid (FSA) funds are required to maintain Satisfactory Academic Progress (SAP) before any federal student aid will be disbursed. SAP will be evaluated at the end of each payment period. At the time of each evaluation, any student who has not achieved the required 75% average or who has absences exceeding 36 hours will be placed on financial aid warning. OU BOCES will disburse the FSA funds for one payment period following the payment period in which the student did not make SAP. The financial aid warning will last for one payment period. As stated previously, any student receiving an MOA will have an opportunity to remediate. Students who exceed 36 hours of absences or who fail to make-up missed theory hours in the allowable timeframe could be dismissed from the program. Students who fail to make satisfactory progress after the warning period will lose their financial aid eligibility.

**Nursing Lab Expectations**

Students are responsible for attending every lab and to be prepared. The nursing lab is evaluated on a pass/fail grading basis. Students must be able to demonstrate a satisfactory performance rating for skills testing. A failure requires mandatory remediation and re-testing in the given skill within five (5) school days. Students are required to practice for all unsuccessful skill testing on their own time prior to re-testing. Students will be afforded three opportunities (attempts) to demonstrate competency in any given skill. **Failure to successfully re-test within one (1) week, or any subsequent failures up to two (2) attempts will result in a Memorandum of Agreement.** Failure to successfully re-skill after remediation and on the third (3rd) attempt will result in dismissal from the program.

There is no repeat of any skill demonstration when a student misses lab due to an absence. If a lab is missed when a skill demonstration has been presented the student will be responsible for the missed material on their own time.

All students receive a lab manual. The lab skill sheet must be present for students to practice and skill. Students are required to practice each skill twice prior to skill testing. Students are responsible for obtaining a peer check for each of the two practices to be eligible to skill. Students will not be eligible to skill test if they do not have the required two peer check off documented, and will be considered unprepared for testing which will result in a failure for the skill.

**Students who lose their lab manuals will have to pay a fee of $10.00 to replace their lab manual.**

All students receive a skills lab kit. Students must bring kits to lab for each class, skill, and practice.

** It is recommended students should spend 1-2 hours per week in the skill lab for independent practice. The skill lab can be utilized by students depending on availability. Independent lab practice time must be coordinated with faculty and arranged in advance of the practice sessions.

**Clinical Expectations**

Clinical is a professional environment. All students are expected to conduct themselves in a professional manner. Adherence to the dress code as well as civility towards fellow students, the faculty and staff is expected at all times, no exceptions. Students work under the direct supervision of faculty, within the scope of practice of the practical nurse.

- Clinical is evaluated on a pass/fail basis.
  - A student must receive "Satisfactory" (S) in all clinical competencies to pass the course and progress in the nursing program.
- Medical Surgical I and Medical Surgical II clinical rotations are comprised of two levels; Level I and Level II.
To maintain satisfactory performance in clinical students must demonstrate competency in each clinical rotation area, including both levels of Medical Surgical I and II.

A final evaluation of a student’s clinical performance will be completed at the end of each level by faculty.

The final clinical rotation grade is contingent on the satisfactory completion of ALL specified clinical rotation objectives and ALL electronic documentation assignments.

All clinical assignments are to be entered in the Orange-Ulster BOCES nursing electronic health record (EHR Tutor) documentation system.

- Hand written and e-mailed assignments will not be accepted. All assignments are due on the assigned date. Failure to complete any clinical documentation assignment will result in a grade of unsatisfactory and may represent a clinical failure.
- Any missed assignment must be completed and submitted to faculty as directed, to meet clinical objectives. Failure to complete any missed clinical documentation assignment will result in a grade of unsatisfactory and represent a clinical failure.

Students that demonstrate less than satisfactory performance during any phase of the clinical rotation will be informed by the instructor so that discussion of methods to improve can be conducted.

Students who fail to meet satisfactory clinical progress will be placed on probation (Memorandum of Agreement). This notice is to provide the student with an opportunity for remediation.

Any student who does not meet the clinical rotation learning outcomes will receive a course grade of U (unsatisfactory), a clinical failure.

- A clinical failure in any given clinical rotation will result in the student failing the course. The student will be subject to dismissal form the program without a refund.
- During the probationary period the student will complete remediation as assigned by the instructor in the content area identified as unsatisfactory.
- The student must demonstrate competency and satisfactory performance in the content area(s) identified in the subsequent clinical rotation.
- Failure to demonstrate satisfactory performance will result in clinical failure and dismissal from the program.

**If a student fails the theory portion of a course but has completed the clinical requirements, the clinical associated with the theory must be repeated as well as the theory if the student choses to re-enter the program.**

Missed clinical experiences are missed opportunities to meet course objectives. Students are expected to arrive at the assigned clinical facility at the assigned time (generally 8am). Students will be allowed to be **no more than 10 minutes** late **2 times** for their entire program. Students may make up time late (less than 10 minutes) at the discretion of the instructor only **2 times** for the entire program. The student is responsible for arranging with the instructor to come in early or stay late at clinical until the minutes are made up. Students who arrive more than 10 minutes late at **ANY** time to their assigned clinical experiences will be sent home and marked absent for the entire clinical day. Students are required to make up the missed time at their expense and on their own time.

***If the student is late, even one minute, after the two “allowed” times mentioned above, the student will be sent home and will have to make-up clinical at their own expense on their own time. ANY time (late/missed) **MUST** be made up on the student’s time at their own expense within the designated time frame as scheduled by faculty.

Working the night shift, or any part there-of, the night prior to clinical is strongly discouraged. Fatigue and tiredness can impact patient safety. If the instructor feels that you cannot safely perform your duties you will be sent home and be required to make-up the time at an additional cost at their own expense within the designated time frame as scheduled by faculty.
**Students who go to a clinical site they are not scheduled at will be sent home and have to make up the day.**

- Any missed clinical time between September and December must be made up over the winter break.
- Any missed clinical time between January and spring break must be made up over spring break.
- Any time missed after spring break must be made up by the 2nd week of July.

Payment for clinical make-up must be made **2 weeks prior** to the clinical make-up days. A schedule for clinical make-up dates, and the date the payment is due will be provided to students.

Failure to complete clinical hours as outlined above will result in progressive disciplinary action including dismissal from the program. Students are expected to satisfactorily complete all assignments for clinical make-up and submit within specified time frames to successfully fulfill the requirements for clinical make up. Failure to complete clinical make up assignments will result in progressive disciplinary action including dismissal form the program.

**SYMPLR & Clinical**

All students must comply with all clinical facility requirements. GHVHS has initiated a “vetting” system for all students.

- Students must establish an account with SYMPLR, the vetting company.
- Students will receive an email from SYMPLR inviting them to create an account.
- The cost of the account is approximately $75.
- The student will have to upload their driver’s license to the system.
  - This will allow SYMPLR to run a criminal background check on the student. A subsequent background check will be done monthly on all members of SYMPLR.
- Additionally, the student must complete facility specific education, download and print an immunization / medical form and upload a picture of themselves.
- The medical form has the GHVHS insignia on the top.
  - This medical form must be completed by the student’s physician or advanced practice provider (PA or NP). An RN cannot sign-off on this form.
  - NO line on the medical form can be left blank.
  - The physician/provider signed form with the providers stamp must be uploaded to the SYMPLR system.
- The student will be required to submit to 10 panel urine drug screen within 10 days of registering for the student SYMPLR account.
  - The urine drug screen MUST be completed prior to the student’s arrival to any GHVHS campus.
  - When the student receives the results, the results must be uploaded to the SYMPLR system.
  - If the urine drug screen is greater than 10 days from registration with SYMPLR and account is more than 30 days from arrival to the facility the student will not be able to participate in clinical at any GHVHS campuses which will result in the student’s inability to complete the clinical requirements of the program. The student will be dismissal from the program.
  - There are no exceptions.

**Attendance Expectations**

Students are expected to attend 100% of every class, laboratory and clinical experience, arriving on time prepared to work and meet all course objectives. Attendance and punctuality are indicators of professional accountability and are essential for student learning and continued eligibility to receive Federal Financial Aid. Students should not expect to be excused from required classroom, clinical or lab course work for personal/family events.
Students will utilize a time clock to “punch in” and “punch out”. Failure to punch in and out will result in loss of time from the maximum absent time of 36 hours. All lost time will be required to be made-up. “Punching in” or “punching out” for another student is considered theft and is viewed as a lack of integrity and academic fraud and constitutes grounds for immediate dismissal. Failure to follow school policies will result in disciplinary action or dismissal.

Students are expected to return on time from scheduled class breaks and to remain in class until dismissed by the faculty. When a student arrives late for class, skills lab, returns from a scheduled break late, or leaves early, it is counted as missed time. Students are required to sign in at the PN office when arriving late prior to presenting to the classroom. Students that leave early are required to sign out in the PN office. Students are responsible for all course work missed. Episodes of late arrivals or leaving early are cumulative towards the maximum 36 hours and require time missed to be made up. Excessive lateness will result in progressive disciplinary action and may result in dismissal from the program.

** Students must notify the practical nurse office of an absence prior to the start of class or clinical. Failure to notify the practical nurse office of an absence in advance of the scheduled class or clinical will be considered and documented as a no call, no show. Failure to follow school policies will result in disciplinary action or dismissal from program.

**Absences**

Students are required to make up all theory absences by completing Continuing Education Credits (CEUs). Companies that can be used for CEU’s are: www.nurse.com or by joining NFLPN which offers CEU’s, in the subject area missed as assigned by the instructor. Theory make-up hours must be completed within one (1) week of absence and submitted to the faculty. Continuing Education Credits (CEUs) will not be accepted if dated prior to the date of absence. Students will be allowed to makeup hours for a maximum of 36 hours for the entire program (full-time or part-time).

If the student does not make-up the missed time within 1 week the student will be placed on probation for failure to follow directions. If the make-up work is not submitted within the time frame stated in the probation letter the student is subject to dismissal. Failure to follow directions is considered insubordination.

**Reminder there are no refunds after the second week of class.**

Physician excuses are required for absences before or after a holiday or extended break, and two or more consecutive absences. Failure to provide physician excuse for absences will result in probation. Once the student exceeds 36 hours of absence the student will be placed on probation regardless of physician notes. Any further missed hours may result in dismissal from the program. Individual extenuating circumstances will be reviewed by the director, team leader, counselor, and primary teacher and a determination made.

**Note:**
1. Students are granted two (2) bereavement days for a death in the immediate family (e.g. spouse, significant other, mother, father, in-laws, brother, sister, grandparents, child). All missed time must be made up. Bereavement time is not counted towards the maximum allowable 36 hours. Documentation must be submitted to the PN office supporting the absence due to the bereavement.

2. Military personnel who must participate in military activities will be excused from classes and clinical.
   - *The student must provide a note from their supervisor indicating their need to be at military activities.
   - All time missed must be made up.
   - Military activities will not be calculated in the 36 hours of maximum time.
   - Students may not take an extended leave without withdrawing from the program.
   - Military students who withdraw have the opportunity to return one time to complete the program.
Dress Expectations

All students are expected to give proper attention to personal hygiene and to dress appropriately and professionally for school and school functions. Students are responsible for purchasing the approved school uniforms for their course of study. It is recommended that the students purchase several uniforms. White tops that turn gray throughout the year will NOT be accepted in clinical.

Students must be prepared with a clean and neat uniform daily.

- **Classroom Uniform** consists of navy blue scrubs, white lab coat and clean white shoes and white laces if applicable. Navy or white socks or stockings. Uniforms are to be purchased at KVI Uniform Company located on Carpenter Ave. Middletown, NY, phone: 845-343-7868. All scrub tops and lab coats must have the Orange-Ulster BOCES patch. A solid navy, white or black crew neck or turtle neck shirt may be worn underneath the scrub top.

  - **Clinical Uniform** consists of navy blue scrub pants, white top and white lab coat, a stethoscope, and plain neutral color band watch with second hand (NO STONES or decorative ornamentation, no smart watches allowed, and a black pen.

- A black, white or navy socks/white stockings, and clean white shoes. Only a solid white crew neck or turtle neck shirt may be worn underneath the scrub top in clinical. No other color is allowed in clinical.

- **Shoes** purchased should be ALL white leather uniform shoes or ALL white leather sneakers from a company of your choice. Open back shoes, shoes with writing or ornamentation, are not permitted

- **Miscellaneous**: Students will be receiving a lab pack the first week of school. This pack will have lab supplies, manual BP cuff, bandage scissors and pen light. All students will need a plain neutral band watch with a sweep second hand (NO STONES or decorative ornamentation).

  - Coats or hoodies (zip or pull-over) are **NOT** to be worn in the classroom, lab or clinical areas.

  - A black, white or navy socks/white stockings, and clean white shoes. Only a solid white crew neck or turtle neck shirt may be worn underneath the scrub top in clinical. No other color is allowed in clinical.

- **Shoes** purchased should be ALL white leather uniform shoes or ALL white leather sneakers from a company of your choice. Open back shoes, shoes with writing or ornamentation, are not permitted

- **Miscellaneous**: Students will be receiving a lab pack the first week of school. This pack will have lab supplies, manual BP cuff, bandage scissors and pen light. All students will need a plain neutral band watch with a sweep second hand (NO STONES or decorative ornamentation).

- Coats or hoodies (zip or pull-over) are **NOT** to be worn in the classroom, lab or clinical areas.

- White or navy blue simple button up sweater is permissible.

Identification Badges (ID) MUST be worn at all times in class, clinical, and lab and be visible. ID badges will be distributed at the beginning of school. If your ID badge is lost you will be charged a $10 replacement fee. Broken or faded badges presented to the team leader (or designee) will be replaced free of charge.

*Miscellaneous* dress code items applicable for all areas of the program

- **Simple jewelry**: NO facial jewelry, including tongue, lip, eyebrow, nose ring, etc. are allowed in the classroom, clinical, lab settings or school function. No bracelets of any type are to be worn.

  - **Allowed**:

    - 1 plain band only, no stones in ring in clinical or the lab.
    - post earrings in the lowest hole of the ear (preferably no stones for infection control)
    - Watch: white or neutral color band, plain face with second hand, NO STONES or decorative ornamentation. NO smart watches.
    - Simple necklaces and wedding/commitment rings may be worn in the class; however, they must be removed in the lab and clinical setting.

  - Students are not allowed in the lab or clinical area with prohibited jewelry.

  - No eating or drinking allowed in the lab.

- **No artificial nails** of any kind are allowed in any location (class, lab, clinical). Nails are required to be unseen from palm side of hand. NO nail polish or gels are allowed.

- Lab coat, **NO sweatshirts, coats or hoodies are** allowed in clinical, classroom or lab.

  - Simple white, black or navy-blue button up sweater allowed in classroom only (no hood allowed)

- **Hair** neat, clean, off the collar, secured, and must be a “natural color”, ex: no pink, maroon, red, blue, etc. hair).
- **No** decorative clips, beads, bows, barrettes, ribbons or hair bands. Remember you want to look like a professional!
  - Hair may be in a ponytail in the classroom. **No** decorative clips, beads bands or ornamentation.
- **Facial hair** must be neat and trimmed.
- **Tattoo’s** that are visible must be covered. (makeup is the preferred method)
- **PROHIBITED** items include:
  - Wearing of hats or head scarves, etc. except for medical or religious purposes
  - **No** pajamas or pajama type scrubs
  - **No** pagers, cellular phones or smart watches in the classroom, labs, or clinical setting unless approved by instructor for educational purposes.
  - Cell phones are to be OFF or silenced. No talking/texting in the school except if authorized. If any cell phone is visible or rings or “goes off” during any test or quiz, the test/quiz will be discarded and the student will receive a zero, no exceptions.

*Students have the primary responsibility for adhering to the dress code. If a student is dressed inappropriately (including missing identification badge) they may be sent home from class/lab or clinical. Time lost will be subtracted from the maximum 36 hours allowed in the program.*

*Failure to follow the dress expectations will result in progressive discipline and may result in dismissal.*

**Suggestion to purchase 2 white uniform tops or more. If the top becomes gray or discolored it will need to be replaced. If you report to clinical with a discolored uniform you will be sent home and the day will have to be made up at an additional cost to the students.**

**General Expectations**

**Address, Telephone, Email Address and Name Changes**
Students are required to notify the Practical Nurse Program’s Account Clerk and the Financial Aid Officer immediately upon changing their address, phone number, email address or name during the program.

**Fire, Air Raid, Bomb Threat**
In case of fire, air raid, bomb threat, or other “incident response” situations, students in the class should follow the instructions for exit given by the instructor. Several fire drills will be conducted throughout the year.

**Field Trips**
Occasionally field trips are planned as a part of the program. Students are required to participate in this enrichment portion of the program. The admission ticket is purchased by the student, transportation is provided by Orange-Ulster BOCES.

**Visitors**
Visitors to the classroom or clinical facilities are not permitted. Children are not permitted in the classrooms during classes.

**Smoking**
Smoking is not permitted on campus or clinical facilities or their properties. Smoking in uniform is strictly prohibited. If any student smells of smoke they are subject to progressive discipline and will be sent home for the day. Any time missed will be required to be made up as per policy.
Alcohol, Tobacco, Drugs and Other Substances
Please see attached Policy 6320.

Gum
NO chewing gum at any time in class, lab or clinical.

Cell Phones, Electronic Devices, Cameras, Tape recorders
Cameras, recorders, and other electronic devices are prohibited. Laptops may be used at the discretion of the instructor for educational purposes only. Use of a cell phone or Smart Watch is prohibited in the classroom.

- Unauthorized taping or photographing, accessing cell phones, posting on a social network or public forum are determined to be unprofessional behavior, can be determined as a HIPAA violation and may result in dismissal. If a student’s Smart Watch or cell phone is visible OR “goes off” during any quiz or exam the quiz/exam will become void. The student will receive a zero for the quiz/exam they are taking and will be subject to progressive discipline that may include dismissal from the program.

Instructors reserve the right to regulate the monitoring of such devices as necessary. Devices can be confiscated by the instructor or instructional staff for the duration of the class if the student does not follow institutional policies. If the student refuses to relinquish possession of their device, as requested, for the duration of the class when asked by the instructor he/she has the authority to send the student home and this time will count towards the maximum number of absent hours for the program. The student is subject to progressive discipline for failure to follow directions and is in jeopardy of dismissal for insubordination.

Sexual Harassment and Bullying
Adhere and sign off on Orange-Ulster BOCES policies is required.

Disciplinary Process
A progressive disciplinary process is employed for lateness, leaving early, dress code, and inappropriate behavior.

- 1st incident: Verbal warning
- 2nd incident: Written warning
- 3rd incident: Memorandum of Agreement (probation)
- 4th incident: Dismissal

There may be instances that immediate dismissal occurs. Examples include but are not limited to cheating, lying, insubordination, and any serious unsafe clinical practice (e.g. failing to provide care to your assigned patient).

Memorandum of Agreement
Students will be allowed a total of three (3) Memorandum of Agreements per level; one (1) in each area of study (academic, lab, and clinical). Students who fail to follow directions and receive a Memorandum of Agreement will be placed on probation for the time period specified in the agreement. If the student does not comply within the time period they are subject to dismissal from the program. Any student, who receives progressive disciplinary action as outlined above for 3 incidences of any kind will be subject to dismissal from the program. Any student who receives progressive disciplinary action and / or a Memorandum of Agreement in any level of the program will not be eligible for any academic or clinical awards. If the criteria for perfect attendance is meet a student will be considered for recognition even if having received progressive disciplinary action and/or a Memorandum of Agreement.
Safety infractions refer to instances where students do not meet safety practices in the clinical setting. These infractions will result in a clinical Memorandum of Agreement or dismissal from the program. Examples of clinical infractions include but are not limited to the following:

- improper procedural technique risking patient safety
- violation of HIPAA regulation
- failure to follow chain of command
- misconduct
- dress code violation
- infection control violation
- insubordination

The appropriate action will be determined by the clinical instructor in collaboration with the lead instructor and team leader. Infraction procedure is as follows:

- the student will be informed of the inappropriate action that occurred
- the student may be removed from patient care by the team leader; depending on the severity of the unsafe act
- the incident will be discussed with the student, instructor(s), and team leader and documented
- remediation will be specific to the infraction; to be determined by the instructor(s) and team leader
- it is expected that the student will meet all clinical objectives to successfully complete the clinical rotation
- failure to complete remediation and/or meet the clinical objectives will result in dismissal from the program
- the Director may dismiss a student from the program based upon the seriousness of the infraction

### Dismissal

More than one (1) Memorandum of Agreement in the same area within the same level is grounds for dismissal from the program.

Additionally, examples that lead to immediate dismissal and exclude readmission include (but are not limited to):

- cheating, theft, destruction of property
- possession, consumption, or sale of alcohol or drugs
- forgery, alteration, or misuse of school documents or records
- providing false information
- unethical behavior
- insubordination
- HIPAA or confidentiality violation
- falsifying documentation
- having another student punch into or out of the time clock system for you
- sharing ANY pin numbers
- aggressive, hostile behavior toward staff or students
- incivility
- providing test questions/answers to another classmate
- accessing and/or using/sharing any site that provides access to test banks
- sharing passcodes for any reason
- excessive lateness and absenteeism
Readmission Following Dismissal

Students requesting readmission following dismissal for poor academic, clinical performance, or for excessive absence, will be allowed to return once. If the second attempt is unsuccessful, then readmission is not an option. Any student who has “broken service” (dismissed or voluntary withdrawal) with the program is mandated to submit to a new urine drug screen and criminal background check for clinical purposes and as directed by the clinical facility policies, at their expense.

- Students reentering as a second attempt “new student” will be required to take and earn passing scores on the entrance exams for readmission into the program (test results are good for one year only).

- Students that have completed curriculum for Practical Nurse (PN) Level I and withdraw from the program and are returning after 1 year are required to achieve a 75% or higher on a competency exam for PN I (ATI Fundamentals) in addition to the required skills testing prior to re-entry.

- Students who do not complete Level 1 curriculum must enter into the next available part-time program to begin from the point of departure. If the student cannot attend in the next available part-time class, the student may be required to restart the program as a new student.

- Students are not permitted to move from a part-time program to a full-time.

- Students who are dismissed from the full-time program may be offered to return in a part-time program.

- Upon re-entrance, the student must repeat the entire course and clinical in which they were not successful.

- Attendance does not reset with readmission unless the student starts the program from the beginning as a new student.
  - If a student is readmitted to the program with no time left to be absent or late the student will sign an affidavit indicating their knowledge that any time late or absent will result in dismissal from the program.

- Re-entrance must not exceed 24 months from dismissal or withdrawal. If the student is requesting re-admittance greater than 24 months after the last date of attendance, the student will be required to start the program as a new student.

- As listed above, there are some instances where readmission is not an option.

Withdrawal Procedure

1. Meet with the instructor, counselor and team leader.
2. Submit a letter of withdrawal to the program team leader explaining why you are withdrawing from the program.
3. Return ID badge, all library books, and any other school materials.
4. Resolve all of your financial obligations with the financial aid officer and complete a financial aid exit interview.
Change in Status Procedure

Moving from Full-Time to Part-Time may not be an option and does not relieve you of your financial obligations, ex: If you move from full-time status to a part-time status, you are obligated to the full-time tuition for the first year. The second year you are responsible for that year’s part-time tuition. Change from Full-Time to Part-Time is based on available space and current curriculum content (class must not have exceeded the curriculum you are required to repeat). The procedure to change is as follows:

1. meet with the instructor, counselor and team leader
2. complete appropriate “change in program” status documentation
3. return ID badge, all library books, and any other school materials
4. resolve all of your financial obligations with the financial aid officer

Due Process

If a student believes s/he has been treated unfairly, the student shall discuss the matter with the person involved. This discussion should take place as soon as possible and within five (5) days of when the event occurred.

If the student feels a satisfactory resolution has not been achieved, the student may present the grievance in writing to the team leader of the Practical Nurse Program. The team leader will make a decision within five (5) instructional days.

If there is no resolution, the student may present the grievance in writing to the Director of the Career and Technical Education division.

NYS Complaint Procedure

The Professional Education Program Review Unit will attempt to assist in the resolution of complaints about academic quality, refunds, and proper application of published institutional policies in professional programs (i.e. related to the licensed professions) at post-secondary institutions in New York State.

Please note that the Department will not take any action until all grievance procedures at the institution have been followed and all avenues of appeal exhausted. These steps should be documented in the complaint. Additionally, the Department will not intervene when complaint concerns grades or examination results, which are the prerogative of the institution’s faculty.

http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html

- Discrimination complaints:
  - U.S. Office for Civil Rights, 26 Federal Plaza, New York, NY 10278

- Financial aid complaints:
  - Higher Education Services Corp., 1 Commerce Plaza, Albany, NY 12210

- Americans with Disabilities Act complaints:
  - Advocate’s Office for Persons with Disabilities, Empire State Plaza, Agency Building 1, Suite 1001, Albany, NY 12223

- Program complaints:
  - NYS Education Department, Office of the Professions, Professional Education Program Review,
Graduation

A student will be eligible for graduation and receive his/her certificate of program completion after meeting the following requirements.

1. Completion of 1104 hours specified by the program.
2. Obtaining a minimum of 75% in course of study and passing all clinical and labs.
3. All financial obligations with the school must be met.
4. Complete an exit interview with the Financial Aid officer.
5. A white nurse uniform is required at the graduation ceremony.

Transcripts

When all requirements have been met, transcripts can be issued to students, other schools or employment agencies and the required verification forms submitted to state education offices. Official transcripts will be available after one month from graduation, after all student data can be conferred.

Transcripts will be released directly to a school or employment upon written request submitted to the Regional Education Center at Arden Hill, 4 Harriman Drive, Goshen, NY 10924.

Financial Aid Transcripts may not be withheld from other schools, regardless of any unmet financial aid obligations.

NCLEX-PN

In order to qualify for the Board Examinations, the student must have completed all hours of the program and meet all requirements for completion from the practical nurse program.

Each student must be recommended by the programs nurse administrator to apply for the NCLEX-PN licensing examination. All program requirements and financial obligations must be completed to be eligible for program verification for licensure. Although often much sooner, Orange-Ulster BOCES has one month from graduation to submit recommendation for examination to the NYSED office.

Candidates for licensure who have been charged with or convicted of a felony or misdemeanor or who demonstrate poor moral character may be denied licensure until an investigation into the charges can be completed by the Office of Professions.

The Office of Professional Discipline will investigate any convictions, charges, or allegations of improper moral conduct.

There is no guarantee that candidates will be granted licensure.

Student Health

Students must notify the Practical Nurse Account Clerk, at 845-781-4642, if the student is unable to attend class or clinical rotation. The student may leave a voice mail.

- voice mail messages called in at least one (1) hour prior to the start of the assignment
- no call, no show is unacceptable behavior, repeated disregard will result in progressive disciplinary action
- if a student becomes ill or is injured they must report to the instructor prior to leaving the assigned clinical area
- in the case of an illness, the student, with assistance from the instructor, will determine the need for further intervention
- if a student is injured, an Accident Report is completed by the instructor and forwarded to the Team Leader
- any medical fees incurred from illness or injuries are the responsibility of the student
- students are responsible for providing the program with a current emergency contact person and telephone number

**Campus Safety and Security Survey**

http://www.ouboces.org/AdultEd/practicalnursing2.cfm

**Disclaimer:** No handbook can be inclusive of every situation and/or extenuating circumstance. In the event that a situation arises that is not specifically outlined in the handbook, the faculty in conjunction with the team leader and in some instances the administrative oversite will render a decision on a case by case basis.
NCLEX-PN Statistics Orange-Ulster BOCES and NY State

Orange-Ulster BOCES Practical Nurse Program
NCLEX PN Pass Rate
First Time Testers

- OU BOCES Average
- New York State Average
Orange Ulster BOCES Practical Nurse Program

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B.A. Psychology
Financial Aid Officer, Counselor
St. John’s University
SUNY Geneseo

Lisa McQuade
A.A. Liberal Arts
Account Clerk, Secretary
University of Phoenix
## Clinical Adjuncts & Instructors

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Degree(s)</th>
<th>Institution(s)</th>
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<tbody>
<tr>
<td>Beth Corcoran, RN</td>
<td>Adjunct</td>
<td>M.S.N, NP, B.S. Nursing, A.A.S. Nursing</td>
<td>St. Marys College, SUNY New Paltz, SUNY Orange</td>
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<tr>
<td>Olga Dutcher, RN</td>
<td>Adjunct</td>
<td>B.S. Nursing, A.A.S. Nursing</td>
<td>SUNY Delhi, SUNY Sullivan</td>
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<tr>
<td>Christine Gratzel, RN</td>
<td>Adjunct</td>
<td>B.S. Nursing, B.S. Liberal Arts, A.A.S. Nursing</td>
<td>Western Governors University, Marist College, Westchester Community college</td>
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<tr>
<td>Donna Gressler, RN</td>
<td>Adjunct</td>
<td>B.S. Nursing, A.A.S. Nursing</td>
<td>Ohio University, SUNY Sullivan</td>
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## Per-Diem Substitutes

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<th>Title</th>
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<tbody>
<tr>
<td>Maureen Brett Mohyla, RN</td>
<td>M.S. CNM, NP</td>
<td>Columbia University School of Nursing</td>
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<tr>
<td>Christine Keppler, RN</td>
<td>A.A.S. Nursing</td>
<td>SUNY Orange</td>
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<tr>
<td>Carol Loiodice, RN</td>
<td>A.A.S. Nursing</td>
<td>SUNY Orange</td>
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