

**LAGUARDIA COMMUNITY COLLEGE
CITY UNIVERSITY OF NEW YORK
HEALTH SCIENCES DEPARTMENT**

PRACTICAL NURSING PROGRAM



**Fall 2022 - June 2023
STUDENT HANDBOOK**

LaGuardia Community College/CUNY

31-10 Thomson Avenue, Room E-300
Long Island City, N.Y. 11101
718-482-5774

**The City University of New York
LaGuardia Community College
Health Sciences Department
The Practical Nursing Program**

Special Notice

This handbook contains important information and guidelines with which all students must become familiar. Students are responsible for reading, understanding and following all policies and procedures printed in the handbook. Application of these policies and procedures will not be waived because of negligence or other contradictory information received from other sources. The information and guidelines found in this handbook are in addition to those found in the College's Catalogue and should be used in conjunction with the College's Catalogue. Student must be aware that entry into the Practical Nursing Program establishes a contract governed by the policy and procedures discussed in this handbook.

STUDENT NAME (PRINT): _____

STUDENT'S SIGNATURE: _____

DATE: _____



LaGuardia Community College

31-10 Thomson Avenue - Long Island City, New York 11101 – Health Sciences: (718) 482-5774

MEMO

To: Clinical Students

From: Health Sciences Department

Department Date: July 2022

Re: COVID-19 Vaccine Required for In-Person Fall Classes

The guidelines below are for students who are accepted into the clinical phase of their program as of Fall 2022.

The COVID-19 vaccine is a CUNY mandate and is required for all clinical students attending in-person classes. Please note: All clinical students will be required to attend in-person classes, which includes, clinical/field placement and on campus labs.

IF accepted into the clinical phase of your intended Candidacy Program you will be required to be fully vaccinated and must also receive vaccine boosters when you become eligible. Deadline to upload proof of booster vaccination will be August 30th.

IF you are not vaccinated you must have received your last dose of the vaccine on or before August 16th 2022. This is in order for you to begin Fall 2022 classes scheduled for September 9th 2022. Please note: Our clinical affiliates will not accept exemptions which will prevent you from beginning the clinical phase of the program. Further details will be discussed during your program's orientation IF accepted into the clinical phase.

Proof of vaccination and booster is required to be uploaded into CUNYfirst. You can upload your information by signing in to [CUNYfirst](#) and clicking in the Vaccination Verification portal (YouTube Video Link provided below for step by step instructions) <https://www.youtube.com/watch?v=0E-JXlkgSN8&t=2s>

All vaccination sites in New York City allow walk-ins, meaning you do not need an appointment in advance, though you can still make one if you'd prefer. If you need a COVID vaccine, please check the link provided for available appointments in your area <https://vaccinefinder.nyc.gov>



LaGuardia Community College

31-10 Thomson Avenue - Long Island City, New York 11101 – Health Sciences: (718) 482-5774

July 13, 2022

Dear Prospective Nursing Student,

LaGuardia Community College Nursing Program has agreements with many of the surrounding health care facilities to provide our nursing students with clinical rotations. Recently, Health and Hospitals Corporation is requiring that students and faculty attending clinical at their facilities undergo a criminal background check.

Current laws generally permit a state licensing board or agency to deny a license to practice nursing if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the Office of the Professions of the New York State Education Department requires that a criminal background check to be conducted prior to granting a license to practice nursing.

In order to facilitate the clinical experience for our students, the Nursing Programs at LaGuardia Community College will require students entering the clinical phase of the nursing program, starting in Fall 2017 to undergo a criminal background check. The cost of the background will be the responsibility of the student. The requirement will be an **annual** background check.

Presently, Castle Branch – Student Screening Solutions, manages the nursing student/faculty documents (physical exam, immunization records, CPR etc.). Castle Branch will facilitate the criminal background checks of all nursing students and faculty. Additional information can be found on the Castle Branch website: <https://www.castlebranch.com>

If you have any questions, please do not hesitate to contact me, or come to E 300 and speak with a nursing faculty advisor.

Best regards,

Faith Armstrong, MS, RN
Director of Nursing Programs
farmstrong@lagcc.cuny.edu

CRIMINAL BACKGROUND CHECKS

As of Fall 2017, all Nursing students and Nursing Faculty will be required to have an annual criminal background check through Castle Branch.

If the criminal background checks identifies an issue, that individual will be required to meet with the Director of Nursing Programs and the legal representative for the college. Each case will be reviewed individually. Students should be aware that until the issue is reviewed/resolved they will not be able to continue in the program. Students will need to “STOP OUT” until the issue is resolved. For students in the program, this will count against the Progression Policy. For students entering the first clinical course, the student will be required to adhere to all changes/requirements in the Nursing Program at the time that they enter their first Nursing Clinical Course.

Certificate of Relief from Disabilities

Laws governing Certificates of Relief from Disabilities and Certificates of Good Conduct were enacted “to reduce the automatic rejection and community isolation that often accompany conviction of crimes” and “contribute to the complete rehabilitation of first offenders and their successful return to responsible lives in the community.” Additionally, Correction Law §753(1)(a) recognizes that it is the public policy of New York State to “encourage the licensure and employment of persons previously convicted of one or more criminal offenses.” Correction Law §753(2) further establishes that with respect to a “public agency” or “private employer”, a certificate “shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.” Such certificates are consistent with 2006 statutory change to the general purposes of the Penal Law (PL), specifically PL §1.05(6), which adds the concept of reentry and reintegration by referring to “the promotion of ... successful and productive reentry and reintegration into society...” of offenders.

New York State Unified Court System

25 Beaver Street

New York, NY 10004

1-800-COURTNY (1-800-268-7869)

questions@nycourts.gov

CASTLE BRANCH

In order to manage student and faculty information in a manner that is compliant with HIPPA and FERPA regulations, the LaGuardia Community College Nursing Program employs the services of ***Castle Branch***. ***Castle Branch*** is a company that manages student immunization records, medical records and healthcare certifications needed for admission into the nursing program and documents required for clinical placements.

The cost of this service is a one time fee of approximately \$30. The student has life-time access to this service even after graduation from LaGuardia Community College. ***Castle Branch*** will send emails to notify students when documents are required for renewal and updates are required. All documents are located on password protected secure server.

In addition, as of January 2015, the CUNY-Health and Hospitals Corporation (HHC) contract requires all students have a drug screen. Beginning in Fall 2015, the LaGuardia Community College Nursing Program Annual Physical document, for both students and faculty will require a 10 panel drug screen. This drug screen can be obtained through ***Castle Branch*** via Quest Labs for a fee.

The Nursing Program recommends Quest Laboratories for drug screens because of their collection process and handling.

Student and Faculty Immunization Records and Federal Law

FERPA/HIPAA

As outlined by the Family Policy Compliance Office (FPCO), student immunization records collected by schools are deemed education records, and are thus exempt from HIPAA, the HIPAA Privacy Rule, and the HIPAA Security Rule. Any educational institution receiving funds from any program administered by the U.S. Department of Education is subject to compliance with FERPA and is exempt from HIPAA. Faculty records are exempt from HIPAA, as well, as they are considered employment records due to the fact that they are required by the university (employer) as a condition of the faculty member's (employee's) employment.

CastleBranch offers Student Immunization Tracker, a web based data management system for collecting and managing student and faculty immunization records. Student Immunization Tracker follows federal guidelines concerning the protection of the privacy and individual rights of students and faculty when processing and handling immunization records. This paper provides an overview of these guidelines and describes the steps CastleBranch undertakes to follow them.

Family Educational Rights and Privacy Act (FERPA)

As per the Family Policy Compliance Office (FPCO), immunization records are considered education records and therefore fall under FERPA regulations. FERPA applies to education records "maintained by an educational agency or institution or by a person acting for such an agency or institution." 20 U.S.C § 1232g(a)(4)(A). FERPA provides two main protections to eligible college students:

- (1) The right to view, and seek to amend, their education records.
- (2) The right to prevent disclosure of those records to third parties without the eligible student's written consent. Eligible college students include any student who is at least 18 years of age or any student who enrolls in a post-secondary institution at any age.

Health Insurance Portability and Accountability Act (HIPAA)

HIPAA is enforced by the U.S Department of Health and Human Services. Only entities meeting the definition of "covered entity" must comply with HIPAA. A covered entity is any:

- (1) health care provider who transmits certain HIPAA standard transactions electronically;
- (2) health plans including insurers and other payers;
- (3) health care clearinghouses including entities such as bill services. 45 C.F.R. § 160.103.

CastleBranch is not a health care provider or health plan and does not meet the definition of health care clearinghouse contained in the HIPAA regulations at 45 C.F.R. § 160.103. Thus, CastleBranch is not a covered entity and is therefore not required to comply with HIPAA. Covered entities may receive "protected health information." The definition of "protected health information" specifically excludes (1) information contained in education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. § 1232g ("FERPA"); (2) information contained in records described at 20 U.S.C. § 1232g(a)(4)(B)(iv) (i.e., records on a student who is 18 years of age or older or is attending an institution of postsecondary education which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his professional or paraprofessional capacity, or assisting in that capacity, and which are made, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment); and (3) employment records held by a covered entity in its role as employer. 45 C.F.R. § 160.103.

Health Information Technology for Economic and Clinical Health Act (HITECH Act)

The HITECH Act promotes the adoption and meaningful use of health information technology. HITECH only applies to HIPAA regulations and not FERPA regulations.

Student Immunization Tracker Compliance

Student Immunization Tracker handles student and faculty records.

Student records managed by CastleBranch are considered education records and are thus covered by FERPA and exempt from HIPAA.

Faculty records managed by CastleBranch are considered employment records and are thus exempt from HIPAA. Even if the university is a covered entity under HIPAA, the employment records of faculty and staff that it shares with CastleBranch would not be covered under HIPAA.

Student Immunization Tracker follows FERPA guidelines in the following ways:

- (1) Written or electronic authorization from all students is required prior to disclosure of any education record or personally identifiable information (PII). Students consent to FERPA rules and regulations when they upload immunization records to Student Immunization Tracker.
- (2) Students give permission to the parties permitted to view their education records. Immunization records are only available to physicians or other professionals providing treatment to the students, unless the student authorizes the information to be shared with others.
- (3) Students have the right to review records and make corrections as needed. Eligible students have the right to review education records and have them amended in certain instances.
- (4) Information technology policies, procedures, and strict Internet security restrict unauthorized access to student data.
- (5) Physical security policies and procedures at CastleBranch's physical site restrict unauthorized access to student data.

For more information on FERPA regulations, please visit:

www.ed.gov/policy/gen/guid/fpcoc/ferpa/index.html

For more information on HIPAA regulations, please visit:

www.hhs.gov/ocr/hipaa/ or www.hipaa.org

For more information on HITECH Act regulations, please visit:

www.hhs.gov/ocr/privacy/hipaa/administrative/enforcementrule/hitech-enforcementiffr.html



IRONSHORE INSURANCE SERVICES, LLC.
 A Subsidiary of Ironshore Holdings, (US), Inc.
 One Exchange Plaza (55 Broadway)
 12th Floor
 New York, NY 01006

Date: 7/15/2022

Insured Name: People of the State of New York and the City University of New York
 c/o OGS BRIM, Corning Tower, 32nd Floor, ESP, Albany NY 12242
BINDER for: Healthcare Professional Liability – Primary
Policy Term: 7/1/2022 - 7/1/2023

Producer: Gallagher - Latham, NY
Broker Contact: Christine Zinoman

Professional Liability Coverage:	<i>Defense Expenses are:</i>	<input type="checkbox"/> Within the Limit of Liability
		<input checked="" type="checkbox"/> In Addition to the Limit of Liability
Per Claim Limit:	\$3,000,000	
Aggregate Limit:	\$3,000,000	
Per Claim SIR:	\$ 0	
Aggregate SIR:	\$ 0	
Retroactive Date:	N/A	

General Liability Coverage:
Per Occurrence Limit: \$3,000,000
Product / Completed Ops Limit: \$3,000,000
Medical Payments Per Claim Limit: \$5,000
Medical Payments Aggregate Limit: \$25,000
Fire Damage Limit: \$50,000
Fire Aggregate Limit: \$3,000,000
Per Occurrence SIR: \$ 0
Aggregate SIR: \$ 0

Policy Premium:	\$268,750
Premium Split:	\$n/a
TRIA:	\$ 0
<i>This BINDER may vary from your original request for coverage. Please review the binder carefully for any variances. The terms, conditions and premiums included in this binder contemplate the sale or renewal of all the quoted insurance lines. Electing to buy or renew only some of the lines of coverage may result in changes to the terms, conditions and premiums of the remaining insurance lines.</i>	
Additional State Surcharge:	\$0
Total Premium Due:	\$268,750
<i>Premium is due and payable no later than forty-five (45) days after the policy effective date. Failure to pay the premium In full may result in voidance of coverage.</i>	
Policy Form:	HPL.028 (3.12 ed.) HPL Primary Policy (DOL)
Issuing Company:	Ironshore Indemnity Inc. - rated A (XIV) by A.M. Best

Endorsements: HPL.P.CUNY 01 (9.14 ed.) Additional Insured Endorsement
HPL.P.CUNY 02 (11.14 ed.) Athletics Exclusion Endorsement
HPL.P.CUNY 03 (11.14 ed.) Law Enforcement Activities Exclusion Endorsement
HPL.P.CUNY 04 (11.14 ed.) Amend Named Insured to Include Existing Subsidiaries
HPL.P.CUNY 05 (11.14 ed.) Student Transport Endorsement
HPL.P.CUNY 06 (11.14 ed.) PL-GL Limits Per Location
HPL.P.CUNY 07 (11.14 ed.) Occurrence PL Endorsements
HPL.P.CUNY 08 (11.14 ed.) Amend Aggregate PL Limit of Liability for Specific Insured(s)
 1. Physical Therapy Students - \$4M Aggregate
HPL.P.005 (05.08 ed.) Additional Insured Endorsement
HPL.009 (7.08 ed.) Delete Insuring Agreement C (EBL Coverage)
HPL.P.013 (7.08 ed.) Delete Insuring Agreements D, E, and F
HPL.P.017 (7.08 ed.) Medical Payment Coverage
 2. \$5k/\$25k
HPL.P.076 (8.09 ed.) Worldwide Coverage (Delete Duty to Defend)
HPL.002 (7.08 ed.) Exclude Coverage for Employed Medical Practitioners
HPL.P.067 (12.08 ed.) Cancellation in the Event of a Rating Downgrade
HPL.END.129 (3.12 ed.) Primary & Non-Contributing Insurance
HPL.END.278 (7.18 ed.) Clarification Endorsement – Limited GL Coverage
ADM-OFAC-0419 Sanction Limitation And Exclusion Clause
NY - Service Of Suit Clause - New York SC-11 (8_018)
TRIA.END.001 (09.19 ed) Disclosure - Terrorism Risk Insurance Act
TRIA.END.002 (09.19 ed) Cap On Losses From Certified Acts Of Terrorism
HPL.END.211 (7.15 ed.) – Clairfy Unauthorized Information Disclosure Exclusion – HPL
 Primary

Contingencies: *The following contingencies must be received prior to binding, unless otherwise noted. IronHealth reserves the right to alter, amend or void coverage until all outstanding contingencies are received, reviewed and accepted.*

➤ None

Binder Expiration Date: 7/1/2023

Notes / Additional Information: ➤ Terms are based on projected enrollment of 8,127 at a rate of \$33.06878.
➤ In keeping with our objective to offer our producers and Insureds the best products and services, IronHealth is happy to offer a quarterly installment billing option on all Hospital Professional Liability policies. There is no processing fee associated with this installment option. Please let your underwriter know at the time of binding if you and your client are interested in being billed on a quarterly basis rather than for the full annual policy premium.
➤ Admitted:
NOTICE: THESE POLICY FORMS AND THE APPLICABLE RATES ARE EXEMPT FROM THE FILING REQUIREMENTS OF THE NEW YORK STATE INSURANCE DEPARTMENT. HOWEVER, SUCH FORMS AND RATES MUST MEET THE MINIMUM STANDARDS OF THE NEW YORK INSURANCE LAW AND REGULATIONS. CLASS CODE: 1

Thank you for giving us the opportunity to provide a binder for Healthcare Professional Liability Insurance. If you have any questions, please don't hesitate to contact me directly.





IRONSHORE SPECIALTY INSURANCE COMPANY

175 Berkeley Street
Boston, MA 02116
Toll Free: (877) IRON411

Policy Number:
Insured Name:

POLICYHOLDER DISCLOSURE – TERRORISM INSURANCE PREMIUM NOTICE

This notice contains important information about the Terrorism Risk Insurance Act and its effect on your policy. Please read it carefully.

THE TERRORISM RISK INSURANCE ACT

The Terrorism Risk Insurance Act, including all amendments (“TRIA” or the “Act”), establishes a program to spread the risk of catastrophic losses from certain acts of terrorism between insurers and the federal government. If an individual insurer’s losses from “certified acts of terrorism” exceed a specified deductible amount, the government will reimburse the insurer for a percentage of losses (the “Federal Share”) paid in excess of the deductible, but only if aggregate industry losses from such acts exceed the “Program Trigger”. \$100 million. An insurer that has met its insurer deductible is not liable for any portion of losses in excess of \$100 billion per year. Similarly, the federal government is not liable for any losses covered by the Act that exceed this amount. If aggregate insured losses exceed \$100 billion, losses up to that amount may be pro-rated, as determined by the Secretary of the Treasury.

The Federal Share and Program Trigger by calendar year are:

Calendar Year	Federal Share	Program Trigger
2015	85%	\$100,000,000
2016	84%	\$120,000,000
2017	83%	\$140,000,000
2018	82%	\$160,000,000
2019	81%	\$180,000,000
2020	80%	\$200,000,000

MANDATORY OFFER OF COVERAGE FOR “CERTIFIED ACTS OF TERRORISM” AND DISCLOSURE OF PREMIUM

TRIA requires insurers to make coverage available for any loss that occurs within the United States (or outside of the U.S. in the case of U.S. missions and certain air carriers and vessels), results from a “certified act of terrorism” AND that is otherwise covered under your policy.

A “certified act of terrorism” means:

[A]ny act that is certified by the Secretary [of the Treasury], in consultation with the Secretary of State, and the Attorney General of the United States

- (i) to be an act of terrorism;
- (ii) to be a violent act or an act that is dangerous to –
 - (I) human life;
 - (II) property; or
 - (III) infrastructure;

- (iii) to have resulted in damage within the United States, or outside of the United States in the case of –
 - (I) an air carrier (as defined in section 40102 of title 49, United States Code) or United States flag vessel (or a vessel based principally in the United States, on which United States income tax is paid and whose insurance coverage is subject to regulation in the United States); or
 - (II) the premises of a United States mission; and
- (iv) to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

MANDATORY PREMIUM DISCLOSURE STATEMENT

Your policy does not contain an exclusion for losses resulting from “certified acts of terrorism.” Coverage for such losses is still subject to, and may be limited by, all other terms, conditions and exclusions in your policy.

The premium charge for this coverage for the policy period is \$0.

YOU NEED NOT DO ANYTHING FURTHER AT THIS TIME.

The summary of the Act and the coverage under your policy contained in this notice is necessarily general in nature. Your policy contains specific terms, definitions, exclusions and conditions. In case of any conflict, your policy language will control the resolution of all coverage questions. Please read your policy.

If you have any questions regarding this notice, please contact your sales representative or agent.

OVERVIEW OF THE PRACTICAL NURSING PROGRAM

The Practical Nursing Program (PNP) at LaGuardia Community College is in response to the growing need for skilled health care personnel who can provide care at the practical nursing level and are motivated to continue in the Nursing Profession. The Practical Nursing Program was approved in July 2004 by the New York State Education Department as a forty-eight (48) credit, certificate-bearing program has been organized to be rigorous, but supportive of the adult-learners from diverse cultural and literacy experiences. Beginning Fall 2009, the Practical Nursing Certificate Program will provide students with the opportunity to complete the courses of study in ten (10) months after completing the pre-clinical core educational courses. By February 2010 following the graduation of students who entered March 2009 into the original 12 month program, the 12 month Practical Nurse Certificate Program should be completely phased out by February 2010 when the class graduates. The new tenth month program will admit students only once per year each Fall I semester. The program prepares men and women to function as practical nurses performing tasks and responsibilities within the framework of case-findings, health teaching, health counseling, provision of supportive and restorative care in healthcare facilities that offer chronic and acute care services.

The Practical Nursing Program is committed to:

- ◆ Provide a course of study at the college level to qualify students who wish to take the National Council Licensure Examination for Practical Nurse (NCLEX-PN);
- ◆ Provide the practical nursing program curriculum as an academic entry point on the nursing career ladder;
- ◆ Facilitate an articulation process that minimizes educational barriers between The Practical Nursing Program and Associate Degree in Nursing Programs.
- ◆ Support the mission of LaGuardia to enhance recruitment and retention of students by providing an opportunity for those students who are interested in nursing to move up the nursing career ladder.
- ◆ Enhance the applicant pool of Associate Degree Nursing Programs with well-prepared practical nursing graduates who are interested in continuing their education.

Philosophy of the Practical Nursing Program

The philosophy of the Practical Nursing Program is in accordance with the philosophy of LaGuardia Community College and the Department of Health Science and expresses the faculty's beliefs about human beings, health, nursing, nursing education and role of the practical nurse in society. In acknowledgement of changing health care needs in the Greater Metropolitan area, the curriculum is designed around the belief that a practical nurse can perform tasks and provide client care by using the tools of case-finding, health teaching and counseling. The faculty believes that the practical nurse must be committed to promoting and maintaining health by providing therapeutic supportive, rehabilitative, and evaluative services to human beings under the supervision of a registered nurse. Practical Nursing is a creative, imaginative service-oriented occupation, encompassing a high degree of responsibility, accountability and competency with emphasis placed upon promoting and maintaining high level wellness of human beings within a holistic context.

Further, nursing education is the framework for learning and learning is a natural, dynamic process that enables the student to acquire knowledge, integrate new information, develop rational thought processes, analyze problems and make effective decisions. Nursing education should foster a life-long process of self-directed inquiry to meet individual needs and goals, and learning is a lifelong

endeavor which is constantly evolving as a result of the rapidly changing technological advances in the environment. As a result, the dramatic changes in the roles and responsibilities of the Practical Nurse warrant a curriculum that is academic, career-oriented in nature and is flexible and adaptable to the needs of the unique student population. Therefore, an educational experience, based on previously acquired basic concepts and skills is needed to enable interested men and women to become Practical Nurses, without unnecessary delays or barriers.

The dynamic state of nursing education justifies the need for continuous formal and informal experiences. In order to prepare practical nursing students to be part of the health care team and to provide services to the individual, the family and the community, specific principles of education will be applied and adhered to throughout the educational process of the program. The nursing educator, as a facilitator of the learning process, encourages students' individual initiative and independence of thought. Practical Nursing students will be encouraged to inquire, analyze, synthesize, and generalize in order to prepare them to make relevant contributions to society. The curriculum accomplishes this by integrating the fundamentals of biological and applied sciences learned in the Liberal Arts and Sciences Core courses, Maslow's Hierarchy of Basic Human Needs, the Nursing Process and Critical Thinking Development in all Nursing Clinical Core courses.

The curriculum is based on the premise that society is a social system of interrelated subsystems (individual, families, groups, and communities) interacting with the environment to meet specific human needs. Society encompasses a multicultural facet uniquely engaging in interaction for the purposes of education, the transmission of values and the mutual protection and welfare of all people. Therefore, the individual is an integrated whole whose behavior is motivated by the drive to seek satisfaction of basic human needs as theorized by Maslow (1970). As a part of a family, group, community and society, the individual exists in a complementary relationship with the environment and is affected by change within it. The main components of the practical nursing education experiences must include provision of direct client care, counseling individuals and families, applying health concepts across the lifespan within a culturally and spiritually sensitive domain and embodying technology into all facets of practice.

The nursing educator, as a facilitator of the learning process, encourages students' initiative and independence of thought. Practical Nursing students who are encouraged to inquire, analyze, synthesize, and generalize will be prepared to be critical thinkers who will be able to make relevant and significant contributions to the global community in which he or she will practice upon graduation.

The faculty believes practical nursing students need exposure to global community and cross-cultural awareness to succeed in the workplace or to transition into professional nursing education. Therefore, the faculty believes that society is a global system of interrelated subsystems (individual, families, groups, and communities) interacting with the environment to meet specific human needs. The global society encompasses a multicultural facet uniquely engaging in interaction for the purposes of education, the transmission of values and the mutual protection and welfare of all people.

The faculty believes that the individual is an integrated whole whose behavior is motivated by the drive to seek satisfaction of basic human needs as theorized by Maslow (1970). As a part of a family, group, community and society, the individual exists in a complementary relationship with the environment and is affected by change within it.

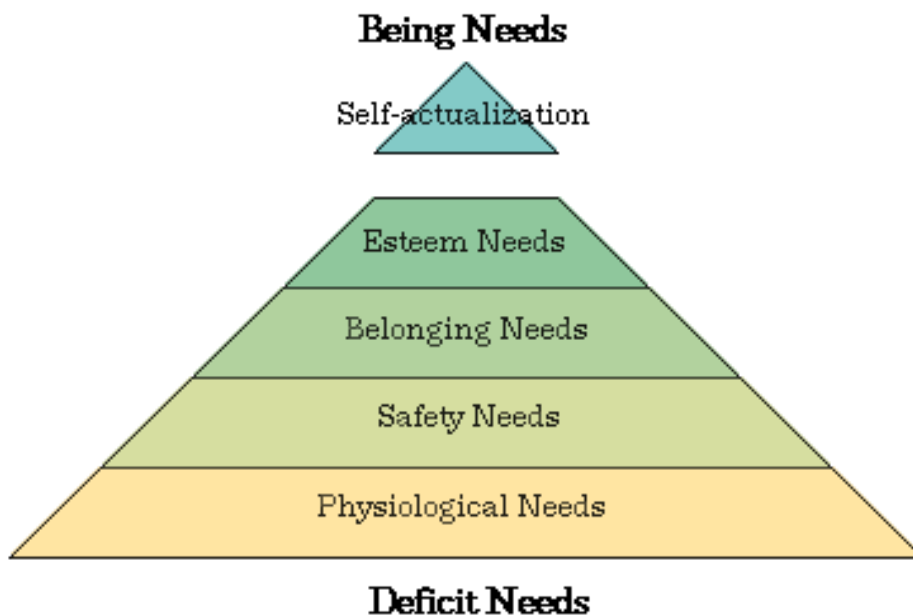
Concepts Framework Underling the Curriculum of Program

In keeping with its practical focus, the program avoids redundancy and duplication of theory content, and promotes smooth educational mobility for students as they seek to growth in their chosen profession. The students in the program will be prepared to become safe, effective

health care providers in the 21st century using three major concepts. It is the belief of the faculty that when these concepts are integrated throughout the teaching-learning process the graduate of the program will be able to provide competent, holistic client care utilizing critical thinking skills and the nursing process. Therefore, the common frameworks for nursing education in both classroom and clinical practice are:

A. Maslow’s Hierarchy of Basic Human Needs

Abraham Maslow's Hierarchy of Needs is one of the conceptual framework providing, the threads that support the curriculum of the Practical Nursing Program. Maslow (1970) described his theory of Human Motivation as a hierarchy of human needs (see table below). To help us understand people, he established a system of categorizing needs from basic to those of a higher level. Human needs are arranged according to priority (prepotency). When needs that have the greatest priority, are satisfied, the individual is capable of reaching higher level needs. As physiological needs are satisfied, higher needs emerge. A strong interrelationship exists among the five levels, and Maslow does not mean to imply that complete satisfaction of each level must be met before the next level of needs emerge.



<p>SELF-ACTUALIZATION <i>Need to be self-fulfilled, learn, create, understand, and experiences one’s potential</i></p>
<p>ESTEEM <i>Need to be well thought of by oneself, as well as by others</i></p>
<p>BELONGINGNESS AND LOVE <i>Need for affection, sense of belonging and having meaningful relationship with others</i></p>
<p>SAFETY NEEDS <i>Need for safety, freedom from harm and danger</i> <i>Feeling of well-being</i></p>
<p>PHYSIOLOGICAL NEEDS <i>Need for oxygen, rest and activity, nutrition (food & fluid)</i> <i>Hygiene, sleep, sexuality (needed for the survival of humankind)</i></p>

Adapted from Maslow, Abraham (1970). Motivation and Personality. (2nd Ed.) Harper and Row, p. 26.

In the provision of care to clients, the clinical students will focus on meeting the common daily needs of clients as theorized by Abraham Maslow. These include: needs for oxygen, nutrition and fluids, elimination, sleep and rest, personal care and hygiene, safety and environment, physical activity and exercise, emotional needs, spiritual needs, diversional and rehabilitational needs, needs for physical or social adjustments, needs for safety and effective medical care and treatment. These twelve general areas are basic or common to all clients across the lifespan. They form the basis for the delivery of nursing care that will be planned and provided for during the student's practical nursing education at LaGuardia Community College.

B. Nursing Process

Florence Nightingale (1946) stated that nothing, but observation and experience will teach us the ways to maintain or assist the client back to a state of health. The Nursing Process provides the means by which this can be done in an organized, deliberate, and concise manner. It is an ongoing systematic procedure by which the nurse determines the client's problems, develops a plan to resolve these problems, implements the plan and evaluates the outcome (Yura & Walsh, 1983). It is a decision-making process, including both cognitive and activity components. The whole process is dynamic and interactive since data from one phase can aid in maintaining or altering the other phases. The methodology for carrying out the conceptual framework throughout the practical nursing curriculum will be the Nursing Process utilizing the established steps of the process which are assessment, planning, implementation, and evaluation. The expectations are that students will utilize the nursing process through the curriculum as outline below:

ASSESSMENT: Collection and Analysis of Data

- Method:**
1. Establishes a therapeutic nurse-client relationship
 2. Collects client health data by obtaining subjective and objective data
 3. Reviews previously collected data
 4. Collaborates with other health team members
 5. Utilizes appropriate resources and collaborate with the professional nurse to interpret data
 6. Identifies client problems from data collected

PLANNING: Determination of priorities, setting goals and developing a plan of care to meet patient needs.

Method: Collaborates with the professional nurse in establishing an individual plan of care for assigned clients.

IMPLEMENTATION: Nursing intervention according to the established plan of care.

Method: Implements the interventions identified in the plan of care and documents the outcomes.

EVALUATION: In collaboration with the professional nurse reviews the effectiveness of the plan of care and modifies according to changing needs.

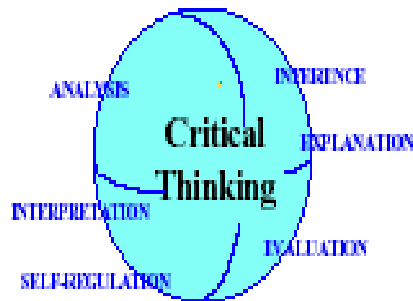
Method: A continual problem-solving approach in close consultation with the professional nurse.

Adapted from: Yura, Helen & Walsh, Mary B. (1988) Nursing Process: Assessing, planning, implementing, evaluation (5th Ed) Norwalk, Ct: Appleton & Lange

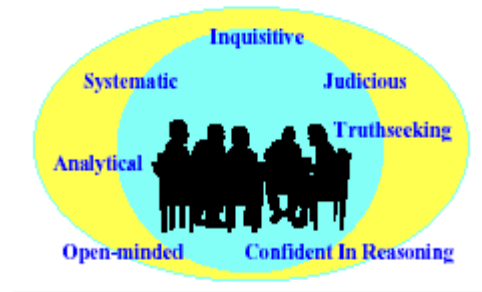
C. Critical Thinking

All learning involves thinking that should be developed and nurtured in all students and faculty. Critical thinking techniques involve higher reasoning strategies as foundation of knowledge structuring. Such strategies are used to receive information, interpret it, relate it and adapt it to performances in various circumstances. According to Facione (1998) critical thinking is a pervasive and purposeful phenomenon. In developing critical thinking in students, one must take into consideration both core critical thinking skills, as well as the disposition toward critical thinking as illustrated by the following diagrams.

Core Critical Thinking Skills



The Disposition Toward Critical Thinking



Facione, Peter (1998) Critical Thinking; What It is and Why it Counts, The California Academic Press, Millbrae, CA, pp 5& 8

Students whose critical thinking skills is developed and who have a disposition toward critical thinking will exhibit the following behaviors*:

- ❖ Inquisitiveness with regard to a wide range of issues
- ❖ Concern about becoming and remaining well-informed
- ❖ Alert to the opportunities to use critical thinking
- ❖ Trust in the processes of reasoned inquiry
- ❖ Exhibits self-confidence in one's own abilities to reason
- ❖ Open-mindedness regarding divergent world views
- ❖ Flexible in considering alternatives and opinions
- ❖ Tolerant of the opinions of other people
- ❖ Fair-mindedness in appraising reasoning
- ❖ Honesty in facing and dealing with one's own biases, prejudices, or stereotypes
- ❖ Prudence in suspending, making, or altering judgments
- ❖ Willing to reconsider and revise views where reflection suggests that change is needed.

*Adapted from Facione (1998) Critical Thinking; What It is and Why it Counts, p. 8.

MISSION:

In accordance with the mission of LaGuardia Community College, the mission of the Nursing Program is to prepare graduate nurses to use clinical reasoning to provide safe, evidence-based, and patient-centered care for the benefit of the global community, with a focus on the underserved. This is accomplished through transformation education and clinical practice, with an emphasis on lifelong learning.

PROGRAM EDUCATIONAL OBJECTIVES

Following successful completion of the Practical Nursing Program, graduates will achieve the identified educational goals and career objectives:

1. Provide competent care, utilizing critical thinking, in a variety of structured settings.
2. Function in a culturally diverse society.
3. Pursue opportunities for professional growth

The faculty believe that in order to accomplish the above educational and career objectives, as well as provide competent, holistic client care, as a practical nurse, the graduate must possess the ability to assume the following roles:

1. Provide nursing care utilizing Abraham Maslow's Hierarchy of Needs
2. Perform basic nursing skills utilizing the Nursing Process.
3. Incorporate critical thinking skills in formulating positive conclusions as it relates to nursing practice.

PROGRAM OUTCOMES

Program effectiveness is measured by the following:

- 1.** The annual pass rate of graduates on their first attempt at taking the NCLEX-PN will meet or exceed the New York State first time pass rate for all candidates; and
- 2.** At least 75% of the graduates will be employed as licensed practical nurses within one year of graduation or continue their education to pursue their registered nursing license.

ADMISSION OF NURSING

Practical Nursing Curriculum Outline

Pre-Clinical Phase Courses (16 credits)			Credits
ENG	101	Composition I* (Key)	3
SSY	101	General Psychology** (Key)	3
MAT	105	Medical Dosage Calculation with Pre-Algebra (Key)	2
<u>OR</u>			
MAT	106	Mathematics of Medical Dosages (Key)	2
SCB	203	Fundamentals of Human Biology I (Key)	4
SCB	204	Fundamentals of Human Biology II (NEW PRE-CLINICAL COURSE**)	<u>4</u>
Total Credits			<u>16 credits</u>

Before acceptance into the PN program the following criteria must be met:

- Satisfactory completion of all remediation courses per CUNY policy
- Minimum grade of C or better in all Pre-Clinical courses
- Cumulative GPA of 2.5 minimum in Pre-Clinical phase Key Courses
- Overall GPA of 2.5

Clinical Phase Courses (32 credits)			
FALL I (12 weeks)			Credits
SCL	101	Fundamental Nursing Concepts and Skills	6
SCL	103	Pharmacology and Nutrition Across the Health Continuum	3
SSY	240	Developmental Psychology	<u>3</u>
Total Credits			<u>12 credits</u>
FALL II (6 weeks)			Credits
SCL	114	Parent-Child Nursing-PN	<u>6</u>
Total Credits			<u>6 credits</u>
SPRING I (12 weeks)			Credits
SCL	105	Mental Health Nursing	six week session 3
SCL	120	Transition to Practical Nursing	six week session 2
SCL	119	Medical-Surgical Nursing	<u>9</u>
Total Credits			<u>14 credits</u>
Total Practical Nursing Credits = 29			Total General Education Credits =19
Total Curriculum Credits = 48			

Basic Skills Pre-requisites

*CSE094/095, ENG099, **CSE098/099, ENG099, MAT 096. (pre-requisite for SSY101 needed for SSY240)

All Clinical learning experiences will be held in area health care facilities. All nursing courses must be taken in sequence.

All course descriptions, as well as pre-and co-requisites can be found in the college catalog.

ADMISSION and PROGRESSION

Applicants to practical nursing program must complete admission requirements of the College and the Registrar ensures that all documents are accurate. All students are admitted directly to the pre-clinical phase of the Practical Nursing Program. Progression to the clinical phase of the program is competitive; therefore, students should be striving to maintain an acceptable GPA.

A. New Freshmen

Applicants who have never attended college are admitted to the pre-clinical phase provided they meet the college criteria pertaining to the admission of any new freshman applicant to LaGuardia, i.e.: possess a high school diploma or its equivalent GED (General Equivalency Diploma). Applicants who have earned a U.S. Armed Forces Institute diploma must submit proof of having earned a total score of 225 on the GED examination.

B. Transfers from other Colleges (Advanced Standing)

The practical nursing program will accept applicants who have previously attended or graduated from another accredited college or university provided they meet the same basic requirements for new freshmen and as per the LaGuardia College requirement.

Applicants must have a minimum GPA of 2.50. Applicants may, upon submission of official college transcripts, receive transfer credit only for the following general education courses, which are required in the Practical Nursing Program curriculum:

ENG 101 Composition I	3 credits
MAT106 Mathematics of Medical Dosages	2 credits
SSY 101 General Psychology	3 credits
SSY 240 Developmental Psychology	3 credits
SCB 203 Human Biology I	4 credits
SCB 204 Human Biology II	4 credits

Credit for the above courses taken and passed elsewhere may be granted only if the courses are deemed comparable to those, which meet the requirements of the Practical Nursing Certificate Program. The Admissions Office according to established college policies and procedures would determine transfer credits. The Practical Nursing Program will follow the transfer policy of the College as it appears in the college catalog. Transfer credit for clinical phase practical nursing courses will not be awarded.

C. Transfer from Other Majors within LaGuardia (In-House Transfer)

LaGuardia students enrolled in a program other than Practical Nursing may file for a change of major, provided they have been a student at LaGuardia for at least one enhanced semester and have a minimum GPA of 2.50. The candidate for a change of major must submit the following to the Practical Nursing Program Director:

1. Current copy of the LaGuardia transcript
2. Change of Major Form
3. Have taken 1 key courses and achieve a C average or better in each course

D. Progression into the Clinical Phase

Performance on the NCLEX-PN examination has been shown to correlate positively with a student performance during the clinical phase of a nursing program. Therefore, high standard for progression during this phase of the program must be maintained. The Program's Committee on Retention and Progression, headed by the Program's Director, will make the final decision for retention and progression in the program. Once admitted and prior to start of first clinical course faculty of the program will meet each student who achieved candidacy. Comments and recommendations because of this meeting will be written into an established file. Strengths, weakness and needs for close academic support will be noted and both student and faculty will develop a plan for academic support of the student throughout the educational experience in the Program.

To be eligible for progression into the clinical phase of the practical nursing program, a student must meet the following requirements:

1. Satisfactory completion of all remediation courses per CUNY policy
2. Registered as a pre-clinical practical nursing major (Curriculum Code 431)
3. Earned at least a 2.5 grade point average in each pre-clinical key courses
4. Registered for **Practical Nursing Candidacy (LPN000.4199)** in the Spring Session I (for entrance in the Fall). Key courses should either be completed or will be completed by the end of this 12-week session.

THERE IS A DEADLINE TO APPLY FOR LPN CANDIDACY. IT IS THE STUDENT'S RESPONSIBILITY TO CHECK THE ACADEMIC CALENDAR FOR THIS DATE. THE STUDENT CAN ONLY REGISTER FOR CANDIDACY IN THE REGISTRAR'S OFFICE. THE UNDECLARED HEALTH SCIENCE MAJOR WILL CHANGE TO LPN MAJOR (LPN 431) ONCE YOU HAVE BEEN ACCEPTED INTO THE CLINICAL PHASE.

CHANGE OF MAJOR DOES NOT AUTOMATICALLY APPLY CANDIDACY.

5. Key Courses Cumulative GPA of 2.5
While a GPA of 2.5 in the key courses is the minimum requirement for consideration, it does not guarantee progression to clinical courses. Seats are competitive and they are determined by a rank order scoring system. **No grade lower than a "C" will be accepted for any required science course throughout the Practical Nursing Program. Science course with a C-, D+, D, D- grade may be repeated with permission from the Academic Chair of the Natural Science Department. When key course with grades of C-, D+, D, D- F are repeated, the C-, D+, D, D- F grade and the repeated course grade will be calculated in the key course average.**
6. Completed Health Screening as required by clinical affiliated agencies.
7. Attend a mandatory program orientation seminar upon acceptance into the clinical phase

8. **Beginning with the Fall 2009 semester in order to advance into nursing clinical coursework, (Application for candidacy in RN or PN Programs), students must provide documentation in one of the following categories:**

1. **US citizenship**
2. **Permanent residency**
3. **International student**
4. **Granted asylum, Refuge Status, Temporary Protected Status, Withholding of Removal, Deferred Enforced Departure, or Deferred Action Status by the U.S. government**

Please Note: the CUNY Citizenship and Immigration Project provides free counseling and assistance to all CUNY students who need help with their immigration status. For more information, visit: (<http://web.cuny.edu/about/citizenship.html>).

When students are notified that they have earned a seat in SCL101 additional requirements must be met. The medical form including lab results and immunization dates must be submitted, as well as a current CPR (BCLS for Health Care Provider) card.

The selection of candidates for the clinical phase of nursing will be determined in the Spring Semester. **Students will only be automatically granted 2 chances to apply for candidacy.**

E. Clinical Nursing Progression Standards

1. A student must complete each nursing course with a minimum grade of 75 (≥ 74.5). If not, they must apply for permission to repeat a course **once** within one year of the original registration.
2. If a student fails, withdraws, or takes a medical leave of absence, the student must fill out a "Student Tracking Form" and submit it to the Nursing Programs office. Failure of either the clinical or theoretical component of any course requires that the entire course be repeated.
3. Any student who fails, withdraws, "STOP OUT" (take a semester off) or takes a medical leave of absence (MLOA) from any 2 nursing courses (SCL) **CANNOT** continue in the Practical Nursing Program. Extenuating circumstances will be considered on an individual basis by the Coordinator of the Program.
4. Students repeating a course for the second time and receive a failing grade, will not be able to continue in the Practical Nursing Program. Faculty will take into consideration any extenuating circumstances

5. If the courses in the 12-week session are co- requisites, the student must withdraw from all courses in that semester.
6. ATI is a clinical course requirement. Students who do not make the installment payment by the deadline, for any semester, will forfeit 5% of the course grade.
7. A minimum GPA of 2.0 must be maintained throughout the clinical phase.

GRADING CRITERIA FOR STUDENTS RETAKING THE COURSE

1. In order to **repeat SCL101**, Fundamentals of Nursing, **a student must achieve a minimum grade of 70%** (*As of Fall 2022, NO 69.5-69.9 will be accepted as a minimum grade to repeat!*). **A student who fails SCL101 with a grade lower than 70% will not be permitted to repeat the course and will be ineligible to continue in the Nursing Program.**
2. *Students who withdraw will not be eligible to repeat SCL101 -Fundamentals of Nursing unless they have a current cumulative average of 70% in the course at the time of their withdrawal.*
3. Any student who is repeating SCL101 due to a failing final grade is required to achieve a minimum grade of exactly "78%" (C+) to pass the course on the second registration. Students who have been maintaining a failing average throughout the course and obtain a medical leave after completing 83% of the course (10 weeks) will also be required to obtain a minimum grade of 78% to pass the course on the second registration.

G. Deferment

Once a student is admitted into the clinical phase of the Practical Nursing Program, deferment will only be considered on an individual basis. Confirmation will be given to students who can provide documentation as to why they are unable to enter the program at the time of candidacy. Deferment will only be granted **once**. Students who are unable to begin in the Fall class must then re-apply for candidacy for the following Spring semester. **Students who are permitted to defer, must begin within the next starting class. (the following Fall semester).**

STUDENT TESTING POLICY

Students should read this document before taking their exam.

The Practical Nursing Program reserves the right to offer exams in both computerized and/or paper/pencil format.

Exams may be given during lab or lecture hour.

It is the student's responsibility to arrive on time for the exam. If the student arrives late for an exam, the student forfeits the time they are late. No extra time will be given for students arriving late.

Use the restroom before the exam is given out. For a unit exam the student will not be permitted to use the restroom.

For the final exam, the student may use the restroom only if accompanied by the second faculty or staff member.

The following items may not be accessed at all during the exam (including restroom break):

- Any educational, test preparation or study materials.
- Cell/mobile/smart phones, tablets, cameras, pagers, jump drives or other electronic devices and weapons of any kind.

Turn off cell phones completely (do not put them on vibrate).

No borrowing or sharing calculators.

No using cell phones or PDA's as a calculator.

The student will refrain from engaging in any disruptive behavior during the exam, including but not limited to, walking around, talking, and standing up, etc.

A student must raise their hand before asking a question.

No wearing of electronic devices including, but not limited to, watches, electronic bracelets and/or wrist bands may not be worn during an exam.

Hats, gloves, hoods, scarves, jackets, coats or dark glasses may not be worn during an exam.

All Nursing Students should be aware that any disclosure of examination items before, during or after the examination is a violation of the college's Academic Integrity Policy.

The only material that can be used during your exam will be provided by faculty. Please note that all scrap paper must be turned into faculty with the completed quiz/exam.

All personal belongings will be placed in front of the room. This includes:

- Cellular, mobile, smart phones, PDA
- Any electronic devices including, but not limited to, pens, calculators, watches, electronic wrist bands, eye glasses, etc.
- Bags, purses, wallets
- Books, study materials
- Cameras
- Coats, hats, scarves, gloves
- Food or drink
- Gum or candy
- Lip balm

You will be allowed:

75 minutes for a 50 question exam

150 minutes for a 100 question exam

For Paper and Pencil exams:

Give a thorough review of your exam and scantron before turning it in. Answers written on written exam papers, but not placed on the scantron, will not be scored.

When the student is finished with their exam:

Either bring the scantron to the desk in the front of the room and immediately leave the room or the student can raise their hand and a faculty member can pick the exam and scantron.

For Computerized exams:

When you are finished with your exam log off the exam site and immediately leave the room unless instructed otherwise.

Make Up Exam Policy.

Any student who is absent for an exam is required to provide a doctor's note (for either themselves or their child). All makeup exams will be given during finals week (as documented on the academic calendar for that semester) Faculty have the right to provide an exam in an alternate format (including, but not limited to fill in the blanks, matching column, short answer, etc). Under **no circumstances** will a make-up exam be given for the **second time** in any one clinical course in one semester. Students will receive a zero (0) for a second missed exam. In the event of a death in the family the student should speak directly with their faculty and the course coordinator.

Students have **two weeks**, at the conclusion of each unit exam, to review their own exam. All individual exam review is by appointment only and under faculty supervision.

Students will not be allowed to review the final exam until after grades and attendance have been posted in accordance with date posted on the academic calendar. Instructors will hand score the final exam at the request of any student who fails the course.

GRADUATION REQUIREMENTS

Students must register with Intent to Graduate. In order to graduate, students must have successfully completed all course requirements and have a minimum GPA of 2.0. STUDENTS CANNOT REGISTER IN THE SESSION TWO FOLLOWING THE 12 WEEK SEMESTER IN WHICH THEY ARE GRADUATING BECAUSE THE GRADUATION DATE MUST BE POSTED BY THE COLLEGE IN ORDER TO PROCESS STATE BOARD EXAM APPLICATIONS. Students wishing to take courses in the 6 week session following their last nursing course (SCL) must complete the required NYS application before the end of the 12 week semester and present the appropriate letter requesting delay of graduation to the Director of Nursing

PROGRAM GENERAL INFORMATION AND POLICIES

Each student is responsible for his/her learning. Work completed should reflect the student's individual efforts unless group work is assigned.

ACADEMIC ADVISEMENT

Once enrolled to the clinical phase full time faculty will have posted office hours when they are available to meet with students. Times other than those posted may be arranged by mutual agreement. It is the student's responsibility to make and keep the appointment. If unable to keep an appointment, a cancellation call is expected.

ACADEMIC EXCELLENCE

The faculty, at graduation, will recognize deserving students.

ACADEMIC INTEGRITY POLICY

- ◆ When there is evidence of a student cheating on examinations or written assignments, the student in question will receive an automatic zero for the examination or assignment if it is the first offense.
- ◆ When there is evidence of falsifying records during a clinical assignment, the student in question will receive an automatic Unsatisfactory for the clinical day if it is the first offense.
- ◆ When there is evidence that any of the aforementioned activities occur for a second time, the student in question will be dismissed from the Practical Nursing Program.
- ◆ **Students who have been dismissed from the Practical Nursing Program for a violation of Academic Integrity will not be considered for readmission to the Practical Nursing Program**
- ◆ **Refer to Policy on Academic Integrity in College Catalog**

ATTENDANCE

Attendance policies for lecture and campus laboratory sessions in the Practical Nursing Program are congruent with the Attendance Policy stated in the LaGuardia Community College Catalog.

Attendance for the hospital clinical experience is mandatory. Nursing students are required to complete the total number of clinical hours in accordance with the registration of the Nursing Program with the New York State Education Department. Students who are ill to report for clinical assignments must notify the clinical faculty and Nursing Office (718) 482-5774 or Nursing Lab (718) 482-5773 before the start time on the scheduled clinical day [leave a voicemail]. A doctor's note is required for all clinical absences.

Any student who is absent for a **second** clinical day in the same semester will receive and "F" grade for the course.

ASSIGNMENTS

All assignments are due on the designated date. It is expected that all readings and assignments will be completed before lecture or laboratory related to the designated course content. Students who need assistance should contact their faculty as soon as possible.

The faculty recommend that students retain all required nursing textbooks. Not only will this enable students to study for the NCLEX, but will also provide the beginning of a professional library.

GRADES

A minimum of "C" (75) grade must be achieved to pass the nursing courses (**SCL**) and a satisfactory evaluation for clinical and laboratory performance must be maintained. Regardless of the grade computation, any failure in the clinical performance will be recorded as an automatic F grade for the course. Any student who is repeating a nursing course (SCL) due to a failing grade is required to achieve a minimum grade of a C+ (78) to pass the course on the second registration. Student progress will be evaluated periodically by the faculty. Grading policies for each course are included in the course Syllabi.

The following grading system for the clinical phase of the program is in effect:

92.5 – 100	=	A
89.5 – 92.4	=	A-
86.5 – 89.4	=	B+
82.5 – 86.4	=	B
79.5 – 82.4	=	B-
77.5 – 79.4	=	C+
74.5 – 77.4	=	C
0 – 74.4	=	F

JURY DUTY

Students who receive Jury Duty Summons (either to serve in person or by phone) should notify their course coordinator as soon as possible. Students are eligible to postpone Jury Duty. A letter will be provided by the nursing program. **DO NOT IGNORE** the Jury Duty Summons. Jury Duty is not considered an excused absence for students who do not attempt to postpone their jury service.

STUDY TIME

It is expected that students spend at least two hours in outside study for each hour spent in class. In nursing, it is also important for students to practice skills in order to perform them safely in the hospital. Therefore, students who carry a full credit load each semester must be prepared to spend 30-40 hours per week in class or studying.

CHILD CARE SERVICES

Practical Nursing students in addition to academic study, lead very busy lives that often include work, family and social obligations. The Practical Nursing Program want our students to have the most supportive environment possible so they can successfully accomplish their educational goals. Therefore, students are encourage to take advantage of the college's high quality on-campus childcare program and an on-campus pre-K through 2nd Grade School, where your young children can be near you and receive a top-notch education themselves. The Early Childhood Learning Center is located in the M Building.

CLINICAL LABORATORY: E-358, E-351, E-352, E-361, E-360

The learning laboratory is used by students to practice and perfect skills after they have been taught by their instructor in the regularly scheduled campus lab. The learning laboratory is open to all nursing students during the hours posted. Students should feel free to come to practice any skills necessary. No appointment is required. A college laboratory technician is available to answer questions or review students' demonstrations. The campus media laboratory was renovated in August 2007 through a grant of \$100,000 from HIP Health Plan/Centralized Laboratory Services LaGuardia Community College. The computer and media resource facility provides academic support through computerized internet access, software and video tutorials utilizing state-of-the-art drop-down computers, with integrated live instructor conferencing and smart board interfacing. Children are not permitted in the clinical practice laboratory. No exceptions!

LATENESS

Students who are more than 15 minutes late for clinical will be sent home and will be considered absent for that clinical day. Students are expected to arrive on time for lecture and lab. Students who are more than 15 minutes late will be considered absent.

DISABLED STUDENTS

Disabled students are admitted to the program and progress through the program provided they are able to meet all required course objectives and the LaGuardia Community College Essential Nursing Program Performance Standards .

Students with disabilities are admitted to the Practical Nursing Program and progress through the program provided they are able to meet all required course objectives and the LaGuardia Community College Essential Nursing Program. (see Appendix A).

Under Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, LaGuardia Community College has an implicit responsibility to ensure that students with disabilities have equal access to its programs and services, and that the rights of students with disabilities are not denied. The Office for Students with Disabilities (OSD)

provides advocacy to ensure access to all college programs and facilitates the transition to college life for students with disabilities. All students are required to register with supporting documentation. Appropriate accommodations and services are determined and include:

- academic, career and personal counseling
- priority registration
- academic advisement
- support services such as assistive technology and tutors; proctoring exams for students.

How to Obtain Accommodations:

Students must initiate a request for accommodations by contacting the OSD office. The student must provide documentation of the disability. Accommodations may be provided on an interim basis while the student is obtaining documentation, at the Counselor's discretion. If you have a documented disability and want to request accommodations, please:

1. Contact the Office for Students with Disabilities for more information.
2. Make an appointment with the Counselor to determine what accommodations are right for you. Documentation of the disability will be needed at this time.
3. Any difficulty in receiving accommodations are to be reported immediately to the Office for Students with Disabilities.

Online students with documented disabilities may be eligible for extra time on tests and books in alternate formats.

Faculty must receive the letter of accommodation at least 24hours before the nursing exam.

FINANCIAL AID

The Department of Education has approved the Practical Nursing Certificate program for financial aid, therefore student enrolled in the Practical Nursing program are eligible to apply for financial aid. In view of the many hours that are required to be successful in an academic undertaking such as practical nursing, outside employment especial during the clinical phase of the program is discourage. Students should make every effort to seek financial aid as needed. The financial Aid Office is located in C-107.

COUNSELING SERVICES

Counseling services are available to students in RoomB-100/B-102. A counselor-on-duty is available for immediate, pressing problems. Students should not hesitate to make use of this confidential service which is designed to make the college experience easier. Use of this service will not jeopardize a student's position in the nursing program.

VETERAN'S PROGRAM

"PROVE"-project for return and opportunity in veterans' education assist students who are veterans. They are located in MB-10, 718.482.5283 email: laguardiaPROVE@lagcc.cuny.edu

ETHICAL BEHAVIOR

Professional obligations are a part of ethical codes that govern the behavior of the members of a profession. Ethical behavior goes beyond the actual client setting. It should be a part of one's life. In addition to nursing students' rights, there are nursing students' responsibilities. These responsibilities require student behavior that maintains the integrity of the profession and the safety of clients.

THE FOLLOWING STUDENT BEHAVIORS MAY LEAD TO PROGRAM DISMISSAL (INVOLUNTARY PROGRAM WITHDRAWAL):

- Unexcused absences beyond the maximum according to college policy (see College Catalog).
- Any performance or negligence which causes, or puts the patient at risk for, physical or emotional injury
- Unprofessional conduct (See Rules of the NYS Board of Regents, Part 29, Unprofessional Conduct at <http://www.op.nysed.gov/part29.htm>)
- Failure to immediately report a patient care error to clinical instructor and /or responsible staff nursing personnel
- Being under the influence of alcoholic beverages, drugs which impair judgement, or illegal drugs
- Fraudulent or untruthful charting in a medical record
- Dishonesty, e.g. stealing from the college or a clinical agency, plagiarism, cheating on examinations (see Policy on Academic Integrity).
- Failure to improve unsatisfactory clinical performance following counseling.
- Determination of any "direct threat" - This condition consists of a significant risk to the health or safety of a student(s) or patient(s) with a high probability of substantial harm that cannot be eliminated by reasonable accommodation.

- Use of foul language in the classroom, laboratories and/or clinical facility.
- Disrespectful or aggressive behavior towards faculty, staff, other students and personnel at the Health Care facilities.
- Inappropriate communication including but not limited to: verbal communication, written notes, emails, bodily gestures.

Policy On Academic Integrity:

I When there is evidence of a student cheating on examinations or written assignments, the student in question will receive an automatic zero for the examination or assignment if it is the first offense.

II When there is evidence of falsifying records during a clinical assignment, the student in question will receive an automatic Unsatisfactory for the clinical day, which will be reflected on the Faculty Student Conference form and placed in the student's file, if it is the first offense.

III When there is evidence that any of the aforementioned activities occur for a second time, the student in question will be dismissed from the Nursing Program.

IV Students who have been dismissed from the Nursing Program for a violation of Academic Integrity **will not be considered for readmission to the Nursing Program.**

STUDENTS RIGHTS AND RESPONSIBILITIES

GRIEVANCE PROCEDURES

It is the intent of the program to encourage the timely and informal resolution of student grievances as they occur and to provide a set of procedures leading to satisfactory disposition of complaints. Grievances should be resolved at the earliest possible step. Students may bring a complaint when there has been a violation, misinterpretation or inequitable application of policy or procedure. The procedure for the resolution of complaints is as follows:

- STEP 1:** Student will make a formal written or verbal complaint to the faculty member in question. A conference should be arranged to resolve the issue.
- STEP 2:** If unresolved, the student will register said complaint with course coordinator and a conference will be arranged with the affected parties to resolve the issue.
- STEP 3:** If unresolved, the student will make a formal written to Program Director. Program Director will listen to complaint and respond in writing with a decision within three days.
- STEP 4:** Complainant may accept decision of Program Director or appeal decision to Program's Grievance Committee.
- STEP 5:** If a resolution is not agreed upon the grievant may appeal to the Chairperson of Natural & Applied Science Department.
- STEP 6:** Complainant may accept decision of Chairperson of Natural & Applied Science Department or appeal decision to College's Academic Standing Committee.

The complainant may at any step request representation from the student council.

GROUP CONCERNS

Students who face problems or have issues to raise during a course should not wait until the end of the semester to voice concerns. At the start of each semester, every class or section of a class will elect a representative to bring any concerns of that group to the nursing faculty.

STUDENT RESPONSIBILITIES IN THE CLINICAL AREA

Nursing students are legally responsible for their own actions during clinical experiences. Students must be assigned appropriate activities and be given reasonable guidance and supervision while carrying out those activities. In order to fulfill their responsibilities to their assigned clients, nursing students must:

- ❖ be prepared to carry out previously learned skills in a competent manner,
- ❖ ask for help and supervision when needed,
- ❖ document completely and accurately,
- ❖ be familiar and comply with the policies of the agency and
- ❖ be familiar and comply with the policies of the Practical Nursing Program.

Inappropriate behavior and/or attitude toward faculty, healthcare facilities staff or peers **will not** be tolerated. Professional classroom and clinical behavior **must** be maintained at **all** times. If a student is experiencing difficulty, he or she should make arrangements to speak with the assigned faculty member and/or a college counselor.

CLINICAL INFORMATION AND POLICIES

Clinical Facility Rotation Experiences:

Students can be expected to be assigned to any health facility in the Greater Metropolitan area. All students are required to provide their own transportation to and from these facilities. *Students may be expected to submit to drug testing and/or background checks in order to comply with requirements of the clinical facilities. In addition, the Director of Nursing Programs may be requested to release students social security numbers to affiliating agencies related to these requirements* **STUDENTS MUST PRESENT OFFICAL PHOTO IDENTIFICATION OTHER THAN SCHOOL ID FOR DRUG TESTING!**

PLEASE NOTE: If for whatever reason, students are unable to complete drug testing/background checks, they may not be eligible to utilize the clinical facilities and hence may not be eligible to complete the Nursing Program or sit for the State Licensing Exam.

CPR Certification

All students must have current CPR certification prior to being assigned to the clinical area.

Malpractice Insurance:

CUNY has purchased professional liability coverage for all clinical students. All Nursing students are insured by “Ironshore Insuranced Services LLC” with a professional liability coverage of \$3,000 per claim with \$3,000 agregate limit. The policy term is effective as of July 01,2018 through July 01, 2020

Physical Examination:

All students must have completed the required physical examination prior to being assigned to the clinical area. Physical exams must be done on an annual basis. If you are pregnant please alert the examining physician before you receive any immunizations or x-rays. Do not submit to a rubella vaccination if there is any chance that you are pregnant.

Health Status:

Students must inform their clinical instructor of any change in health status or pregnancy before accepting a clinical assignment. The faculty will consider the health and safety of both students and clients when determining assignments. The college and nursing faculty reserve the right to require a physician's statement regarding students' health status.

Submission of Forms and Lab/Drug Test Results

All necessary forms, laboratory results and required drug testing results must be submitted to the Nursing Program at least two weeks before the first clinical day. IF THIS IS NOT ACCOMPLISHED AS REQUIRED, STUDENTS WILL BE UNABLE TO ATTEND THE CLINICAL COMPONENT OF THE COURSE AND WILL BE INELIGIBLE TO CONTINUE. Students will be expected to withdraw from the clinical course. Failure to do so voluntarily, will result in course failure if the student is unable to attend the clinical portion of the course.

Dress code/Uniform

Please refer to the following website for a description of the Practical Nursing Program uniform:

www.flynnohara.com

A stethoscope, pen light and scissors are required for the Practical Nursing Program, but do not have to be ordered from this site. Students must also purchase a watch with second increments.

DRESS CODE CLINICAL & CAMPUS LABORATORY

All uniforms should be neat, clean pressed and presentable (Iron as needed.)

Students are held responsible for good personal hygiene as they are working closely with patients. Hair should be contained, worn off the face and collar. Head wear worn for religious reasons should conform with the uniform colors (white or light blue). Men are to be clean shaven or have a neatly trimmed beard and/or mustache. Permissible jewelry includes plain post earrings and plain wedding band. No other jewelry is to be worn. Nails are to be short and free of polish. Each student must carry a pen with black ink, bandage scissors, penlight, stethoscope and a watch which clearly indicates seconds. Students who come to the clinical setting improperly attired or unprepared for their clinical assignment will be dismissed by their clinical instructor and counted absent.

Students are required to be in full uniform for all performance exams.

Students must have a valid LaGuardia Community College identification on their person while on campus. In addition students must have a valid LaGuardia identification visible at all times while at the clinical site unless an alternative ID has been provided by the clinical institution.

Please Note: Students are not permitted to wear any facial and/or eye covering that would interfere with the student nurse – patient communication process.

Full uniform must be worn during clinical, campus clinical and all practical exams.

1. Sweaters or jackets are NOT to be worn with uniforms while on the resident/client care units.
2. Shoes and stockings must be in good repair and clean at all times.
3. Identification badges must be visible on the uniform at all times.
4. Only one pair of stud earrings is to be worn. A watch with the ability to read in increment of second must be worn at all times. No other jewelry is allowed except for a plain Wedding Band.
5. Hair must be worn off the collar.
6. No strong perfume or perfume scented shaving lotion or deodorant.

7. Fingernails are to be filed short and kept clean at all times. No artificial nails permitted.
8. No nail polish should be used in acute care settings.
9. Men are to be clean-shaven or have a neatly trimmed beard and/or mustache
10. Each student must carry a pen with black ink, bandage scissors, penlight, and a stethoscope..
11. Students who come to the clinical setting improperly attired or unprepared for their clinical assignment will be dismissed by their clinical instructor and counted absent.

Each student must purchase the following items:

Stethoscope, bandage scissors, penlight and watch with second increments.

Female: **REQUIRED**

- 1 White 2 Pocket Ladies Top w/Logo
- 1 Ciel Blue Ladies Scrub Pants
- 1 Ciel Blue Jewel Neck Jacket w/Logo

OPTIONAL

- 1 Navy Zip Front Hooded Sweatshirt
- 1 Navy Ladies Full-Zip Polar fleece Jacket w/Logo
- 1 Ladies Cherokee Long Sleeve Tee Shirt

Male: **REQUIRED**

- 1 White 3 Pocket Unisex Top w/Logo
- 1 Ciel Blue Drawstring Scrub Pants

OPTIONAL

- 1 Ciel Blue Men's Warm Up Jacket w/Logo
- 1 Navy Zip-Front Hooded Sweatshirt w/Logo
- 1 Navy Polar Fleece Jacket w/Logo
- 1 white Long Sleeve T-Shirt

All white nursing shoe, closed back and toes are required. Clogs, sneakers, or high heels are not acceptable.

ATI is a mandatory component of the Practical Nursing Program. Students who do not complete the ATI assessment and review program will not be eligible for graduation. ATI mandatory review for the NCLEX examination will take place after graduation in June. All must attend this review. There are no exceptions.

ASSESSMENT & REVIEW PROGRAM

The ATI (Assessment Technologies Institute) assessment & review program provides students with an ongoing assessment of areas of weakness and strength, along with immediate self-direction remediation assistance. The remediation consists of both text and computerized testing with feedback using the Internet. The program consists of the following components:

- I. **Test of Essential Academic Skills**-a secured exam consisting of 5 sub-tests
a. Mathematics b. Reading c. English d. Science e. Language Usage

This test is given at the start of the program before any content instructions are provided. This enables faculty to identify and work with those students who may have potential challenges with the curriculum.

- II. **Critical Thinking Entrance & Exit Exams**-a secured non-nursing critical thinking diagnosis exam, which covers:
a. Interpretation b. Analysis c. Evaluation d. Explanation e. Inference

This test is given at the start of the program before any content instructors are provided, and at the end of the program. This enables the program to track critical thinking as an outcome criterion.

- III. **Self-Assessment**- a secured exam consisting of 4 subtest.
a. Critical Thinking b. Learning Styles c. Professional Characteristics d.

Work Values

- IV. **Content Mastery Series Exams**- Eight (8) secured diagnostic exams that score for content, nursing process, critical thinking, knowledge level and NCLEX-PN correlation at the end of each content area. These are:

a. Fundamental b. Medical-Surgical c. Pharmacology d. Mental Health
e. Nursing Care of Children (Pediatrics) f. Maternal/Newborn g. Nutrition
h. Management

- V. **Student Exams**- Five (5) unsecured exams is available to students via any computer that has an Internet connection. These exams are interactive tests that include rationale for correct answer and distracters. They include:

a. Fundamental b. Medical-Surgical c. Nursing Care of Children d. Maternal/Newborn e. Mental Health

- VI. **Practical Nurse Comprehensive Predictor**- This is a secure exam given at the end of the program, which diagnoses and predicts student's ability to be successful on the NCLEX PN license exam.
- VII. **Review Modules**- Seven (7) review modules (study guides) are provided. Research has shown that review and remediation throughout the program are more effective than intensive reviews at the end of student's schooling. The modules are designed to be utilized at orientation and at the end of each course of study, and are distributed after secured diagnostic testing has been given. Modules include:
- a. **Orientation Module:** Provides an introduction to critical thinking through case study, study skills, not taking, textbook annotation and test-taking skills.
 - b. **Case Study Review Modules:** Provides Lecture, content and application are based on case study scenarios. A detailed lecture manual for instructors and 5 study review manuals for the students. They are:
 - 1. Fundamental Health
 - 2. Medical/Surgical
 - 3. Mental Health
 - 4. Nursing Care of Children
 - 5. Maternal/Newborn
 - c. **State Board Preparation Module:** In this module each student will be provided with:
 - 1. Review of individual performance on the predictor exam
 - 2. NCLEX test-taking skills
 - 3. NCLEX testing procedures
 - 4. Case studies

Once the student is under the umbrella of the Comprehensive Assessment & Review program, if he or she fails the NCLEX-PN license exam, he or she will have access to ATI resources and any of the above mentioned material for up to one year after graduation.

LPN ADVANCED STANDING IN THE NURSING PROGRAM

The Nursing Program has formulated the following **Advanced Standing LPN to RN Pathway** for licensed practical nurses utilized as of **Fall II of 2006**.

Following the NYS Coalition for Education Mobility's Articulation Model, LPN's may be admitted to the Registered Nurse Program after meeting the following criteria. All applicants are required to:

- 1) have a current LPN registration (licensure)
- 2) complete admission (or readmission if LaGuardia graduate) to LaGuardia Community College with identified major in Undeclared Health
- 3) receive academic advisement assure that the applicant meets the admission requirements of the Associate Degree Registered Nursing Program (RN).
- 4) Complete CUNY on-line admissions application to LaGuardia, and transfer or complete the clinical pre-requisite courses: ENG 101, SSY 101, SSY240, SCC210, SCB 203, SCB 204, SCB 260 and MAT 120
- 5) upon completion of the pre-requisite courses, a **GPA of 2.75** is the minimum requirement to apply for candidacy (**LRN000**) for the LPN to RN Bridge course (SCR 100)

The LPN TO RN Bridge course (SCR100) will include advanced Psych-Mental Health and Medical-Surgical Nursing content. Students who enter the clinical phase of nursing at SCR 270 level will be required to complete all other nursing requirements in sequence.

Students who enter the Nursing Program will be expected to adhere to the "Nursing Program Progression Standards"

Credits That May Be Transferred into the LPN to RN Advanced Pathway:

MAT 120 Elementary Statistics	3
ENG 101 Composition I	3
ENG 102 Writing through Literature	3
SSY 101 General Psychology	3
SSY 240 Developmental Psychology	3
SCC 210 Foundations of Chemistry	4
SCB 203 Fundamentals of Human Biology I	4
SCB 204 Fundamentals of Human Biology II	4
SCB 260 Microbiology	4

Upon successful completion of all of the above requirements, the Registered Nursing Program will evaluate and select students applying for the LPN to RN Bridge course based on GPA (minimum of 2.75) and available space. Seventy-five percent of the applicant pool will be candidates from LaGuardia Community College's LPN Program. Twenty-five percent of the pool will be candidates from outside the college.

Student ranking for admission into the LPN to RN Advanced Pathway:

- 1) Transfer pre-requisite course grades from outside colleges will be calculated in the GPA ranking.
- 2) Both general education and nursing clinical course grades will be calculated in the GPA ranking for students who have graduated from the LGCC PN program.

STUDENTS SELECTED WILL RECEIVE 15 EXEMPTION CREDITS GRANTED TOWARD AAS DEGREE UPON COMPLETION OF THE FOLLOWING TWO COURSES:

NY Coalition for Educational Mobility Transition and Bridge Course (SCR100) course:

- **Total 15 Exemption Credits:** (Fundamentals of Nursing [SCR 110] Perspectives of Nursing [SCR150] Psychiatric Mental Health Nursing [SCR200] and Medical Surgical Nursing 1 [SCR 210])

Appendix A

Essential Nursing Performance Standards

All Practical Nursing students must meet the following Essential Nursing Performance Standards* for admission and progression to each program course. Since an nursing education involves intellectually and physically challenging activities, and moreover, involve critical decisions that will affect the well being of patients, it is essential that every candidate meet these standards so as not to endanger other students, faculty or patients.

The American with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants to public institutions have the ability to pursue program admission however, the applicant must meet certain essential skills as listed below. Every student in the clinical phase of the LPN Certificate Programs will be held to the same standards with or without reasonable accommodations.

1. Observation/Assessment:

When caring for a patient, Practical nursing students must be able to

- a. use observational skills to recognize non-verbal patient responses including facial expressions and body language and react to patient signals (gestures or verbal calls) close by and from a distance (up to 10 feet away).
- b. react and respond to equipment alarms and other displays (i.e. apneic/cardiac monitors, or call bells) indicating immediate patient need.
- c. utilize tactile, visual and auditory ability to monitor and assess health needs:
 - assess pertinent body systems by directly performing palpation (feel for pulses, lumps) and percussion (listen for sounds elicited by short quick blows by the fingers to determine size, density and position) usually to chest or abdomen. .
 - visually inspect respiratory status (including changes in skin color) and read thermometers, and calibrated equipment including syringes, BP manometers, oxygen analyzers and pumps.
 - auscultate (listen for) cardiac, lung and abdominal sounds and be capable of hearing patient and team member verbal communications and telephone communications.

2. Communication:

Practical student nurses must be able to communicate well in English, not only in speech but also in writing and reading. They must be able to

- a. demonstrate appropriate communication skills when interacting with patients, peers, family members and other professionals.
- b. explain treatment procedures, initiate health teaching, respond to and interpret health care provider orders, and direct assistive staff.

- c. write legibly and correctly, document and interpret nursing care actions and client outcomes, utilize computerized documentation skills and read documentation in a patient chart from other health care personnel.

3. Mobility:

Practical Nursing students must possess physical abilities sufficient to move from room to room, maneuver in small spaces, and navigate stairwells. They must be able to

- d. sit, stoop, bend, twist, stand, reach and move around in patient's rooms, work spaces and treatment areas throughout the day (5-8hours).
- e. walk and balance well enough to assist patients with safe ambulation and transfer with or without equipment on even and uneven surfaces (stairs, ramps and curbs). .
- f. lift (at least 30 lbs), bathe, position and transport patients.

4. Nursing Actions, Motor Skills and Social Behaviors:

Practical Nursing students must demonstrate socially appropriate behavior, remain calm and rational and be capable of physically functioning effectively in all patient related situations.

They must be able to

- g. utilize tactile ability sufficient to successfully assess and treat patients.
- h. provide care to male and female patients without biases regarding gender, culture, religion, race, ethnicity, color or disease.
- i. perform nursing actions and procedures efficiently enough to meet the needs of several patients in a timely manner.
- j. function professionally in emergency and non-emergency situations.
- k. give injections, insert and/or maintain patient catheters/tubes, effectively operating equipment and devices such as IV pumps and ventilators, and frequently realign and reposition patients.
- l. effectively evaluate patient responses.
- m. possess the emotional health and stability to manage all patients and exercise good judgment.
- n. attend to patients with compassion, integrity and a concern for others.
- o. identify and manage stress in a mature and healthy manner.
- p. maintain cleanliness and personal grooming consistent with close personal contact.

5. Academic Proficiency/Critical Thinking:

Practical Nursing students must

- q. maintain a minimum overall GPA (GPA of 2.5) after entering the clinical phase.
- r. attain satisfactory ratings in all clinical course performance evaluations.
- s. achieve a minimum grade of 75% (C) in didactic written portions of all science, math, and clinical core courses.

- t. utilize sound, clinical judgment to relate, integrate and analyze information (critical thinking) from several sources correlating classroom theory with clinical patient care to document utilizing the clinical problem solving process (Nursing Process)
- u. validate the ability to calculate drug dosages, measure medications & analyze drug data within allotted time.
- v. demonstrate safe practice at all times within the context of the Nursing Process.
- w. display professional behavior expected of a practical nurse based on written performance objectives.

Appendix B

Defining Practical Nursing Introduction

Article 139 of NYS Education Law applies to the profession of nursing.

Definition of the practice of practical nursing

1. The practice of nursing as a licensed practical nurse is defined as performing tasks and responsibilities within the framework of case-finding, health teaching, health counseling, and provision of supportive and restorative care under the direction of a registered professional nurse or licensed physician, dentist or other licensed health care provider legally authorized under this title and in accordance with the commissioner's regulations.

Practice of nursing and use of title "licensed practical nurse".

Only a person licensed or otherwise authorized under article 139 of the Education Law of NYS shall practice nursing and only a person licensed under section sixty-nine hundred four shall use the title "licensed practical nurse".

Professional Study of Nursing

- a. *Licensed practical nursing.* To meet the education requirements, the applicant shall have graduated from high school or its equivalent, and shall have:
 1. Graduated from a program in nursing registered by the department or approved by the licensing authority in another state, territory, or possession of the United States as preparation for practice as a licensed practical nurse;
 2. Completed preparation in a program determined by the department to be equivalent to the programs described in paragraph (1) of this subdivision;
 3. Graduated from a program in practical nursing of at least nine months in a country outside the United States and its territories or possessions, which program is satisfactory to the department and which program the licensing authority of said country certifies to the department as being preparation for practice as a licensed practical nurse; or
 4. Graduated from a general nursing course in a country outside the United States and its territories that is satisfactory to the department and that the licensing authority of said country certifies to the department as being preparation for practice as a professional nurse.

Requirements For A License As A Licensed Practical Nurse

To qualify for a license as a licensed practical nurse, an applicant shall fulfill these requirements:

1. Application: file an application with the NYS Education Department Office of the Professions (<http://www.op.nysed.gov/nurseforms.htm>) ;
2. Education: have received an education including completion of high school or its equivalent, and have completed a program in practical nursing, in accordance with the commissioner's regulations, or completion of equivalent study satisfactory to the department in a program conducted by the armed forces of the United States or in an approved program in professional nursing;
3. Experience: meet no requirement as to experience;
4. Examination: pass an examination satisfactory to the board and in accordance with the commissioner's regulations, provided, however, that the educational requirements set forth in subdivision two of this section are met prior to admission for the licensing examination;
5. Age: be at least seventeen years of age;
6. Citizenship: meet no requirements as to United States citizenship;
International students must maintain their official government documentation throughout the program. If any of these documents expire, NYS Education Department Office of Professions who provide the NCLEX and State Board licensure may prevent processing of your application until your status is clarified. **Please Note:** the CUNY Citizenship and Immigration Project provides free counseling and assistance to all CUNY students who need help with their immigration status. For more information, visit: (<http://web.cuny.edu/about/citizenship.html>).
7. Character: be of good moral character as determined by the department; and
8. Fees: pay a fee of one hundred fifteen dollars to the department for admission to a department conducted examination and for an initial license, a fee of forty-five dollars for each reexamination, a fee of seventy dollars for an initial license for persons not requiring admission to a department conducted examination, and a fee of fifty dollars for each triennial registration period.

Licensed Practical Nursing

1. A candidate for licensure as a practical nurse shall pass an examination acceptable to the State Board for Nursing. Each candidate examined after September 11, 1974 shall have taken the same examination on the same dates such examination was given in this State.

Job Description

Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. Must work under the direction of a registered professional nurse or licensed physician, dentist or other licensed health care provider legally authorized.

TASKS

Include, but are not limited to the following:

1. Administers specified medication, orally or by subcutaneous or intramuscular injection, and notes time and amount on patients' charts.
2. Provides medical treatment and personal care to patients in private home settings.
3. Takes and records patients' vital signs.
4. Dresses wounds, gives enemas, douches, alcohol rubs, and massages.
5. Applies compresses, ice bags, and hot water bottles.
6. Observes patients and reports adverse reactions to medication or treatment to medical personnel in charge.
7. Bathes, dresses, and assists patients in walking and turning.
8. Assembles and uses such equipment as catheters, tracheotomy tubes, and oxygen suppliers.
9. Collects samples, such as urine, blood, and sputum, from patients for testing and performs routine laboratory tests on samples.
10. Sterilizes equipment and supplies, using germicides, sterilizer, or autoclave.
11. Records food and fluid intake and output.

KNOWLEDGE

English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Medicine and Dentistry - Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Therapy and Counseling - Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Education and Training - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Psychology - Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

SKILLS

Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Reading Comprehension - Understanding written sentences and paragraphs in work related documents.

Time Management - Managing one's own time and the time of others.

Writing - Communicating effectively in writing as appropriate for the needs of the audience.

Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

WAGES

As of 2014, the NY annual wage range was between: \$45,560 - \$51,380 PN experience workers. This range represents the middle 50% of workers. Some (25%) earned more than this, while others (25%) earned less.

JOB OUTLOOK

Employment change. Employment of LPNs is expected to grow 14 percent between 2006 and 2016, faster than the average for all occupations, in response to the long-term care needs of an increasing elderly population and the general increase in demand for health care services.

Resources

<http://www.careerzone.ny.gov>

<http://www.op.nysed.gov/prof/nurse/>

<http://www.labor.state.ny.us/>

APPENDIX C

Students will be expected to pay on their own for the following items:

1. Complete physical examination
2. CPR Certification
3. Uniform
4. Watch, stethoscope, bandage scissors, and penlight
5. Textbooks
6. Application for PN licensure
7. ATI
8. NCLEX-PN Review, Total Program Support

The cost of the above items varies. Students can contact the nursing programs for approximate cost.

Upon accepting admission into the Nursing Program, students must realize that additional costs may be incurred for Nursing Program support and NCLEX-PN Review coursework/materials that are intended to ensure your successful completion of the National Council of State Boards NCLEX-PN.

Additional information regarding the Practical Nursing Program may be gained by contacting:

**Practical Nursing Program
E300**
LaGuardia Community College
31-10 Thomson Avenue
Long Island City, New York 11101
(718) 482-5774

Applications for admission may be obtained from:

Admissions Office C-102
LaGuardia Community College
29-10 Thomson Avenue
Lon Island City, New York 11101
(718) 482-7206

CUNY Office of Admissions Services
1114 Avenue of the Americas
New York, NY 11036
(212) 290-5678

