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: __________________
July 12, 2018,

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. The cost of the initial screen is $100.25, and subsequent screen will cost $85.75.

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,

Kathleen Karsten, PhD, RN
Director, Nursing Programs
718-482-5782
kkarsten@lagcc.cuny.edu
In order to manage student and faculty information in a manner that is complainant 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 services 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 Labortaorties 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) 
(2) 
(3) 

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:


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/hititchenforcement.html
CUNY - LaGuardia Community College

How to Place Order

Welcome to myCB

To place your order go to:
https://portal.castlebranch.com/UK76

Package Name (if applicable):
UK68dt: package code for placing and order through CastleBranch for a drug test

PLACE ORDER  SELECT PROGRAM  SELECT PACKAGE

To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:

- View order results
- Upload documents
- Manage requirements
- Place additional orders
- Complete tasks

Please have ready personal identifying information needed for security purposes.
The email address you provide will become your username.

Contact Us: 888.914.7279 or servicedesk.cu@castlebranch.com
CUNY - LaGuardia Community College

How to Place Order

Welcome to myCB

To place your order go to:

https://portal.castlebranch.com/UK76

Package Name (if applicable):
UK68dm: document manager for drug test outside of CastleBranch

PLACE ORDER > SELECT PROGRAM > SELECT PACKAGE

To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:

- View order results
- Upload documents
- Manage requirements
- Place additional orders
- Complete tasks

Please have ready personal identifying information needed for security purposes.
The email address you provide will become your username.

Contact Us: 888.914.7279 or servicedesk.cu@castlebranch.com
Submitting Documents

Submitting documents to myCB can be achieved three ways: via upload, fax, or mail. This guide will cover all three options. If you need any further assistance, please call the number located at the bottom right of every page.

UPLOADING DOCUMENTS

The most efficient way to submit. Uploading your documents through myCB is not only secure, but ensures faster processing time.

Options for Digitizing Your Document

1. Take a picture
2. Use the myCB app
3. Scan your document
4. Utilize a local FedEx, UPS, Library, or University’s resources

Submit Through myCB

1. Click To-Do Lists within the myCB panel on the left
2. Expand the requirement you wish to upload to
3. Click Browse next to Your Computer or Flash Drive
4. Select file(s) needed, one at a time
5. Hit Submit

⚠️ Note: Document removal may only happen before submission. Make sure you have attached the correct file name(s) before submitting. To remove a document, simply click Remove Document and re-attach the correct version.

Replacing Rejected Documents

1. Read the rejected reason
2. Re-upload using the same steps above

The two most common rejection reasons are missing information and illegible documentation. Make sure your documents are easily legible and contain their essential information, such as: signatures, physical exam dates, vaccination dates, or titer collection dates.
**Faxing Directly to Requirements**

Following the steps below will result in your documents automatically attaching to their specific requirements, designated by their included cover letters.

**Print Cover Letters**
1. Click **To-Do Lists** within the myCB panel on the left
2. Expand the requirement you wish to upload to
3. Click **Download** at the bottom
4. Read and close the warning prompt
5. Print the cover letter
6. Follow the directions on the cover sheet
7. Repeat for all requirements to be faxed

**Faxing to Document Center**

Following the steps below will result in your documents going into your myCB document center, where you will need to attach them to each requirement individually.

**Print Cover Letter**
1. Click **Document Center** within the myCB panel on the left
2. Click **Print/Fax Mail Cover Sheet** on far right
3. Read and close the warning prompt
4. Print the cover sheet
5. Follow the directions on the cover sheet
6. Faxed documents will display under **My Documents** within the **Faxed** folder

**Submit Through myCB**
1. Click **To-Do Lists** within the myCB panel on the left
2. Expand the requirement you wish to upload to
3. Click **Browse** next to **My Documents**
4. Choose the **Faxed** folder
5. Pick document needed
6. Hit **Submit**
MERGING FAXED PAGES

If submitting more than one document to a requirement, you have the option to merge them together.

To Merge Pages

1. Click Document Center
2. Find the Faxed/Mailed Documents folder
3. Select one file you wish to merge with another
4. Click Add PDF to Merge Queue
5. Repeat until all pages you wish to merge are queued
6. Select Merge These Documents at the top right
7. All merged files can be found in the Merged Files folder.

MAILING DOCUMENTS TO CASTLEBRANCH

Follow the steps below to mail documents to CastleBranch for review.

Print Cover Letters

1. Click To-Do Lists within the myCB panel on the left
2. Expand the requirement you wish to mail in
3. Click Download at the bottom
4. Read and close the warning prompt
5. Print the cover letter
6. Repeat for all requirements to be sent in
7. Mail to: CastleBranch
   1844 Sir Tyler Drive
   Wilmington, NC 28405
   Attn: TDL Document Center

Note: Pages mailed to CastleBranch should be ordered accordingly:

Cover letter A, document A
Cover letter B, document B
CUNY INSURANCE POLICY

Ironshore Insurance Services LLC.
A subsidiary of Ironshore Holdings (U.S.) Inc.
175 Powder Forest Drive
1st Floor
Watuque, CT 06089


June 29, 2016

Insured Name: People of the State of New York and The City University of New York
C/o OGS BRIM, Corning Tower 32nd Floor, Empire State Plaza
Albany, NY 12242

Confirmation of Binding for: Healthcare Professional Liability – Primary
Policy Term: July 01, 2016 --- July 01, 2018
Broker Contact / Producer: Ira Neifeld
Cool Insuring Agency, Inc.
784 Troy Schenectady Road
Latham, NY 12110

Professional Liability Coverage:

<table>
<thead>
<tr>
<th>Coverage Type</th>
<th>Amount</th>
<th>Defense Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Claim Limit</td>
<td>$3,000,000</td>
<td>$3,000,000</td>
</tr>
<tr>
<td>Aggregate Limit</td>
<td>$3,000,000</td>
<td>$3,000,000</td>
</tr>
<tr>
<td>Per Claim SIR</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Aggregate SIR</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Retroactive Date</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

[ ] Within the Limit of Liability
[ ] In Addition to the Limit of Liability

General Liability Coverage:

Per Occurrence Limit: $3,000,000
Products / Completed Ops Limit: $3,000,000
Medical Payments Per Claim Limit: $5,000
Medical Payments Aggregate Limit: $25,000
Fire Damage Limit: $50,000
Aggregate Limit: $3,000,000
Per Claim SIR: $0
Aggregate SIR: $0

Employee Benefits Liability:

Per Claim Limit: N/A
Aggregate Limit: N/A
Per Claim SIR: N/A

NYFTZ - Class 1
<table>
<thead>
<tr>
<th><strong>Evacuation Expense Reimbursement:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Claim Limit:</td>
<td>N/A</td>
</tr>
<tr>
<td>Aggregate Limit:</td>
<td>N/A</td>
</tr>
<tr>
<td>Per Claim SIR:</td>
<td>N/A</td>
</tr>
<tr>
<td>Aggregate SIR:</td>
<td>N/A</td>
</tr>
<tr>
<td>Retroactive Date:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Public Relations Expense Reimbursement:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Claim Limit:</td>
<td>N/A</td>
</tr>
<tr>
<td>Aggregate Limit:</td>
<td>N/A</td>
</tr>
<tr>
<td>Per Claim SIR:</td>
<td>N/A</td>
</tr>
<tr>
<td>Aggregate SIR:</td>
<td>N/A</td>
</tr>
<tr>
<td>Retroactive Date:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Patient Loss of Property Reimbursement:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Claim Limit:</td>
<td>N/A</td>
</tr>
<tr>
<td>Aggregate Limit:</td>
<td>N/A</td>
</tr>
<tr>
<td>Per Claim SIR:</td>
<td>N/A</td>
</tr>
<tr>
<td>Aggregate SIR:</td>
<td>N/A</td>
</tr>
<tr>
<td>Retroactive Date:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Premium:**

- Premium: $433,244.00

Plus all applicable Taxes, Fees and Surcharges.

See Invoice for the date Premium is due and payable. Failure to pay the premium in full may result in voidance of coverage.

---

Policy Number: 002075101
Policy Form: HPL.028 (3.12 ed.) HPL_Primary Policy Form (DOL)
Issuing Company: Ironshore Indemnity Inc.

Endorsements:
1. HPL.P.CUNY 01 (9.14 ed.) Additional Insured Endorsement
2. HPL.P.CUNY 02 (11.14 ed.) Athletics Exclusion Endorsement
3. HPL.P.CUNY 03 (11.14 ed.) Law Enforcement Activities Exclusion Endorsement
4. HPL.P.CUNY 04 (11.14 ed.) Amend Named Insured to Include Existing Subsidiaries
5. HPL.P.CUNY 05 (11.14 ed.) Student Transport Endorsement
6. HPL.P.CUNY 06 (11.14 ed.) PL-GL Limits Per Location
7. HPL.P.CUNY 07 (11.14 ed.) Occurrence PL Endorsements
### Notes:

- **Miscellaneous:**
  
  - No Minimum Earned Premium
  - Terrorism coverage is available as quoted on the attached TRIA letter below. The TRIA premium will be added to the insured's quoted coverage premium unless coverage is rejected by signing the attached rejection form.
  - Please Note: In the event that any layer(s) of insurance excess of the layer(s) described in this quotation carry a premium cost per million dollars of limit greater than that of the Quoted Layer, the Underwriter expressly reserves the right, in its sole discretion, to modify the premium charge set forth in this quote to an amount equal to, or greater than, the highest such premium cost per million dollars of limit.
  - If between the Quotation Date and the Effective Date of this proposal of insurance, there is a material change in the condition of the Applicant or if any notice of claim or circumstance giving rise to a claim is reported prior to the effective date of the proposed insurance contract, then the Applicant must notify the Producer. The Producer as the representative of the Applicant must then notify Ironshore and provide Ironshore with all the information it may require. Whether or not this quotation has already been accepted by the Applicant, Ironshore reserves the right to rescind the quotation as of its effective date or to modify the final terms and conditions of the quotation upon review of the information.

Thank you for binding the above mentioned Hospital Professional Liability policy. If you have any questions, please don’t hesitate to contact me directly.

Sincerely,

Basia Kula  
Assistant Vice President  
Ironshore Insurance Services LLC  
Office: +1 (860) 408-7860

Coverage for acts of terrorism is included in your policy. You are hereby notified that under the Terrorism Risk Insurance Act of 2002, as amended by the Terrorism Risk Insurance Program Reauthorization Act of 2007, and as further amended by the Terrorism Risk Insurance Program Reauthorization Act of 2015, you have coverage for losses resulting from acts of terrorism, as defined in section 102(1) of the Terrorism Risk Insurance Act of 2002, as amended by the Terrorism Risk Insurance Program Reauthorization Act of 2015. The term “act of terrorism” means any act that is certified by the Secretary of the Treasury— in consultation with the Secretary of Homeland Security, and the Attorney General of the United States— to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and 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.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES A SPECIFIC PERCENTAGE OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

The portion of your annual premium that is attributable to coverage for acts of terrorism is $ 0.00, and does not include any charges for the portion of losses covered by the United States Government under the Act.

I ACKNOWLEDGE THAT I HAVE BEEN NOTIFIED THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A SPECIFIC CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURER’S LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS THE CAP. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED THE CAP, YOUR COVERAGE MAY BE REDUCED. I HAVE ALSO BEEN NOTIFIED OF THE PORTION OF MY PREMIUM ATTRIBUTABLE TO SUCH COVERAGE.

Policyholder/Applicant’s Signature

Print Name

Date

Name of Insurer: Ironshore Indemnity Inc.
Policy Number: 002075101

4845-3655-7108, v. 1

NYFTZ - Class 1
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 life long
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 Underlying 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.

<table>
<thead>
<tr>
<th>Deficit Needs</th>
<th>Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physiological Needs</td>
<td>Need for oxygen, rest and activity, nutrition (food &amp; fluid)</td>
</tr>
<tr>
<td></td>
<td>Hygiene, sleep, sexuality (needed for the survival of humankind)</td>
</tr>
<tr>
<td>Safety Needs</td>
<td>Need for safety, freedom from harm and danger</td>
</tr>
<tr>
<td></td>
<td>Feeling of well-being</td>
</tr>
<tr>
<td>Belongingness and Love</td>
<td>Need for affection, sense of belonging and having meaningful relationship with others</td>
</tr>
<tr>
<td>Esteem</td>
<td>Need to be well thought of by oneself, as well as by others</td>
</tr>
<tr>
<td>Self-actualization</td>
<td>Need to be self-fulfilled, learn, create, understand, and experiences one’s potential</td>
</tr>
</tbody>
</table>

![Maslow's Hierarchy of Basic Human Needs Diagram]

SELF-ACTUALIZATION
Need to be self-fulfilled, learn, create, understand, and experiences one’s potential

ESTEEM
Need to be well thought of by oneself, as well as by others

BELONGINGNESS AND LOVE
Need for affection, sense of belonging and having meaningful relationship with others

SAFETY NEEDS
Need for safety, freedom from harm and danger
Feeling of well-being

PHYSIOLOGICAL NEEDS
Need for oxygen, rest and activity, nutrition (food & fluid)
Hygiene, sleep, sexuality (needed for the survival of humankind)
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 is 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.

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

TheDisposition Toward Critical Thinking


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.
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.
## ADMISSION OF NURSING

### Practical Nursing Curriculum Outline

<table>
<thead>
<tr>
<th>Pre-Clinical Phase Courses (16 credits)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition I* (Key)</td>
<td>3</td>
</tr>
<tr>
<td>SSY 101 General Psychology** (Key)</td>
<td>3</td>
</tr>
<tr>
<td>MAT 106 Mathematics of Medical Dosages (Key)</td>
<td>2</td>
</tr>
<tr>
<td>SCB 203 Fundamentals of Human Biology I (Key)</td>
<td>4</td>
</tr>
<tr>
<td>SCB 204 Fundamentals of Human Biology II (NEW PRE-CLINICAL COURSE**)</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits** 16 credits

**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
- Assessment Testing for Practical Nursing Students (given once student has been accepted into the clinical phase)

### Clinical Phase Courses (32 credits)

**FALL I (12 weeks)**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCL 101 Fundamental Nursing Concepts and Skills</td>
</tr>
<tr>
<td>SCL 102 The Science &amp; Art of Nursing I: Introduction to Practical Nursing</td>
</tr>
<tr>
<td>SCL 103 Pharmacology and Nutrition Across the Health Continuum</td>
</tr>
<tr>
<td>SSY 240 Developmental Psychology</td>
</tr>
</tbody>
</table>

**Total Credits** 14 credits

**FALL II (6 weeks)**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCL 114 Parent-Child Nursing-PN</td>
</tr>
</tbody>
</table>

**Total Credits** 6 credits

**SPRING I (12 weeks)**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCL 105 Mental Health Nursing</td>
</tr>
<tr>
<td>SCL 118 The Science and Art of Nursing II: Transition From Student to Graduate Practical Nurse</td>
</tr>
<tr>
<td>SCL 119 Medical-Surgical Nursing</td>
</tr>
</tbody>
</table>

**Total Credits** 12 credits

**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 insures 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, he or she must apply for permission to repeat a course **once** within one year of the original registration.

2. Students repeating a course for the second time must receive a “C+” (77 or better) in order to remain in the program. The student must complete the required form and present it to the course instructor within 7 days from the Grade &Attendance date listed on the college academic calendar.

3. A minimum GPA of 2.5 must be maintained throughout the clinical phase.

4. Failure of either the clinical or theoretical component of any course requires that the entire course be repeated. Student must then submit a letter requesting re-entry into the program to the Program Coordinator.

5. 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) is in eligible to continue in the Practical Nursing Program. Extenuating circumstances will be considered on an individual basis by the Coordinator of the Program.
6. In order to repeat SCL 101- Fundamentals of Nursing, a student must achieve a minimum grade of 70 (no rounding). A student who fails SCL 101 with a grade lower than 70 will not be permitted to repeat the course and will be ineligible to continue in the nursing program.

7. If the courses in the 12 week session are co-requisites, the student must withdraw from all courses in that semester.

Students who do not successfully complete a clinical course (SCL) for reasons that they (1) declined admission, (2) withdrew officially, (3) withdrew unofficially, (4) took a medical leave, or (5) received a failure after completing the final exam, may be readmitted. Readmission to the course will be at the discretion of the Practical Nursing Program faculty. Students are required to repeat the course (SCL) the following year. 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.

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). A make-up exam will be given, at the discretion of the faculty, within one (1) week of the regular scheduled exam. 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 too ill to report for clinical assignments must notify the clinical faculty before the start time on the scheduled clinical day. Failure to do so will result in a clinical "U" for the day.
Any student who is absent for a clinical day during the semester is required to participate in a clinical make-up day in the Nursing Simulation Lab. The date of the clinical make-up will be determined by the course Coordinator.
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+ (77) 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:

93 – 100 = A
90 – 92.4 = A-
87 – 89.4 = B+
83 – 86.4 = B
80 – 82.4 = B-
77 – 79.4 = C+
75 – 76.4 = 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.
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 (IN VOLUNTARY 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 HC faculties.
• 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 assigned faculty member and/or a college counselor.
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 OFFICIAL 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 Insured Services LLC” with a professional liability coverage of $3,000 per claim with $3,000 aggregate limit. The policy term is effective as of July 01, 2016 through July 01, 2018.

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 or 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

   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:

   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.

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
   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.
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.

**Essential Nursing Performance Standard (continue)**

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 73% (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
LaGuardia Community College
31-10 Thomson Avenue
Lon Island City, New York 11101
(718) 482-5774

Applications for admission may be obtained from:

Admissions Office C-102
LaGuardia Community College
31-10 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

07/18 LOD