NURSING PROGRAM HANDBOOK

March 2014

Welcome to the Nursing Program at LaGuardia Community College. This program is fully accredited by the National League for Nursing Accrediting Commission (NLNAC) and approved by the New York State Education Department. The Nursing Student Handbook will familiarize you with information pertinent to the program and nursing. You are responsible for knowing the material in this handbook and seeking clarification as needed. Each student should also have a current copy of the LaGuardia Community College Catalog.

Nursing is rich in opportunities and offers enormous flexibility in career development. New graduates must be able to identify and meet client needs according to the parameters of professional practice in a variety of settings, have solid communication skills and be familiar with computer technology.

There are approximately seventy-five different specialties in nursing. Nurses practice in hospitals, ambulatory care facilities, clients’ homes, schools, long-term care facilities, industry and community agencies. They are engaged in direct client care, administration, education, and/or research. Nurses in advanced practice are prepared to assume greater autonomy in areas such as primary care, clinical specialties, anesthesia and midwifery.

We realize that there are concerns due to the countries present financial slump. A report issued by the U.S. Bureau of Labor Statistics (BLS) on June 2011, confirmed that healthcare is continuing to grow. They stated that as of June, there was an increase of 14,000 jobs with the largest growth in ambulatory care. Registered nurses are considered to make up the largest percentage of the healthcare workforce and are expected to be recruited to fill many of these new positions. Over the last 12 months, it is estimated by BLS that health care added approximately 24,000 jobs each month. Overall job opportunities are expected to continue with an anticipated growth of 22 percent from 2008 to 2018 varying by employment and geographic setting. (http://www.bls.gov/oco/ocos083.htm).

Nationwide, there continue to be advances in health care technology, a consistently growing aged population, social changes and ongoing restructuring of the health care system. According to the American Nurses Association (ANA), unfilled positions do exist, but hospitals just aren't filling them due to the economy. Faculty strongly encourage all graduates to continue their education in baccalaureate and graduate programs in nursing, as well as broadening the job search area. Combined, these will hopefully make the graduate nurse more marketable.

May you enjoy success and deep satisfaction in the pursuit of a nursing career here at LaGuardia.

Kathleen Karsten PhD, RN-BC
Director, Nursing Programs / Health Sciences
Associate Professor
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 Registered Nursing establishes a contract governed by the policy and procedures discussed in this handbook.

I accept terms and conditions of the policies of the Registered Nursing Program contained in this Handbook.

STUDENT’S NAME (PRINT): ______________________________

STUDENT’S SIGNATURE: ______________________________

DATE: ______________________
OVERVIEW OF THE NURSING PROGRAM

The Nursing Program at LaGuardia Community College offers a course of study leading to the Associate in Applied Science (AAS) degree. The Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC) and approved by the New York State Education Department. This program prepares men and women to function as registered nurses (R.N.’s) in acute and chronic care facilities. Graduates will possess the ability to 1) communicate effectively; 2) provide direct nursing care to clients of all ages who exhibit common, well-defined health problems; 3) teach clients; 4) manage client care; and 5) practice within the legal and ethical framework of the profession.

The program consists of 66 credits, with a balance between nursing and general education courses. All students must enroll in Freshman Seminar upon entering the College. Based on their scores they may be required to take basic skills courses in reading, writing and mathematics.

The first part of the Nursing Program is considered pre-clinical and contains the general education KEY COURSES required by the curriculum. If accepted into the clinical phase of nursing, courses begin in either the Fall or Spring. Each nursing course is offered twice a year. Classroom instruction for each clinical nursing course is complemented by campus laboratory experience and clinical practice in area health care facilities.

Graduates are eligible to take the National Council of State Boards Examination for Registered Nurses (NCLEX-RN). The faculty strongly suggests that the students take the RN Assessment Exam for RN Licensure that is administered by the Nursing Program in the last month of the final semester of the program. This helps to evaluate your learning and identifies strengths and weaknesses to help you better prepare for the NCLEX-RN.
NOTICE TO STUDENTS REGARDING CRIMINAL BACKGROUND CHECKS

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 be conducted prior to granting a license to practice nursing. Questions should be directed to the NYS Office of Professions: at http://www.op.nysed.gov

The Nursing Program at LaGuardia Community College does not require a criminal background check, but the educational requirements include placement at one or more hospitals or other off campus clinical training sites, and these sites frequently require a student to undergo a criminal background check before the student can be placed for clinical learning experience. If, based upon the results of a criminal background check, the site determines that a student's participation in its clinical training program would not be in the best interest of the site, the site may deny that student admission to the training program. Even if the student has already begun the placement when the results are received, the site may elect to dismiss the student, regardless of the student's performance while in the training program.

Each clinical training site that requires a criminal background check sets its own standards and procedures, and you may be asked by the site to pay the cost of the background check. You may also have to complete more than one criminal background checks during the course of the Nursing program at LaGuardia Community College, depending on the number of sites where you are placed and the requirements of each site.

Please note that if a clinical training site determines that you may not take part in its training program based on the results of a criminal background check, you may be unable to complete your course requirements and to continue in the Nursing program. It is important for you to consider this before you enroll in the Nursing program. LaGuardia Community College has no obligation to refund your tuition or fees or to otherwise accommodate you in the event you are ineligible to complete your course requirements based on the results of a criminal background check, or if you are denied a license to practice nursing.
NURSING PROGRAM PHILOSOPHY

The philosophy of the Nursing Program is consistent with the mission statement of the college (see Catalog) and expresses faculty's beliefs about human beings, health, nursing, nursing education and the role of the associate degree nurse.

We believe that human beings have intellect and free will, and are capable of self-direction and of assuming responsibility for their own behavior. They do not exist alone but as members of a family, the community and society. Their social, religious, and cultural beliefs exert influence upon their development and self-image. Individuals have certain basic needs which the faculty have identified as rest and activity, elimination, acceptance and belonging, safety and comfort, oxygen, and nutrition. These basic needs are affected by each stage of a person's development.

Health is a dynamic state of being which can be viewed as a continuum ranging from wellness to illness. An individual is in a state of wellness when basic needs are met. Each individual possesses various strengths and limitations that affect the ability to meet basic needs. Failure to meet any of these needs may create a health problem for which an individual and the family may require varying degrees of assistance from health care providers.

Professional nursing represents that segment of the health care team that diagnoses and treats human responses to actual or potential health problems. Nursing encompasses a wide range of independent and dependent functions and responsibilities which are shared with other health care disciplines. The spectrum of nursing functions ranges from assisting with activities of daily living, to the performance of complex skills requiring the high level of clinical judgment, to the establishment of independent practice.

Nursing is directed toward the delivery of preventive, supportive, and restorative aspects of health care. Nursing practice applies scientific principles to the use of the nursing process which consists of a systematic assessment of client needs, determination of nursing diagnoses, and the development, implementation and evaluation of individualized plans of care. The goal of nursing is to assist human beings to attain or regain a state of optimal physical, psychosocial and spiritual wellness during the life process. When this goal is not possible, nursing lends dignity and meaning to death.

The faculty believe that nursing education should be accessible to the diverse segments of society and take place in institutions of higher education. Associate degree nursing education, offered in a two year community college, has its foundation in the natural sciences, social sciences and social and cultural activities selected to enhance the learner's understanding of human beings.

The Nursing Program includes classroom teaching, campus laboratory instruction with computer based interactive programs and clinical experience, which are founded upon clearly stated behavioral objectives. The program has been developed incorporating faculty's beliefs about the goal of education, manner in which learning occurs and associate degree nursing education.

The faculty believe that the major goal of education is the acquisition and transfer of knowledge through the development of inquiry and critical thinking skills. The educational process is an ongoing one which is manifested by measurable changes in behavior of the learner in the cognitive, psychomotor and affective domains. These changes in behavior are best achieved in a democratic environment in which there is mutual student-faculty interaction. The student is an active participant in the learning process. Students are encouraged to utilize self-directed learning materials made
available in the internet-based nursing computer laboratory. We believe students develop understanding of the health needs of human beings through guided learning experiences.

Faculty believe that learning which proceeds from the simple to the complex increases understanding and that reinforcement of desired behavior contributes to retention of learning. Nursing faculty cultivate partnerships in the community and work in concert with other educators in the college community to aid and assist students with learning difficulties. Faculty are committed to support, encourage and assist all students to assume responsibility for learning and are responsive to the special needs of culturally and ethnically diverse students.

Associate degree nursing graduates are prepared to seek employment in entry level nursing positions, continue formal education in upper division nursing programs and further their professional development through continuing education courses, workshops and individual study. The faculty believe that the associate degree nurse functions in three interrelated roles: provider of care, manager of care and member within the discipline of nursing.

Functioning in the role of provider of care and using the nursing process, the associate degree nurse provides health care by working within established protocols. Care is administered in acute and extended care facilities and in the community. Faculty maintain trended theoretical content and clinical rotations in response to current changes in health care. The nursing care provided by the associate degree nurse demonstrates a high level of skill based upon principles from an ever-expanding body of scientific knowledge. The care is directed toward clients' responses to health problems as well as the impact such responses might have on their personal relationships within the family and community.

In the role of manager, the graduate is prepared to collaborate with the interdisciplinary team, to organize and delegate clients' care and to serve as an advocate for clients. Accountability and respect for other members of the interdisciplinary health care team are inherent in this role. The associate degree nurse collaborates with the multidisciplinary health team in situations requiring their expertise.

As a member within the discipline of nursing, the associate degree nurse is prepared to practice within the ethical and legal framework of nursing and to maintain high standards of nursing practice.

* The concept expressing faculty’s belief that every person has six basic needs that must be met to achieve wellness are fashioned for students into a mnemonic as follows:

R – rest and activity
E- elimination
A – acceptance and belonging
S – safety and comfort
O – oxygen
N – nutrition
LEGAL DEFINITION OF NURSING

Definition of the practice of nursing as it appears in the New York State Nurse Practice Act follows:

6901. Definitions. (As used in Section 6902)
1. "Diagnosing" in the context of nursing practice means that identification of and discrimination between physical and psychosocial signs and symptoms essential to effective execution and management of the nursing regimen. Such diagnostic privilege is distinct from a medical diagnosis.

2. "Treating" means selection and performance of those therapeutic measures essential to the effective execution and management of the nursing regimen and execution of any prescribed medical regimen.

3. "Human Responses" means those signs, symptoms and processes which denote the individual's interaction with an actual or potential health problem.

6902. Definition of practice of the profession of nursing.
The practice of the profession of nursing as a registered professional nurse is defined as diagnosing and treating human responses to actual or potential health problems through such services as casefinding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being, and executing medical regimens prescribed by a licensed or otherwise legally authorized physician or dentist. A nursing regimen shall be consistent with and shall not vary any existing medical regimen.

CONCEPTUAL FRAMEWORK

The concepts of the Nursing Program philosophy give direction to the structure, content and guided learning experiences of all nursing courses. The Nursing Program faculty has chosen to use three major concepts from the philosophy, which undergird professional practice in nursing on every level, to frame the nursing courses in the clinical phase of the curriculum. The faculty believes that when these concepts are integrated throughout the educational process, the graduating student will possess an understanding that he or she is a pivotal health care professional with discipline-specific knowledge, skills and caring behaviors. This is in keeping with the program educational objectives that graduates will be able to provide competent care, utilizing critical thinking, in a variety of structured settings and function in a culturally diverse society.

The three major philosophical concepts which form the foundation of nursing courses relate to persons, health and nursing. They are used to forge a view of, and a rational method for, practicing nursing on a professional level.

Human beings have common basic needs which have varying characteristics based on the stage of growth and development. The basic needs have been identified as rest and activity, elimination, acceptance and belonging, safety and comfort, oxygen and nutrition. Each stage of development uniquely affects basic needs.

The state of health is typified by a continuum ranging from wellness to illness. Wellness is that state of being which exists when needs are met. Any interference in the ability to meet needs can result in health problems and/or subsequent illness.
Nursing is the diagnosis and treatment of human responses to actual or potential health problems. Such problems reflect an interference in the ability to meet needs. In order to assist human beings to meet needs, the associate degree nurse functions in three interrelated roles: provider of care, manager of care and member within the discipline of nursing.

The steps of the nursing process, which include assessment, diagnosis, planning, implementation and evaluation, are used to diagnose and treat actual or potential health problems.

The expectations of the student within this structure become increasingly complex with successive courses, thus preparing the associate degree graduate to meet the educational objectives of this program.

**PROGRAM EDUCATIONAL OBJECTIVES**

Following successful completion of the Nursing Program, graduates will achieve the identified educational 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 provide competent nursing care in a variety of structured settings as an associate degree nurse, the graduate must possess the ability to assume the following roles:

1. Provider of care in acute, extended care and community facilities using the nursing process to aid clients, families and significant others with a variety of health problems, who are at any point along the wellness-illness continuum.

2. Manager of care within the health care setting and in the community, serving as a liaison between the client and other health care providers.

3. Member within the discipline of nursing demonstrating accountability for professional registered nursing practice within the profession's ethical and legal framework.
PROGRAM OUTCOMES

Program effectiveness is measured by the following outcomes:

1. The annual pass rate of graduates on their first attempt at taking the NCLEX-RN will meet or exceed the New York State first time pass rate for all candidates.
2. Within one year of graduation, at least 75% of the graduates will be employed as professional registered nurses or have applied to upper division institutions to continue their nursing education towards their baccalaureate degrees.

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ADMISSION OF NURSING

All students are admitted directly to the pre-clinical phase of the Nursing Program as a Nursing Major. Progression to the clinical phase of the program is competitive and students must be aware that a high GPA is necessary (See policy under Progression to Clinical Phase.)

I. 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). The acceptable GED scores are established by the college.

II. Transfers from other Colleges (Advanced Standing)
LaGuardia accepts applicants who have previously attended or graduated from another accredited college or university provided they meet the same basic requirements for new freshmen.

Applicants must have a minimum general GPA of 2.75.

A. Applicants may, upon submission of official college transcripts, receive transfer credit only for the following general education courses which are required in the LaGuardia Nursing Program curriculum:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG102 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SSY101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SSY240 Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SCB203 Human Biology I</td>
<td>4</td>
</tr>
<tr>
<td>SCB204 Human Biology II</td>
<td>4</td>
</tr>
<tr>
<td>SCC210 Foundations of Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>SCB260 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>MAT120 Mathematics of Medical Dosages</td>
<td>3</td>
</tr>
</tbody>
</table>

B. The Nursing Program follows the transfer policy of the College as it appears in the College Catalog. Credit for the above courses taken and passed elsewhere may be granted only if the courses are deemed comparable to those which meet the degree requirements of the LaGuardia Nursing Program. Transfer credit will be determined by the Admissions/Transfer Credit Office (C-102) through the appropriate academic departments according to established College policies and procedures.
Once students receive notice that their transfer courses have been determined by the Admissions/Transfer Credit Office, they must return to the Admissions/Transfer Credit Office in B-100 within their first semester of admission (18 wks.) If they chose to utilize the policy of “selective transfer.” Once the first semester has passed (18wks.), all courses transferred into the college will remain on the transcript and will permanently apply to program requirements.

C. Applicants who have earned fewer than 24 college credits must submit a high school diploma or its equivalent (GED) as well as any official college transcripts.

D. If students are not accepted into the clinical phase of the program, or decide to change their majors, a maximum of 30 transfer credits may be granted toward any other degree in the College.

E. If more than one transfer course equally meets a requirement has been passed, credit will be granted for the course with the highest grade.

F. As of Fall 2006, only SCC210, Foundations of Chemistry (or comparable 4 credit introductory chemistry courses with a lab component) will be accepted for transfer as meeting the Chemistry Nursing Program requirement.

G. Transfer credit for clinical phase nursing courses will not be awarded. Transferring Science courses (SCB 203, SCB 204, SCB 260, SCC 210) need to be within 7 years of Nursing Candidacy

H. Courses finalized for permanent transfer credit may not be retaken unless the course grade is a “C-“ or lower. (See policy under Progression to Clinical Phase.)

I. All grades earned in the required courses which have been transferred to LaGuardia will be included in calculations to determine eligibility for movement from the pre-clinical to the clinical phase of the generic Registered Nursing Program.

J. TRANSFER STUDENTS MUST FILE FOR CANDIDACY (NUR000.4399) WITH THIRTY CREDITS AND WITHIN THE 12 WEEK SEMESTER PRIOR THE SEMESTER THEY PLAN TO ENTER INTO THE CLINICAL PHASE. This is done by completing an application that can be obtained in the Enrollment Services Center (C107).

CHANGE OF MAJOR (#470-Undeclared Health Major) DOES NOT AUTOMATICALLY APPLY CANDIDACY. THIS IS THE STUDENTS RESPONSIBILITY!
Students must provide documentation required by CUNY prior to applying for CANDIDACY (See policy under Progression to Clinical Phase.)

III. Transfers from Other Majors within LaGuardia (In-House Transfer)
Beginning Fall 2010, LaGuardia students interested in applying for candidacy in Nursing (RN) will no longer be enrolled as a Nursing major until they have successfully been accepted following candidacy. New students who wish to apply for Candidacy, must enroll as “Undeclared Health majors (Code # 470)” or may file for a change of major to “Undeclared Health”, provided they have been a student at LaGuardia for at least one enhanced semester and have a minimum GPA of 2.75.

For preclinical/clinical nursing courses and sequence see Appendix A and B.
To be considered eligible for progression to the first nursing course (SCR110), a student must have met EACH of the following requirements:

a. **Beginning Fall 2010**, registered at LaGuardia as a pre-clinical “Undeclared Health Major.”
   (CODE 470)

b. Registered for Nursing Candidacy (NUR000.4399) in either the Spring Session I (for entrance in the Fall) or the Fall Session I (for entrance in the Spring).

c. **Key courses must be completed by the end of the 12 week session in which you are applying for Nursing Candidacy or prior.**

d. SCB 204 is a pre-clinical requirement, but **NOT a KEY** so it can be completed in the 6 week session just prior to beginning the first clinical course.

**As of 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 categorie to the Office of the Registrar (C107):**

1. US citizenship
2. Permanent residency
3. International student with F1 status

**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).

**THERE IS A DEADLINE TO APPLY FOR NURSING CANDIDACY EACH 12 WEEK SESSION. IT IS THE STUDENT’S RESPONSIBILITY TO CHECK THE ACADEMIC CALENDAR FOR THIS DATE. THE STUDENT CAN ONLY REGISTER CANDIDACY IN THE REGISTRAR’S OFFICE.**

**CHANGE OF MAJOR DOES NOT AUTOMATICALLY APPLY CANDIDACY.**

e. Earned **at least a 2.75 GPA** (Grade Point Average) in the four "key" pre-clinical courses listed below:
   - SCC210  Foundations of Chemistry
   - SSY101  General Psychology
   - ENG101  Composition I
   - SCB203  Fundamentals of Human Biology I

While a **GPA of 2.75** 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 and the number of seats available in the Program.
CONFIGURING YOUR RANK:
The maximum ranking score is twelve. The score is determined by:
1. Doubling the GPA (calculated to two decimal places) of the four key courses.
2. Adding to this the GPA of all general education courses taken to date, which are required in the nursing curriculum: (This includes the “key courses” which are calculated into the score for the third time! See bolded courses below and APPENDIX C – Sample of Scoring System):

**NURSING PROGRAM REQUIRED GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>ENG101</th>
<th>Composition I (KEY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG102</td>
<td>Composition II</td>
</tr>
<tr>
<td>SSY101</td>
<td>General Psychology (KEY)</td>
</tr>
<tr>
<td>SSY240</td>
<td>Developmental Psychology</td>
</tr>
<tr>
<td>SCB203</td>
<td>Human Biology I (KEY)</td>
</tr>
<tr>
<td>SCB204</td>
<td>Human Biology II –</td>
</tr>
<tr>
<td></td>
<td>PRE-CLINICAL COURSE!**</td>
</tr>
<tr>
<td>SCC210</td>
<td>Foundations of Chemistry* (KEY)</td>
</tr>
<tr>
<td>SCB260</td>
<td>Microbiology</td>
</tr>
<tr>
<td>SCN195</td>
<td>Community Health</td>
</tr>
<tr>
<td>MAT120</td>
<td>Elementary Statistics</td>
</tr>
</tbody>
</table>

No grade lower than “C” will be accepted for the required math (MAT 120) and science courses (SCC 210, SCB 203, SCB 204, SCB 260) throughout the Nursing Program. If the student achieves a C-, D+, D, D- grade in Math 106 or any of the required science courses, these may be repeated only with permission from the Director of Nursing Programs and the Academic Chair of Department related to the requested course to be repeated. When key courses with grades of C-, D+, D, D- and F are repeated, the C-, D+, D, D- and F grade and the repeated course grade will be calculated in the key course average. Grades for any courses other than those required by the Nursing Program will not be included in the candidacy calculation.

The computer will calculate, for each candidate, the GPA of key courses and the GPA of all required courses taken. The key course GPA will be multiplied by 2 and the GPA of all general education courses taken will be added to that figure to determine a point score for every candidate. (See Example of Scoring System, Appendix C).

Candidates who attain the maximum score of 12.00 will be the first to be admitted to the clinical phase, with others admitted in descending order of points scored until the class space is filled. The number of seats varies from semester to semester. The stronger the group of candidates in any given semester, the higher the point score that will be needed for admission.

The selection of candidates for the clinical phase of nursing will be completed at the end of each 12 week session. STUDENTS WHO WISH TO BE CONSIDERED FOR NURSING MUST REGISTER FOR CANDIDACY (NUR000.4399) IN EITHER THE FALL OR SPRING 12 WEEK SESSION IMMEDIATELY PRECEDING THE SEMESTER THEY PLAN TO BEGIN THE CLINICAL NURSING COURSES.

For LPNs who wish to be considered for advanced standing via the LPN TO RN PATHWAY (SCR 100, LPN to RN BRIDGE entry course), see page 13.

* See asterisk (*) under Admission to Nursing: II. Transfers from other Colleges (Advanced Standing), page7
** As of Fall 2009, SCB 204 will be a PRE-CLINICAL Nursing Program course and REQUIRED to apply for Nursing Candidacy (Both PN & RN Programs.)
When students are notified that they have earned a seat in SCR110 (and SCR 100, LPN to RN Bridge), additional requirements must be met by specified due dates in order to register. The medical form including lab results and immunization dates must be submitted, as well as a current CPR (BCLS for the Professional Rescuer) card. The student must be capable of purchasing malpractice insurance and Kaplan Review (See Fees, Appendix F).

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. Students will not be barred from admission on the basis of color, religion, sex, sexual orientation, age, national origin, disability, Acquired Immune Deficiency Syndrome, or status as a disabled or Vietnam Era Veteran as long as they are capable of meeting the Essential Nursing Program Performance Standards (see Appendix D). All nursing Students must meet these Essential RN Nursing Performance Standards for admission and progression to each nursing course.

Those students who are not accepted into the clinical phase and wish to apply for a second time may continue to take other general education courses which are required in the curriculum.

When students re-apply for entrance into the clinical phase, they will again be ranked according to the previously described scoring system. **Students may only apply for candidacy twice for entrance into the clinical phase**, excluding Official Withdrawal and Medical Leaves of Absences. Therefore it is important for students to officially withdraw from candidacy if they have a change of plans or need to withdraw from a required pre-clinial KEY COURSE.

Students who apply for candidacy and are unsuccessful in gaining admission to the clinical phase should seek support and counseling. They may ask for a re-evaluation of their transcripts, including transfer credits, to assist in planning their future course of study and possible change of major.

**Please Note:**

Beginning in Spring 2014, science courses required for the Registered Nursing and Practical Nursing Program (SCB 203, SCB 204, SCB 260, SCC 210) will only be accepted for 7 (seven) years for their completion date. Any student who enters the major Undeclared Health (470) or the LPN (431) will be subject to the 7 (seven) year science course requirement.
NURSING PROGRAM PROGRESSION STANDARDS

1. A student must complete each nursing course with a clinical component with a minimum grade of “C” (75). If not, he or she must apply for permission to re-register for the course in the subsequent semester. 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.

2. Exception: In order to repeat SCR100 - Bridge Course or SCR110 - Fundamentals of Nursing, a student must achieve a minimum grade of 70%. A student who fails SCR100 / SCR110 with a grade lower than 70% will not be permitted to repeat the course and will be ineligible to continue in the nursing program.

3. A minimum GPA of 2.00 (C) 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. Students are required to repeat a failed course (SCR) in the subsequent semester.

5. Students are expected to complete the clinical phase of the Nursing Program within two (2) years following admission to the clinical phase of the Program, and not to exceed four (4) years.

6. Any student who fails, withdraws, “STOP OUT” (take a semester off) or takes a medical leave of absence (MLA) from any 2 nursing courses (SCR) is ineligible to continue. Extenuating circumstances will be considered on an individual basis by the Director of the Nursing Programs.

   Exception: Because SCR 110 / SCR 150 and SCR 200 / SCR 210 are co-requisites, if a student withdraws during that semester, they must withdraw from both courses. A student will have an opportunity to retake both SCR 110 / SCR 150 and SCR 200 / SCR 210 in the subsequent semester. If a student withdraws from any other SCR course in the program, they will be ineligible to continue in the nursing program.

   To clarify: A student may not register for the same nursing course (SCR) more than twice (2 times)

7. If a student fails, withdraws or takes a medical leave of absence, the student must fill out a “Student Tracking Form” and submit one copy to the instructor and one copy to the nursing program secretary.

8. A student who “Stops Out” for any reason (for example medical leave of absence, withdrawal, etc.) for more than 2 consecutive semesters is ineligible to continue in the Registered Nursing Program
STUDENT TESTING POLICY

Students should read this document before taking their exam.

It is your responsibility to arrive on time for the exam. If you arrive 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 you will not be permitted to use the restroom.

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

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 only material that can be used during your exam: #2 pencils, calculator, blank scrap paper (during math quiz only). Please note that all scrap paper must be turned into faculty with the completed quiz.

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

- Cellular, mobile, smart phones, PDA
- Any electronic devices
- Bags, purses, wallets
- Books, study materials
- Cameras
- Coats, hats, scarves, gloves
- Food or drink
- Gum or candy
- Lip balm

You will be allowed:
68 minutes for a 50 question exam
136 minutes for a 100 question exam

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

When you are finished with your exam:

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

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.
After the exam is reviewed in class, students will have the opportunity to make an appointment to review their unit exams with their instructor for a period of 2 weeks. Students will not be allowed to review the final exam until after grades and attendance have been posted. Instructors will hand score the final exam at the request of any student who fails the course.
**MATH REQUIREMENT**

Students are required to pass a math test in each nursing course with the exception of SCR150 and SCR260. Students who do not pass the math exam with an 80% on the first attempt will be required to have remediation from the instructor of the course. After the remediation, the student will be required to take a second exam. If the student fails the exam for a second time, they will be required to schedule themselves for an on-line math tutorial in the nursing lab. A post-test will be given at the end of the on-line tutorial. If the student does not pass the post-test exam, the student will receive an “F” grade for the course.

**EXTERNSHIPS**

Presently, there are a number of hospitals who independently hire LaGuardia Nursing students after completion of their second semester (SCR 200 and SCR 210) to train and work as externs in their facilities. Students should only be working under the direction of an RN and in the capacity for which they were trained by the hospital (usually at the PCA level). The hospital’s host Externship Programs have included: Elmhurst Hospital Center in Queens, Jacobi Medical Center in the Bronx, Hospital of Special Surgery at NY Hospital in NYC, Long Island Jewish Externship Program in Queens/Nassau, Memorial Sloan-Kettering Cancer Center of NYC, Maimonides Medical Center of Brooklyn, and Mount Sinai Hospital in Astoria and North Shore University Hospital at Forest Hills in Queens. If you need further information, please call the office at (718) 482-5774. At present, International Students are not eligible for paid externship experiences. For more information, check with the International Student Services, Room M166; (718) 482-5143.

**GRADUATION REQUIREMENTS**

Students must register for Intent to Graduate (GRD000.6999/97) along with SCR290 and SCR260. In order to graduate, students must have successfully completed all course requirements, 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 (SCR) 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.

**SUMMARY OF JOB PLACEMENT**

This past year the country has encountered an economic crisis. Many hospitals have frozen hiring in the city. Even under these conditions, students are continuing to be hired even within city limits often related to the schools positive associations and partnership with these hospitals over the years. They acquire positions in acute hospital facilities and other health care settings contingent upon their passing the licensing examination. Some hospitals are now requiring further education towards a BS degree and/or experience. Students have reported job placement on medical-surgical units, pediatrics, maternity, in the ER, ICU and telemetry units throughout the Queens-Brooklyn-NYC vicinities. Students are strongly encouraged to investigate baccalaureate colleges to continue their education in Nursing which will increase their marketability.
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 Nursing (code 471-RN) until Spring 2010. As of Fall 2010, students will identify their major as “undeclared health.”
3) receive academic advisement assure that the applicant meets the admission requirements of the Associate Degree Registered Nursing Program (RN).
4) successfully complete the NYS PN-RN Transition Course *
5) 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
6) upon completion of the pre-requisite courses, a GPA of 2.75 is the minimum requirement to apply for candidacy (LRN000.4799) 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 120 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Writing through Literature</td>
<td>3</td>
</tr>
<tr>
<td>SSY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SSY 240 Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SCC 210 Foundations of Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>SCB 203 Fundamentals of Human Biology I</td>
<td>4</td>
</tr>
<tr>
<td>SCB 204 Fundamentals of Human Biology II</td>
<td>4</td>
</tr>
<tr>
<td>SCB 260 Microbiology</td>
<td>4</td>
</tr>
</tbody>
</table>

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])
LaGuardia Community College has provided graduates of our program opportunities to continue their education for a baccalaureate degree without interrupting their careers. This has been accomplished by initiating transfer articulation agreements with institutions offering upper division degree programs that promote easy transfer of courses taken at LaGuardia to fulfill course requirements at the various institutions. Therefore it is possible for graduates of the Registered Nursing Program to enter upper division nursing programs at senior colleges and achieve a BSN after two years of full time study providing all of the prerequisites have been met.

The following baccalaureate institutions presently have articulation agreements with the LaGuardia Community College Registered Nursing Program and course comparisons are available on file in the Nursing Program Office and through the LaGuardia Community College Transfer Services Web at http://www.lagcc.cuny.edu/transfercenter/default.htm. Some sample* course comparisons are listed on the pages that follow.

- CUNY Hunter College
- CUNY York College
- New York University
- SUNY Health Science Center at Brooklyn
- Adelphi (See http://www.adelphi.edu/hauppauge/ascend.php)
- C.W. Post (See http://www.lagcc.cuny.edu/transfercenter/privatecolleges.htm)
- TIPPS for CUNY SENIOR COLLEGES (See http://www.lagcc.cuny.edu/transfercenter/cunycolleges.htm)
- TIPPS for SUNY SENIOR COLLEGES (See http://www.lagcc.cuny.edu/transfercenter/sunycolleges.htm)

* PLEASE NOTE THAT THESE AGREEMENTS ARE IN THE PROCESS OF BEING UPDATE

*Please contact Transfer Office (718)482-6103 for the most up to date information.
SOME IMPORTANT FACTORS NOTED IN THE BASIC NON-NURSING COURSE REQUIREMENTS ARE AS FOLLOWS:

- **SCR 150 and SCR 260** are generally **allotted credit as transferred electives**. All other nursing courses are accepted to fulfill transfer requirements for up to junior level by virtue of the graduate student’s associate degree.

- **SCC 210**, Foundations of Chemistry, which is a 4 credit course that will be accepted by most colleges for transfer has replaced Bio-Chemistry (SCC 140) as of Fall 2006. **PLEASE NOTE THAT ALL CONTRACTS IN PLACE AT PRESENT AND LISTED HERE ARE IN THE PROCESS OF BEING UPDATED TO REFLECT THIS RECENT CHANGE!**

- **Developmental Psychology I (SSY 240)** is **not transferable in most cases as a required college course equivalent** because it doesn’t cover growth and development up to adulthood. Most colleges transfer this course as elective credits. It is suggested that students **take Developmental Psychology II (SSY 241)** to completely fulfill college requirements.

- **Other suggested courses required at the baccalaureate level** that students may opt to take if they need/want additional credits/courses:
  - MAT 120, Statistics
  - Computer courses, e.g. BTC 100, Introduction to Computers and Their Applications
  - Any additional literature courses

TO BE ELIGIBLE FOR ADMISSION TO MOST RN BACCALAUREATE NURSING PROGRAMS, the transfer student must have

- an Associate Degree in Applied Science from LaGuardia’s Nursing Program
- successfully completed all lower division courses
- a GPA 2.5 or better dependent on the university
- a “C” or better in all required courses
- an RN license needed to begin Nursing courses
GENERAL INFORMATION AND POLICIES

Attendance:
Attendance policies for class are those stated in the LaGuardia College Catalog. Attendance for the hospital clinical laboratory and the campus laboratory is mandatory. Students who are ill on a clinical day must notify both the faculty member and the clinical facility.

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.

Study Guides:
Study guides have been prepared by faculty as an aid to student learning. Each guide contains unit objectives which can be met by acquiring information and skills from assigned readings, class and laboratory attendance, use of audio-visual aids and hospital experience. Students are responsible for all objectives on each study guide. It is suggested that students write the "answers" to each objective so that information can be easily attained for future reference. It is expected that all readings and assignments will be completed before the lecture or laboratory related to the designated study guide. Students who need assistance should contact their faculty advisor as soon as they experience difficulty.

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

Grading:
Grading policies for each course are included in the course Syllabi. The following grading system for the clinical component is in effect:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>93 - 100</td>
<td>A</td>
</tr>
<tr>
<td>90 - 92.4</td>
<td>A-</td>
</tr>
<tr>
<td>87 - 89.4</td>
<td>B+</td>
</tr>
<tr>
<td>83 - 86.4</td>
<td>B</td>
</tr>
<tr>
<td>80 - 82.4</td>
<td>B-</td>
</tr>
<tr>
<td>77.0 - 79.4</td>
<td>C+</td>
</tr>
<tr>
<td>75.0 - 76.4</td>
<td>C</td>
</tr>
<tr>
<td>0 - 74.4</td>
<td>F</td>
</tr>
</tbody>
</table>
Students must achieve a minimum grade of “C” (75) to pass the nursing courses (SCR) and achieve a satisfactory grade on the Clinical Performance Evaluation Tool.

Any student who is repeating a nursing course (SCR) due to a failing final grade is required to achieve a minimum grade of “C+” (78%) to pass the course on the second registration. Students who obtain a medical leave after completing 83% of the course (10 weeks) will also be required to obtain a minimum grade of 78% to pass the course on the second registration. Regardless of the grade computation, any failure in clinical performance will be recorded as an automatic F grade for the course.

If students knowingly register for clinical courses after getting a “C-“ or lower in Nursing Program required general education pre-requisite or co-requisite science courses or Math 106, they will be expected to withdraw from the clinical course. Failure to do so voluntarily, will result in Nursing Program action through the Registrar to remove the student from the course.

ePortfolio
Colleges and universities around the nation, are assisting students in participating in a digital revolution called ePortfolios. This is an educational tool allows students to create websites that represent their educational goals and achievements that can be shared with upper division universities when applying or potential employer. Each course has assignments that are required to be entered into the students ePortfolio.

KAPLAN
Kaplan is mandatory and will be utilized throughout the nursing program. Content specific exams will count for 5% of the students final grade in SCR 100, SCR 110, SCR 200, SCR 210, SCR 270, SCR 290. Mandatory participation is required for the Kaplan NCLEX-RN review. Students who do not comply with the payment scheduled will receive an incomplete for the course.

The Campus Learning 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.

Attendance:
Students in the nursing program will be required to follow the college policy regarding attendance (see catalog). Clinical absence will not be tolerated. Any student who exceeds 2 clinical absences will receive a “F” grade for that course.
**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 (SEE APPENDIX D).

**Academic Advisement:**
Each student will be assigned a nursing faculty advisor under whose guidance and counsel the student plans and pursues a course of study. Each student is expected to see his/her assigned advisor for an individual conference during the semester. All faculty advisors 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 arrange and keep the appointment. If unable to keep an appointment, a cancellation call is expected.

**Financial Aid:**
In view of the many hours that are required to be successful in nursing, outside employment is discouraged. Students should make every effort to seek financial aid if necessary. The LaGuardia Financial Aid Office is located in C-107.

**Counseling Services:**
Counseling services are available to students in Room B-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.

**Veterans Program:**
“PROVE” – project for return and opportunity in veterans education assist students who are veterans. They are located in MB-10, Telephone: (718)482-5283, E-mail: laguardiaPROVE@lagcc.cuny.edu

**Student Organizations:**

**Nursing Club**
The Nursing Club is comprised of pre-clinical and clinical nursing students, a faculty advisor, and any other interested students attending LaGuardia Community College. The purpose of the club is to provide students with extracurricular experiences at LaGuardia that will enhance their transition into the profession of nursing. It also provides opportunities for prospective nursing students and the larger student body at LaGuardia Community College to learn about nursing and health care issues. All students are encouraged to become members.

**Criteria for Nursing Student Leadership Award**
A Leadership Award, sponsored by the Nursing Club, is given to a member of the graduating class at their Pinning Ceremony. The criteria are listed.

1. Character: The graduating student is a role model; mentors fellow students with emotional support, promotes harmony and unity among fellow students, and is motivated towards service to others.

2. Academics: The graduating student is in good academic standing in the Nursing Program.
3. Service: The graduating student is a self-starter with strong organizational skills who promotes the Nursing Club and/or is an active participant of the Faculty-Student Committee.

**National Student Nurses' Association (NSNA)**
The Nursing Program strongly supports and encourages students to join the National Student Nurses' Association in their first semester of Nursing at LaGuardia Community College. Joining this pre-professional association provides the student with an opportunity to become involved in political action for nursing. Benefits include receiving NSNA's professional journal, *Imprint*, information regarding the NCLEX-RN exam, career counseling and job searching, reduced rates on products and services (i.e. malpractice insurance, health benefits), scholarships, conventions, awards, leadership programs, continuing education, mentoring and involvement in New York State Nurses Association's activities.

**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.

**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.
The Kaplan / Lippincott Williams and Wilkins Integrated Testing program is comprised of a series of online testing and remediation resources designed to evaluate and repair the nursing knowledge of students in the undergraduate program leading to RN Licensure.

The tests perform as end of course testing and end of program or exit evaluation tools for use during nursing school. These tests evaluate basic nursing content and evaluate critical thinking skills for NCLEX success. The results enable faculty to identify students with knowledge and learning deficits in specific content areas in a timely manner so that early intervention improves student outcomes.

This is a required program that will include e-books and online resources via your own personal account to help you succeed throughout nursing school and the NCLEX-RN Licensing exam.
<table>
<thead>
<tr>
<th>Asset</th>
<th>Description</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN Course Books</td>
<td>Review of essential nursing content according to NCLEX-RN® Test Plan</td>
<td>Will receive in final semester. Begin reviewing content in book along with tests. Study Kaplan Decision Tree and begin using to answer questions.</td>
</tr>
<tr>
<td>Orientation, NCLEX Strategy Seminar, Test Taking Workshop</td>
<td>A review of the Kaplan NCLEX Resources and how best to utilize them. Views of what to expect during the actual administration of NCLEX-RN® exam, and test taking tips.</td>
<td>View the orientation video first, before beginning any of the Kaplan NCLEX Resources.</td>
</tr>
<tr>
<td>Question Trainers 1, 2, 3</td>
<td>These tests are content based to show student strengths and weakness. They can be done “at home” or if desired can be proctored. These tests are not normed but provide the students with great practice as well as reviewing the topic explanations for all the questions.</td>
<td>Can be retaken. Review all answers. Discover weak content areas and review content as needed. Complete in order. QT1=75 questions; QT2=75 questions; QT3=100 questions.</td>
</tr>
<tr>
<td>Review of Content, Decision Tree Videos</td>
<td>Content videos follow the NCLEX-RN® categories and the RN-Course Book. Can pause the video to discuss and look up unknown information. The Decision Tree video explains how to strategically answer higher level, critical thinking questions. <strong>Need to watch Decision Tree Video before starting QBank questions!</strong></td>
<td>Determine weak areas from Question Trainers 1-3 and use the Review of Content videos to fill in gaps of content knowledge identified. Plug computer into large screen TV and invite your friends over for a “content review”.</td>
</tr>
<tr>
<td>QBank</td>
<td>The QBank contains 1300+ questions including alternate item questions. These can be used in class or at home. They are not normed and great practice!</td>
<td>Apply the Decision Tree strategy in answering questions in QBank. Take at least 50+ questions per week and review all answers.</td>
</tr>
<tr>
<td>Attend NCLEX RN Review Sessions (4-day review – 8 sessions)</td>
<td>Kaplan Decision Tree is taught. The class is a guided review of NCLEX-RN® style practice questions during which the instructor will use the Decision Tree to improve critical thinking and clinical judgment skills. Content review is reviewed as it pertains to the question. Readiness 2010 exam is taken during session #7, followed with a review of many of the Readiness 2010 exam questions.</td>
<td>School will schedule Kaplan NCLEX-RN Review Class and notify students of time/place. Note any weak areas of content from the questions and look the information up in the Basics Book/RN Course Book, past Focus Review or Integrated Tests, or Review of Content videos.</td>
</tr>
<tr>
<td>Question Trainers (QT) 4, 5, 6, 7</td>
<td>The rest of the Question Trainers become more difficult and contain more application/analysis questions. Question Trainer #7 is a full 265 question test. Take #7 about a week before the NCLEX-RN® exam. QT4=150 questions; QT5=150 questions; QT6=200 questions; QT7=265 questions. <strong>Complete in order!</strong> Aim for greater than 65%.</td>
<td>Apply the Decision Tree strategy. Kaplan research shows completion of all questions along with Question Trainers gives high probability of passing NCLEX-RN® exam on first try. Recommended after the review class and students should review all answers.</td>
</tr>
<tr>
<td>NCLEX Sample 1, 2, 3</td>
<td>Great practice tests while preparing for the NCLEX-RN®. Sample #3 is a 30 question, prioritization only exam.</td>
<td>Take after Review Class. Remediate all answers; great practice!</td>
</tr>
</tbody>
</table>

*Take #3 a week before NCLEX-RN® exam.*
STUDENT RIGHTS AND RESPONSIBILITIES

Student Opinions:
The suggestions and opinions of students regarding all aspects of the Nursing Program are highly valued. At the conclusion of every semester students are given the opportunity to anonymously evaluate the nursing course they have just completed in relation to the theory, campus laboratory and clinical learning experiences offered. Based on this student input, faculty have incorporated significant changes into the program.

In addition, when students complete the entire Nursing Program, they are asked to evaluate the total curriculum, rating the value of all courses in relation to their applicability to nursing. This has helped faculty to make curricular adjustments to best meet the needs of students.

The ideas and opinions of graduates are also solicited in order to insure that the Nursing Program is adequately preparing its students for the work situations they will experience.

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. These representatives may attend regularly scheduled meetings of the nursing faculty to present and discuss issues and concerns brought to them by their students. Faculty decisions will be made known to the class by the representatives who met with the nursing faculty. The Director of Nursing Programs will make the dates of faculty meetings known to the representatives. Representatives must inform the Director of Nursing Programs in advance of any meeting they wish to attend in order to be allotted time on the agenda.

Individual Grievances (Due Process)
The student is entitled to the following due process. It is the intent of the faculty and administration to seek a speedy resolution of student problems. The following procedure will be followed in the event that a student is dismissed from the Nursing Program for any of the conditions described previously (See page 24).

1. The student will be sent a written notice describing the issue and the Nursing Programs’s consideration of involuntary withdrawal.
2. An opportunity will be provided for the student to present evidence to a faculty committee of at least 3 Nursing Program faculty (Number based on the Rules of the NYS Board of Regents, Part 28.5 Hearing) on his/her behalf.
3. A written notice of the decision by the committee will be sent to the student within 30 days of the presentation of evidence (Time frame based on the Rules of the NYS Board of Regents, Part 28).
4. If the committee upholds the involuntary withdrawal and if the student chooses to appeal, it must be done in writing to the Health Sciences Department Chairperson within one year of the original dismissal notice.
5. If the Health Sciences Department Chairperson upholds the involuntary withdrawal, the student may then appeal, in writing, to the Vice President for Academic Affairs or Vice President - Enrollment Management and Student Development (depending on the nature of the problem).
6. Finally, if additional appeal is required, the student can appeal to the President of the College
**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 Nursing Program.

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**KNOW THE LAW**

In order to practice as a registered nurse (R.N.) an individual must complete and officially graduate from a certified registered nursing education program. Upon successful completion these requirements, the graduate can then file an application for licensure with the State Board for Nursing.

The application for licensure requires that the individual state whether he/she has ever been convicted of or has charges pending for a crime (felony or misdemeanor) in any state or country or ever been found guilty of or has charges pending for professional misconduct, unprofessional conduct or negligence in any state or country.

Nursing students who answer "yes" to any of these questions must be apprised that it is the prerogative of the State Board of Nursing, upon recommendation of the Office of Professional Discipline, to deny an application for licensure even though a student has successfully completed the program's curriculum. It is also the prerogative of the Board to withhold licensure upon investigation of a case, even if the candidate has successfully passed the licensure examination.

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).

Any student who anticipates difficulty with the application for licensure for any of these reasons may discuss this matter, in confidence, with the Director of Nursing Programs.

Check the following web sites for further information regarding licensure and regulations by the NYS Board of Nursing (http://www.op.nysed.gov/nursing.htm) and the NYS Board of Regents (http://www.op.nysed.gov/part28.htm)
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:
All nursing students are required to purchase malpractice insurance with a minimum professional liability of $1,000,000 each claim with 6,000,000 aggregate. Applications for this insurance will be distributed prior to the start of SCR 110. A valid policy is essential prior to the first clinical day and must be kept current throughout all clinical courses.

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 (See page 21, Grading).

Health Center:
Located in room BA-22 (January 2014 - April 2014), the Heath Center Staff provide health counseling, first aid and emergency care. Telephone: (718)482-5280
Dress codes / Uniform:

Women Top:
Female Zipper Top w/Collar - With Patch -----OR----- Unisex V-Neck Top - With Patch

Women Pants:
Female Elastic Waist Pants - Cargo Pkt -----OR----- Unisex D-String Waist Pant - Cargo Pkt

If a dress is chosen, its hem must be below knee length “A-line Skirt Elastic Waist, 2 side pockets” Only white shoes and stockings/socks are acceptable. Clogs, sneakers, or high heels are not acceptable. Females may wear any neat white long sleeved jersey (crew neck) shirt under their white uniform blouse.

Men Top:
Male Zipper Top w/Collar - With Patch

Men Pant:
Unisex D-String Waist Pant - Cargo Pkt

Male students may wear any neat white long sleeved jersey (crew neck) shirt under their uniform top.

A name pin with the first initial and last name is to be worn on the uniform at all times. Sweaters are not considered part of the uniform and must not be worn during client care. 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 navy). 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 idenification on their person while on campus. In addition students must have a valid LaGuardia idenification visible at all times while at the clinical site unless an alternative ID has been provided by the clinical insitution.

PLEASE NOTE: Students are not permitted to wear any facial and/or eye covering that would interfere with student nurse-patient communication process.
PROCEDURE TO ENSURE SAFE MEDICATION ADMINISTRATION

1. Two student nurses will be selected and notified by faculty to administer medications one week prior to their assigned medication administration clinical day. These students will then be required to go to the lab and practice medication administration during that week. Students are responsible to bring a medication drug book to each clinical session.

2. The student nurses selected to administer medications will be given the names of the assigned patients by faculty during preconference. The student nurses will be expected to review meds (in the drug guide prior to the administer of said medications) related to:
   A. trade and generic name
   B. purpose of medication
   C. therapeutic dose range
   D. side affects
   E. nursing implications
   F. contraindications/drug interactions

3. The student nurse will introduce self and identify the patient using two forms of ID as per facility protocol – usually name and DOB or MR #.

4. The student nurse will review the Medication Administration Record (MAR) against the physicians orders selecting medications to be given at the assigned hour. The student nurse will be supervised by faculty as medication administration nursing interventions are determined based on the MAR.

5. After introducing self and identifying the patient (asking patient name, ID Band and two forms of ID -e.g. name and date of birth).

6. The student nurse will be expected to do a quick general assessment of patient and environment (V/S, IV fluid infusion, IV site, dressing, oxygenation etc.) and ask if they need any assistance prior to medication administration.

7. The student nurse will examine the chart and obtain information (diagnosis, activity, IV and diet. Also examines for any contraindications to giving medications, ie NPO, allergies, HR, B/P contraindications..)

8. The student nurse will review the MAR a second time, consulting with the clinical faculty/primary nurses to determine if any changes occurred in medications to be given. The student nurse needs to alert the primary nurse prior to removing the medication drawer from the medication cart if this is possible. Computerized carts may not permit removal of drawers.

9. A. The student nurse will select the medication to be administered from the drug cart by against the MAR and identifying at minimum, the 6 rights of medication administration:
   a. RIGHT PATIENT NAME: patient name on the drug is compared to the MAR
   b. RIGHT DRUG NAME - Drug name on the MAR matches the drug being administered as written on the physician’s order.
c. **RIGHT DOSE** - The printed amount of the drug on the MAR to be administered matches the physician’s order and subsequently confirmed on pill encasing.

d. **RIGHT ROUTE** - The route written on the MAR matches the physician’s order.

e. **RIGHT TIME** – The time written for drug administration on the MAR matches the physician’s order.

f. **RIGHT DOCUMENTATION** is utilized on the MAR following the administration. Faculty observes documentation on MAR based on hospital policy.

9. B. The student nurse will obtain medication from the draw beginning the required three checks only under the supervision of faculty. The student nurse will check and identify the medication:
   a. when it is removed from the drawer;
   b. as it is placed in the medication cup/syringe; and
   c. when the packaged is opened and again at the time of administration to patient.

10. Prior to entering the room, the student nurse will review the process of patient identification and administration of drug once more with the faculty.

11. The student nurse is expected to wash hands prior to identifying the patient correctly once again just prior to medication administration using the patient’s ID bracelet and two identifiers (e.g. name and date of birth).

12. The student nurse will be supervised by faculty in:

   a. Taking vital signs (ex: pulse and or B/P) if required prior and after administration and chart same;
   b. Showing the patient the drug and teaching the patient about the purpose of the drug, the ordered dose and any special administration requirements. The student nurse will have MAR in hand;
   c. Administering PO medications along with water or appropriate liquids (e.g. orange juice to increase absorption of iron, **no milk** that could decrease absorption of iron, etc.);
   d. Remaining with the patient until the medication is taken;
   e. Never leaving meds unattended unless they are in a locked medication cart/room.
   f. Documenting the medication administration, signing off with LAGCC SN in the appropriate section followed by faculty co-signature;
   g. Observing the patient 15-30 minutes following medication administration for any side effects;
   h. Observe the hospital time frame for administering medications (e.g. 30 min to 1 hour) and
   i. Informing the faculty and primary nurse of any negative patient responses and/or problems that develop.
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.


APPENDIX A
## PRE-CLINICAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCC 210</td>
<td>Foundations of Chemistry (KEY)*</td>
<td>4</td>
</tr>
<tr>
<td>SSY 101</td>
<td>General Psychology (KEY)*</td>
<td>3</td>
</tr>
<tr>
<td>SCB 203</td>
<td>Fundamentals of Human Biology I (KEY)*</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I (KEY)**</td>
<td>3</td>
</tr>
<tr>
<td>SCB 204</td>
<td>Fundamentals of Human Biology II <em>(As of Fall 2009)</em></td>
<td>4</td>
</tr>
</tbody>
</table>

## CLINICAL NURSING

### YEAR ONE

#### FALL/SPRING *(12 Week-Session)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCR 110</td>
<td>Fundamentals of Nursing</td>
<td>6</td>
</tr>
<tr>
<td>MAT 120</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SCR 150</td>
<td>Perspectives of Nursing</td>
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#### (6 Week-Session)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SSY 240</td>
<td>Developmental Psychology</td>
<td>3</td>
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</tbody>
</table>

#### SPRING/FALL *(12 Week-Session)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCR 200</td>
<td>Psychiatric Mental Health Nursing (6 Week Clinical)</td>
<td>3</td>
</tr>
<tr>
<td>SCR 210</td>
<td>Medical Surgical Nursing I (6 Week Clinical)</td>
<td>5</td>
</tr>
<tr>
<td>SCB 260</td>
<td>General Microbiology</td>
<td>4</td>
</tr>
</tbody>
</table>

### YEAR TWO

#### FALL/SPRING *(12 Week-Session)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SCR270</td>
<td>Parent-Child Health Nursing</td>
<td>8</td>
</tr>
<tr>
<td>ENG 102</td>
<td>Writing through Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

#### (6 Week-Session)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SCN 195</td>
<td>Community Health</td>
<td>2</td>
</tr>
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</table>

#### SPRING/FALL *(12 Week-Session)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SCR 290</td>
<td>Medical Surgical Nursing II</td>
<td>9</td>
</tr>
<tr>
<td>SCR 260</td>
<td>Trends in Nursing</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL = 66**

- 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.
- Upon entering the clinical phase of the Nursing Program, the student should be able to complete the program in four enhanced semesters (2 years).
## APPENDIX C
### EXAMPLE OF THE SCORING SYSTEM

Each grade has a numerical value which is used to compute the grade point average (GPA).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>D-</td>
<td>0.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

### Step 1:
Computing the Key Course GPA for student receiving all A's.

<table>
<thead>
<tr>
<th>Key Courses</th>
<th>Credits</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCC210</td>
<td>4</td>
<td>x 4</td>
<td>16</td>
</tr>
<tr>
<td>SSY101</td>
<td>3</td>
<td>x 4</td>
<td>12</td>
</tr>
<tr>
<td>ENG101</td>
<td>3</td>
<td>x 4</td>
<td>12</td>
</tr>
<tr>
<td>SCB203</td>
<td>4</td>
<td>x 4</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td></td>
<td>56</td>
</tr>
</tbody>
</table>

**4.00 = Key Course GPA**

### Step 2:
Doubling the Key Course GPA

Key Course GPA = 4.00

\[ \times 2 \]

8.00

### Step 3:
Computing the Required General Education Courses GPA (including key courses)

<table>
<thead>
<tr>
<th>Other Courses</th>
<th>Credits</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG102</td>
<td>3</td>
<td>x 4</td>
<td>12</td>
</tr>
<tr>
<td>SSY240</td>
<td>3</td>
<td>x 4</td>
<td>12</td>
</tr>
<tr>
<td>SCB204</td>
<td>4</td>
<td>x 4</td>
<td>16</td>
</tr>
<tr>
<td>Adding Key Courses</td>
<td>10</td>
<td></td>
<td>40</td>
</tr>
</tbody>
</table>

**4.00 = GPA of all general ed. requirements taken to date**

**92.00 = GPA of all general ed. requirements taken to date**

### Step 4:
Adding the GPA of all Required General Education Courses to the Doubled GPA of the Key Courses

\[ 8.00 \]

\[ +4.00 \]

12.00 Maximum Point Score Attainable
APPENDIX D
LaGuardia Community College
Essential Nursing Program Performance Standards

All PN Certificate and Registered 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 RN and PN Certificate Programs will be held to the same standards with or without reasonable accommodations.

1. Observation/Assessment:
   When caring for a patient, 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:
   Student nurses must be able to communicate well in English, not only in speech but also in writing and reading. They must be able to
   a. demonstrate appropriate communication skills when interacting with patients, peers, family members and other professionals.
   b. explain treatment procedures, initiate health teaching, respond to and interpret health care provider orders, and direct assistive staff.
   c. write legibly and correctly, document and interpret nursing care actions and client outcomes, utilize computerized documentation skills and read documentation in a patient chart from other health care personnel.

3. Mobility:
   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
   a. sit, stoop, bend, twist, stand, reach and move around in patient’s rooms, work spaces and treatment areas throughout the day (5-8hours).
   b. 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).
   c. lift (at least 30 lbs), bathe, position and transport patients.

* Criteria vary with PN Certificate Program and RN Program.

4. Nursing Actions, Motor Skills and Social Behaviors:
   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
a. utilize tactile ability sufficient to successfully assess and treat patients.
b. provide care to male and female patients without biases regarding gender, culture, religion, race, ethnicity, color or disease.
c. perform nursing actions and procedures efficiently enough to meet the needs of several patients in a timely manner.
d. function professionally in emergency and non-emergency situations.
e. 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.
f. effectively evaluate patient responses.
g. possess the emotional health and stability to manage all patients and exercise good judgment.
h. attend to patients with compassion, integrity and a concern for others.
i. identify and manage stress in a mature and healthy manner.
j. maintain cleanliness and personal grooming consistent with close personal contact.

5. Academic Proficiency/Critical Thinking: *

Nursing students must
a. maintain a minimum overall GPA (PN Certificate Program GPA of 2.5; RN GPA 2.0) after entering the clinical phase.*
b. attain satisfactory ratings in all Nursing Program clinical course performance evaluations
c. achieve a minimum grade of 73% (C) in didactic written portions of all science, math, and clinical core courses in the RN Program, and all core courses in the PN Certificate Program.*
d. 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), and RN students must additionally develop nursing care plans utilizing the Nursing Process,*
e. validate the ability to calculate drug dosages, measure medications & analyze drug data within allotted time.
f. demonstrate safe practice at all times within the context of the Nursing Process.
g. display professional behavior expected of a practical nurse or registered nurse based on written performance objectives.

* Criteria vary with PN Certificate Program and RN Program.
APPENDIX E

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

1. Complete physical examination
2. Liability Insurance (Malpractice Insurance with $1,000,000 each claim $6,000,000 aggregate)
3. CPR Certification
4. Uniform
5. Watch, stethoscope, bandage scissors, and penlight
6. Textbooks
7. Application for RN licensure
8. LaGuardia Graduation Pin (Price depends on quality and number ordered)
9. KAPLAN
10. NCLEX-RN Review Total Program Support

The cost of the above items varies. Students can contact the nursing program 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-RN Review coursework/materials that are intended to ensure your successful completion of the National Council of State Boards NCLEX-RN.

Additional information regarding the Nursing Program may be gained by contacting

Nursing Program E-300
LaGuardia Community College
31-10 Thomson Avenue
Long Island City, New York 11101
(718) 482-5774

Applications for admission may be obtained from

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

CUNY Office of Admission Services
1114 Avenue of the Americas
New York, New York 10036
(212) 290-5678
APPENDIX G

NURSING PROGRAM

IMPORTANT WEBSITES & OTHER INFORMATION

American Nurses Association www.nursingworld.org
1-800-274-4262

New York State Education www.op.nysed.gov
Dept., Office of Professions www.nysed.gov/prof
1-518-474-1593

National Council of State Boards for Nursing www.ncsbn.org
1-518-474-3871 x120

New York State Nursing Association www.nysna.org
(Has links to just about every important
fact you need including nursing practice
issues and continuing education on-line)

National League for Nursing www.nln.org
(Services include information, or the accreditation
status of Nursing Programs)
1-800-669-1656

National League for Nursing www.nlac.org
Accreditation Commission 1-800-669-1656

North American Nursing Diagnosis Association www.nanda.org
1-800-647-9002

New York State Associate Degree www.lagcc.cuny.edu/adcouncil/
Council

Practice-Related Issues
for answers to questions concerning practice issues, contact:

NYS Education Department
State Board of Nursing Office of Professions
State Education Building, 2nd Floor
Albany, NY 12234
Phone (518) 474-3817
Fax (518) 473-3706
E-mail: nursebd@mail.nysed.gov

Website www.op.nysed.gov phone (518)474-3817 ext 120 – nursebd@mail.nysed.gov
On web-applications for professional licensure, disciplinary action, online form to file a complaint,
consumer’s bill of rights, state board meetings, direct links, professional practice updates, CE
requirements, professional misconduct information.
Important Websites

City University of New York
(http://www.cuny.edu/)

CUNY TIPPS for Transfer Information and Program Planning
http://www.tipps.cuny.edu/

CUNY JOBS & CAREERS
http://www.cuny.edu/student/career.html

LaGuardia Community College Official Web Site
(http://www.lagcc.cuny.edu/)

Nursing Programs Website
(http://www.laguardia.edu/nursing)