



# LICENSED PRACTICAL NURSE PROGRAM

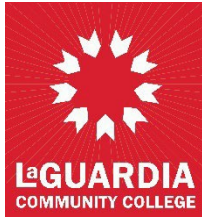


## Fall 2023 - June 2024 STUDENT HANDBOOK

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

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# LaGuardia Community College

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

## Licensed Practical Nurse Program Student Handbook

Dear Students,

Welcome to the Licensed Practical Nurse Program at LaGuardia Community College. This program is registered by the New York State Education Department.

The Licensed Practical Nurse Program Student Handbook will familiarize you with the 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 have a current copy of the LaGuardia Community College Catalogue (available online).

Nursing is rich in opportunities and offers enormous flexibility in career development. New graduates must be able to identify and meet patient 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, patients' homes, schools, long-term care facilities, industry and community agencies. Nurses are engaged in direct patient care, administration, education, and research.

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. The Institute of Medicine encourage all nurses to work to the full scope of their practice. Faculty strongly encourage all graduates to regularly update their knowledge and continue education in baccalaureate and graduate programs in nursing.

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

Best,

A handwritten signature in black ink, appearing to read 'Faith Armstrong'.

Faith Armstrong, MS, RN  
Director of Nursing Programs  
Health Sciences Department  
LaGuardia Community College  
[farmstrong@lagcc.cuny.edu](mailto:farmstrong@lagcc.cuny.edu)



LAGUARDIA COMMUNITY COLLEGE  
CITY UNIVERSITY OF NEW YORK

## LICENSED PRACTICAL NURSE PROGRAM

### LPN Student Handbook Acknowledgment

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

**I accept terms and conditions of the policies of the Licensed Practical Nurse Program contained in this Handbook.**

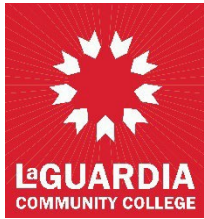
<b>STUDENT NAME</b>							
<b>EMPIL ID</b>							
<b>STUDENT SIGNATURE</b>					<b>Date:</b>		

## Overview of the Licensed Practical Nurse Program

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

The Practical Nurse Program is committed to:

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



# LaGuardia Community College

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

Dear Student,

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

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

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

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

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

Best,

A handwritten signature in black ink, appearing to read "Faith Armstrong".

Faith Armstrong, MS, RN  
Director of Nursing Programs  
Health Sciences Department  
LaGuardia Community College  
[farmstrong@lagcc.cuny.edu](mailto:farmstrong@lagcc.cuny.edu)

## **Criminal Background Checks**

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

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

### ***Certificate of Relief from Civil Disabilities***

Laws governing Certificates of Relief from Disabilities and Certificates of Good Conduct were enacted “to reduce the automatic rejection and community isolation that often accompany conviction of crimes” and “contribute to the complete rehabilitation of first offenders and their successful return to responsible lives in the community.” Additionally, Correction Law §753(1)

(a) recognizes that it is the public policy of New York State to “encourage the licensure and employment of persons previously convicted of one or more criminal offenses.” Correction Law §753(2) further establishes that with respect to a “public agency” or “private employer”, a certificate “shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.” Such certificates are consistent with 2006 statutory change to the general purposes of the Penal Law (PL), specifically PL §1.05(6), which adds the concept of reentry and reintegration by referring to “the promotion of ... successful and productive reentry and reintegration into society...” of offenders.

**New York State Unified Court System  
25 Beaver Street  
New York, NY 10004  
1-800-COURTNY (1-800-268-7869)**

## Castle Branch

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

The cost of this service is a one-time fee of approximately \$44.99. The student has life-time access to this service even after graduation from LaGuardia Community College. **Castle Branch** will send emails to notify students when documents are required for renewal and updates. All documents are located on a password protected secure server.

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

The Nursing Programs requires Quest Laboratories for drug screens because of their collection process and handling.



# Student and Faculty Immunization Records and Federal Law FERPA/HIPAA

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

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

## Family Educational Rights and Privacy Act (FERPA)

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

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

## Health Insurance Portability and Accountability Act (HIPAA)

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

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

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

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

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

## Student Immunization Tracker Compliance

Student Immunization Tracker handles student and faculty records.

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

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

Student Immunization Tracker follows FERPA guidelines in the following ways:

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

For more information on FERPA regulations, please visit:

[www.ed.gov/policy/gen/guid/fpc/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html)

For more information on HIPAA regulations, please visit:

[www.hhs.gov/ocr/hipaa/](http://www.hhs.gov/ocr/hipaa/) or [www.hipaa.org](http://www.hipaa.org)

For more information on HITECH Act regulations, please visit:

[www.hhs.gov/ocr/privacy/hipaa/administrative/enforcementrule/hitech-enforcementifr.html](http://www.hhs.gov/ocr/privacy/hipaa/administrative/enforcementrule/hitech-enforcementifr.html)



Order Instructions for CUNY

### **LaGuardia Community College - Nursing**

1. Go to <https://mycb.castlebranch.com/>
2. In the upper right-hand corner, enter the Package Code that is below.

Package Code **UK68**: I am an incoming student and I need to order my Drug Test, Medical Document Manager, and Criminal Background Check. Total price: \$216.74

## **About**

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### About CastleBranch

CUNY - LaGuardia Community College - Nursing has partnered with CastleBranch, one of the top ten background check and compliance management companies in the nation to provide you a secure account to manage your time sensitive school and clinical requirements. After you complete the order process and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements.

You will return to your account by logging into [castlebranch.com](https://castlebranch.com) and entering your username (email used during order placement) and your secure password.

## **Order Summary**

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### Payment Information

Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

### Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

### Contact Us

For additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.

**NOTICE: THESE POLICY FORMS AND THE APPLICABLE RATES ARE EXEMPT FROM THE FILING REQUIREMENTS OF THE NEW YORK INSURANCE LAW AND REGULATIONS. HOWEVER, THE FORMS AND RATES MUST MEET THE MINIMUM STANDARDS OF THE NEW YORK INSURANCE LAW AND REGULATIONS.**

July 6, 2023

**Insured Name:** People of the State of New York & CUNY  
c/o OGS BRIM, Corning Tower 32nd Floor  
Empire State Plaza  
Albany, NY 12242

**Confirmation of Binding for:** Miscellaneous Facility Healthcare Professional Liability – Primary

**Policy Term:** July 01, 2023 --- July 01, 2024

**Broker Contact / Producer:** Christine M. Zinoman  
Arthur J Gallagher RMS LLC

**Professional Liability Coverage:**

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

**General Liability Coverage (including Product & Completed Ops):**

Per Claim Limit:	\$3,000,000
Aggregate Limit:	\$3,000,000
Products/Completed Ops Limit:	<input checked="" type="checkbox"/> Included
Personal Injury and Advertising Injury Limit:	<input checked="" type="checkbox"/> Included
Fire Damage Each Claim Limit:	\$50,000
Fire Damage Aggregate:	\$50,000
HIPAA Violation Each Claim:	\$250,000
HIPAA Violation Aggregate:	\$25,000
Per Claim Deductible:	\$0
Aggregate Deductible:	\$0
Retroactive Date:	NA

## Philosophy of the Licensed Practical Nurse Program

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

Further, nursing education is the framework for learning and learning is a natural, dynamic process that enables the student to acquire knowledge, integrate new information, develop rational thought processes, analyze problems and make effective decisions. Nursing education should foster a life-long process of self-directed inquiry to meet individual needs and goals, and learning is a lifelong endeavor which is constantly evolving as a result of the rapidly changing technological advances in the environment. As a result, the dramatic changes in the roles and responsibilities of the Practical Nurse warrant a curriculum that is academic, career-oriented in nature and is flexible and adaptable to the needs of the unique student population. Therefore, an educational experience, based on previously acquired basic concepts and skills is needed to enable interested men and women to become Practical Nurses, without unnecessary delays or barriers.

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

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

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

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

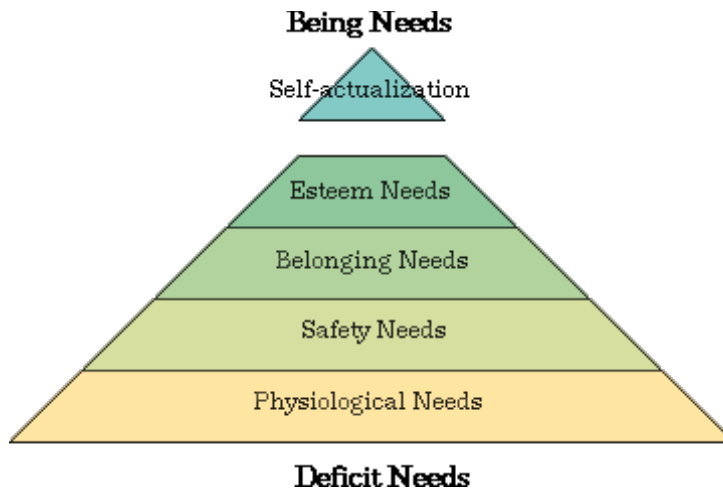
The faculty believes that the individual is an integrated whole whose behavior is motivated by the drive to seek satisfaction of basic human needs as theorized by Maslow (1970). As a part of a family, group, community and society, the individual exists in a complementary relationship with the environment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

## Concepts Framework Underling the Curriculum of Program

In keeping with its practical focus, the program avoids redundancy and duplication of theory content, and promotes smooth educational mobility for students as they seek to growth in their chosen profession. The students in the program will be prepared to become safe, effective health care providers in the 21<sup>st</sup> century using three major concepts. It is the belief of the faculty that when these concepts are integrated throughout the teaching-learning process the graduate of the program will be able to provide competent, holistic client care utilizing critical thinking skills and the nursing process. Therefore, the common frameworks for nursing education in both classroom and clinical practice are:

### A. Maslow's Hierarchy of Basic Human Needs

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



#### **SELF-ACTUALIZATION**

*Need to be self-fulfilled, learn, create, understand, and experiences one's potential*

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#### **ESTEEM**

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

---

#### **BELONGINGNESS AND LOVE**

*Need for affection, sense of belonging and having meaningful relationship with others*

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#### **SAFETY NEEDS**

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

---

#### **PHYSIOLOGICAL NEEDS**

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

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

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

## **B. Nursing Process**

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

**ASSESSMENT:** Collection and Analysis of Data

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

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

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

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

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

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

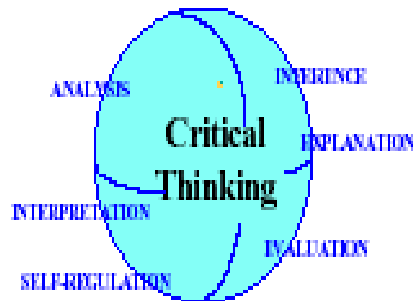
**Method:** A continual problem-solving approach in close consultation with the professional nurse.

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

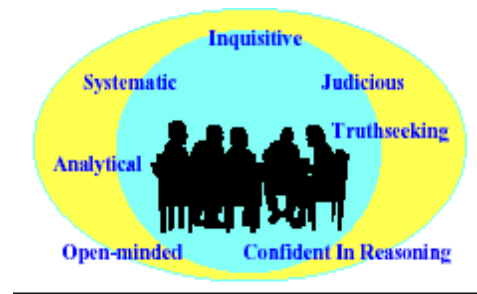
## C. Critical Thinking

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

### Core Critical Thinking Skills



### The Disposition Toward Critical Thinking



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

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

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

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

## MISSION:

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



## Program Educational Objectives

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

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

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

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

## Program Outcomes

Program effectiveness is measured by the following:

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

## Curriculum Outline of Licensed Practical Nurse Program

<b>Pre-Clinical Phase Courses (16 credits)</b>			<b>Credits</b>
ENG	101	English Composition I* (Key)	3
SSY	101	General Psychology** (Key)	3
MAT	105	Medical Dosage Calculation with Pre-Algebra (Key)	2
<b><u>OR</u></b>			
MAT	106	Mathematics of Medical Dosages (Key)	2
SCB	203	Human Anatomy & Physiology I (Key)	4
SCB	204	<b>Human Anatomy &amp; Physiology II (Pre-Clinical Course**)</b>	<b><u>4</u></b>
HSF	090	<b>First Year Seminar for Health Sciences (Pre-Clinical Course**)</b>	<b>0</b>
<b>Total Credits</b>			<b>16 credits</b>

**Before acceptance into the LPN program the following criteria must be met:**

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

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

### **Basic Skills Pre-requisites**

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

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

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

## Admission and Progression

Applicants for the Licensed Practical Nurse Program must complete admission requirements for the College. All students are admitted directly to the pre-clinical phase of the Licensed Practical Nurse Program. Progression to the clinical phase of the program is competitive; therefore, students should be striving to maintain an acceptable GPA.

### A. New Freshmen

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

### B. Transfers from other Colleges

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

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

ENG 101 English Composition I	3 credits
MAT105/106 Mathematics of Medical Dosages	2 credits
SSY 101 General Psychology	3 credits
SSY 240 Developmental Psychology I	3 credits
SCB 203 Human Anatomy & Physiology I	4 credits
SCB 204 Human Anatomy & Physiology II	4 credits

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

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

LaGuardia students enrolled in a major other than Licensed Practical Nurse may file for a change of major, provided they have been a student at LaGuardia for at least one enhanced semester and have a minimum overall GPA of 2.50. The candidate for a change of major must request a change of major form by emailing [HealthSci@lagcc.cuny.edu](mailto:HealthSci@lagcc.cuny.edu) :

1. Department will review current LaGuardia transcript
2. Student has taken at least one KEY course and achieved a grade of C average or better

#### **D. Progression into the Clinical Phase**

To be considered eligible for progression into the clinical phase of the Licensed Practical Nurse program, (first course SCL101) a student must meet the following requirements:

1. Satisfactory completion of all remediation courses per CUNY policy
2. Registered as a pre-clinical Licensed Practical Nurse major (Curriculum Code 431)
3. Earned at least a 2.5 grade point average in each pre-clinical key courses
4. Apply for **Practical Nurse Candidacy (LPN000.4199)** in the Spring Session I (for entrance in the Fall). Key courses should either be completed or will be completed by the end of the Spring I, 12-week session.
5. SCB204 and HSF090 are pre-clinical requirements, but NOT KEY courses, so they can be completed during the 6-week session in which you are applying for candidacy.
6. Must successfully pass the ATI TEAS Exam with a minimum proficient score of 58.7% overall and 50% in each of the 4 categories (Reading, Math, Sciences and English & Language Usage). Please be aware that students only have two (2) attempts to take the ATI TEAS Exam. Results are only valid for 2 years.

**There is a deadline to apply for LPN000 Candidacy. It is the student's responsibility to check the academic calendar for this date.**

**Students need to email the Health Sciences Department and request LPN000 Candidacy Application prior to the deadline listed on the academic calendar.**

**Email:** [HealthSci@lagcc.cuny.edu](mailto:HealthSci@lagcc.cuny.edu)

**Change of major does not automatically apply candidacy.**

7. Key Courses Cumulative GPA of 2.5

While a GPA of 2.5 in the key courses is the minimum requirement for consideration, it does not guarantee progression to clinical courses. Seats are competitive and they are determined by a rank order scoring system.

**No grade lower than a "C" will be accepted for any required science course throughout the Practical Nurse Program. Science course with a C-, D+, D, D- grade may be repeated with permission from the Academic Chair of the Natural Science Department.**

**When key course(s) with grades of C-, D+, D, D- F are repeated, the C-, D+, D, D- F grade and the repeated course grade will be calculated in the key course average.**

8. Complete Health Screening as required by clinical affiliated agencies.
9. Attend a mandatory program orientation upon acceptance into the clinical phase of the Licensed Practical Nurse Program.

10. All CUNY licensed health professions programs will consider applicants for admission who are eligible for licensing in New York under the regulations of the New York State Education Department. The regulation provides eligibility for citizens and non-citizens who are “not unlawfully present,” including those with Deferred Action for Childhood Arrivals (DACA) and those permanently residing in the United States under color of law (PRUCOL). Applicants may demonstrate eligibility through documents that verify that they meet the required criteria. The most common documents include: 1. Proof of U.S. citizenship through a birth certificate, U.S. passport, naturalization certificate, or a certificate of citizenship. 2. Proof of legal permanent resident status with what is known as a “Green Card”. 3. Proof of various eligible categories, listed below, generally through an employment authorization document (EAD) or other satisfactory documentation.

Eligible immigration categories:

1. International student with F-1 status
2. Asylee
3. Refugee
4. Temporary Protected Status (TPS)
5. Deferred Action for Childhood Arrivals (DACA)
6. Individuals paroled into the United States whose parole has not expired
7. Persons residing in the U.S. pursuant to an Order of Supervision
8. Persons granted a stay of deportation/removal
9. Persons granted an indefinite voluntary departure
10. Persons on whose behalf an immediate relative petition has been approved
11. Persons who have filed an application for adjustment of status to permanent resident
12. Persons granted Deferred Action Status
13. Persons who entered and have continuously residency in the U.S. before 01/01/1972
14. Persons granted suspension of deportation or cancellation of removal
15. Cuban/Haitian entrants
16. Persons with a pending application for asylum, withholding of removal or deportation, protection under the Convention Against Torture (CAT), cancellation of removal, or TPS
17. Persons in T or U non-immigrant status
18. Self-petitioner under the Violence Against Women Act
19. Other persons living in the U.S. who are not unlawfully present

When students are notified that they have earned a seat in SCL101 additional requirements must be met. The medical form including lab results, immunizations (Flu, titers, boosters and COVID), drug screen and a current CPR card (Basic Life Support -American Heart Association) must be submitted/uploaded prior to the deadline provided by the Nursing Lab.

The selection of candidates for the clinical phase of the Licensed Practical Nurse Program will be determined at the end of the Spring Semester. **Students will be given 2 attempts to apply for candidacy.**

#### **E. Clinical Nursing Progression Standards**

1. A student must complete each nursing course with a minimum grade of **75 (≥74.5)**. To re-take a practical nursing course, a student must request permission through the “Student Tracking Form” in order to re-register for the course the subsequent year.

The required form must be completed and presented to the course coordinator and program administrative assistant within 7 days from the Grade & Attendance date listed on the college academic calendar.

2. If a student fails, withdraws, or takes a medical leave of absence, the student must fill out a "Student Tracking Form" and submit it to the program's administrative assistant.
3. If student is registered for courses (SCL) that are co-requisites and chooses to withdraw, the student must withdraw from all courses in that semester.
4. Any student who fails, withdraws, "STOP OUT" (take a semester off) or takes a medical leave of absence (MLOA) from any 2 nursing courses (SCL) **CANNOT** continue in the Licensed Practical Nurse Program. Extenuating circumstances will be considered on an individual basis by the Director of the Nursing Programs.
5. Students repeating a course for the second time and receive a failing grade, will not be able to continue in the Licensed Practical Nurse Program. Faculty will take into consideration any extenuating circumstances.
6. Failure of either the clinical or theoretical component of any course requires that the entire course be repeated.
7. ATI is a clinical course requirement. Students who do not make the installment payment by the deadline, for any semester, will forfeit 5% of the course grade.
8. A minimum GPA of 2.0 must be maintained throughout the clinical phase.

#### **GRADING CRITERIA FOR STUDENTS RETAKING THE COURSE**

1. In order to **repeat SCL101-Fundamentals of Practical Nursing, a student must achieve a minimum grade of 70% (NO ROUNDING) As of Fall 2022, NO 69.5-69.9 will be accepted as a minimum grade to repeat!**
2. A student who fails SCL101 with a grade *lower than 70%* will not be permitted to repeat the course and will be ineligible to continue in the Licensed Practical Nurse Program.
3. Students who withdraw will not be eligible to repeat SCL101-Fundamentals of Practical Nursing unless they have a current cumulative average of 70% in the course at the time of their withdrawal.
4. Any student who is repeating SCL101 due to a failing final grade is required to achieve a minimum grade of *exactly "78%" (C+)* to pass the course on the second registration. Students who officially withdraw (W), or take MLOA from any clinical course will be required to obtain a minimum grade of 78% (>77.5%) to pass the course on the second registration.

5. Any student who fails, withdraws, takes a semester off (STOP OUT) or takes a Medical Leave of Absence (MLOA) from any two (2) nursing courses (SCL) is ineligible to continue. Students who take MLOA must provide medical clearance from a medical doctor or nurse practitioner clearing them for full participation in Lecture, Lab and clinical activities prior to returning to the clinical phase of the Licensed Practical Nurse Program.

**F. Deferment**

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



## Student Testing Policy

**Students should read this document before taking their exam.**

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

Exams may be given during lab or lecture hour.

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

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

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

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

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

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

No borrowing or sharing calculators.

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

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

A student must raise their hand before asking a question.

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

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

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

The only material that can be used during your exam will be provided by faculty.

Please note that all scrap paper must be turned into faculty with the completed quiz/exam.

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

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

**For Computerized exams:**

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

### **Make Up Exam Policy.**

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

Students have **two weeks**, at the conclusion of each unit exam, to review their own exam. Students will be allowed to review **ONLY** the questions they answered incorrectly. Rationale for the incorrect answers will be provided. Students will not have access to complete exams. All individual exam review is by appointment only and under faculty supervision.

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

## Graduation Requirements

Students must register with Intent to Graduate, GRD000 with the Registrar's Office. In order to graduate, students must have successfully completed all course requirements and have a minimum GPA of 2.0. STUDENTS CANNOT REGISTER IN THE SESSION TWO FOLLOWING THE 12 WEEK SEMESTER IN WHICH THEY ARE GRADUATING. THE GRADUATION DATE MUST BE POSTED BY THE COLLEGE IN ORDER FOR STATE BOARD EXAM APPLICATIONS TO BE PROCESSED. Students wishing to take courses in the 6-week session following their last nursing course (SCL) must complete the required NYS application before the end of the 12-week semester and present the appropriate letter requesting delay of graduation to the Director of Nursing Programs.

## Program General Information and Policies

### ACADEMIC ADVISEMENT

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

### ACADEMIC INTEGRITY POLICY

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

## ATTENDANCE

The Licensed Practical Nurse Program has an attendance policy for lecture and campus laboratory sessions. In addition, nursing students are required to complete the total number of clinical hours required by the New York State Education Department as a condition for registration of the nursing program. Missing 15% or more of total course hours constitutes a failure for the course. Nursing students should attend all lectures, labs and clinicals. Faculty will record attendance.

Attendance for the hospital clinical experience is mandatory. Students who are too ill to report for clinical must notify the Health Sciences Department at (718) 482-5774 and Nursing Lab at (718) 482-5773 **before** the start time on the scheduled clinical day [leave a voicemail]. Students **must** notify the clinical instructor by text if a number is provided. **A doctor's note is required for all clinical absences due to illness. Any student who is absent for a second clinical day in the same semester will receive an "F" grade for the course.**

## Clinical Laboratories:

Children are not permitted in the clinical practice laboratory. No exceptions.

## ASSIGNMENTS

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

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

## GRADES

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

<u>Numerical Range</u>	<u>Letter grade</u>
100 - 92.5	A
92.4 - 89.5	A-
89.4 - 86.5	B+
86.4 - 82.5	B
82.4 - 79.5	B-
79.4 - 76.5	C+
76.4 - 74.5	C
74.4* or less	F

**Grades will be rounded to the nearest tenth.**

**For example: 74.4 = F; 74.48 = F; 74.5 = C. There will be no exceptions to the grading/rounding policy.**

**Students must achieve a minimum grade of "C" (75) to pass the nursing courses (SCL) and achieve a satisfactory grade on the Clinical Performance Evaluation Tool.**

Any student who is repeating a nursing course (SCL) due to a failing final grade or withdrawal is required to achieve a minimum grade of 78% ( $\geq 77.5\%$ ) to pass the course on the second registration. Students who obtain a medical leave will also be required to obtain a minimum grade of 78% ( $\geq 77.5\%$ ) to pass the course on the second registration.

### **JURY DUTY**

Students who receive Jury Duty Summons (either to serve in person or by phone) should notify their Course Coordinator and the program's administrative assistant as soon as possible. Students are eligible to postpone Jury Duty. A letter will be provided by the Licensed Practical Nurse Program. DO NOT ignore Jury Duty Summons. Jury duty is not considered an excused absence for students who do not attempt to postpone their jury service.

### **STUDY TIME**

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

### **CHILD CARE SERVICES**

In addition to academic study, students lead very busy lives that often include work, family and social obligations. The Licensed Practical Nurse Program wants our students to have the most supportive environment possible so they can successfully accomplish their educational goals. Therefore, students are encouraged to take advantage of the college's on-campus childcare program. They're licensed by the New York City Department of Health And Mental Hygiene and New York State Office of Children and Family Services. They have a Pre-K For All program and Early Childhood Learning Center. They are located in the M Building, Room MB-09.

### **CLINICAL LABORATORY: E-328, E-336, E-351, E-352, E-353, E-358, E-360, E-361**

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 nursing students during the hours posted. Students should feel free to come to practice any skills necessary. To book practice time, email [NursingLab@lagcc.cuny.edu](mailto:NursingLab@lagcc.cuny.edu) to ensure a college laboratory space is available. The computer and media resource facility provides academic support through computerized internet access, software and video tutorials utilizing state-of-the-art drop-down computers, with integrated live instructor conferencing and smart board interfacing. **Children are not permitted in the clinical practice laboratory. No exceptions!!**

### **LATENESS**

A student who is more than 15 minutes late for clinical will be required to report to campus and complete clinical assignment(s). Students are expected to arrive on time for lecture and lab. Students who are more than 15 minutes late will be considered absent.

## **STUDENTS REQUIRING ACCOMMODATIONS**

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

Under Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, LaGuardia Community College has an implicit responsibility to ensure that students with disabilities have equal access to its programs and services, and that the rights of students with disabilities are not denied. The Office of Accessibility (OSA) provides advocacy to ensure access to all college programs and facilitates the transition to college life for students with disabilities. All students are required to register with supporting documentation. Appropriate accommodations and services are determined and include:

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

### **How to Obtain Accommodations:**

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

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

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

**Faculty must receive the letter of accommodation at least 24 hours before a nursing exam for each course (SCL).**

## **FINANCIAL AID**

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

## **Wellness Center / Counseling Services:**

Counseling services are available to students in Room C-249. A counselor-on-duty is available for immediate, pressing problems. Students should not hesitate to make use of this confidential service which is designed to make the college experience easier. Use of this service will not jeopardize a student's position in the nursing program.

## **Veteran Service:**

Veterans can receive assistance with their academic planning at the Veteran's Service Office which is located in room C-371 and may be reached at (718)482-5386 or 5231, E-mail: vets@lagcc.cuny.edu

## **Ethical Behavior:**

Professional obligations are a part of ethical codes that govern the behavior of the members of a profession. Ethical behavior goes beyond the actual patient 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 patients.

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

- Unexcused absences beyond the maximum according to Licensed Practical Nurse Program requirements.
- Any performance or negligence which causes, or puts the patient at risk for, physical or emotional injury.
- Unprofessional conduct
- Failure to immediately report a patient care error to clinical instructor and /or responsible staff nursing personnel.
- Being under the influence of alcoholic beverages, drugs which impair judgement, or illegal drugs.
- Fraudulent or untruthful charting in a medical record.
- Dishonesty, e.g., stealing from the college or a clinical agency, plagiarism, cheating on examinations (see Policy on Academic Integrity).
- Failure to improve unsatisfactory clinical performance following counseling.
- Determination of any "direct threat" - This condition consists of a significant risk to the health or safety of a student(s) or patient(s) with a high probability of substantial harm that cannot be eliminated by reasonable accommodation.



- Use of foul language in the classroom, laboratories and/or clinical facility.
- Disrespectful or aggressive behavior towards faculty, staff, other students or personnel at the Health Care facilities, including all Nursing Program vendors.
- Inappropriate communication including but not limited to verbal communication, written notes, emails, bodily gestures.
- Disruptive behaviors on Zoom, Blackboard Collaborate, or any remote platform.

**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 Licensed Practical Nurse Program.
- IV. Students who have been dismissed from the Licensed Practical Nurse Program for a violation of Academic Integrity will not be considered for readmission to the program.

## Students Rights and Responsibilities

### **GRIEVANCE PROCEDURES**

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

- STEP 1:** Student will make a formal written or verbal complaint to the faculty member in question. A conference should be arranged to resolve the issue.
- STEP 2:** If unresolved, the student will register said complaint with course coordinator and a conference will be arranged with the affected parties to resolve the issue.
- STEP 3:** If unresolved, the student will make a formal written to Program Director. Program Director will listen to complaint and respond in writing with a decision.
- STEP 4:** Complainant may accept decision of Program Director or appeal decision.
- STEP 5:** If a resolution is not agreed upon the grievant may appeal to the Chairperson of Health Science Department.
- STEP 6:** Complainant may accept decision of Chairperson of Health Science Department or appeal decision to the Student Advocate/Ombuds Office.

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

### **GROUP CONCERNS**

Students who face problems or have issues to raise during a course should not wait until the end of the semester to voice concerns. At the start of each semester, every class or section of a class will elect a representative to bring any concerns of that group to the nursing faculty. The representatives may attend regularly scheduled Student Representative Meetings to present and discuss issues and concerns brought to them by their peers. Faculty decisions will be made known to the class by the representatives who met with the nursing faculty.

## **STUDENT RESPONSIBILITIES IN THE CLINICAL AREA**

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

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

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

## Clinical Information and Policies

### **Clinical Facility Rotation Experiences:**

Students can be expected to be assigned to any health facility in the Greater Metropolitan area. All students are required to provide their own transportation to and from these facilities. Students may be expected to submit to drug testing and/or background checks in order to comply with requirements of the clinical facilities. ***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 Practical Nurse Program or sit for the State Licensing Exam.

### **CPR Certification**

All students must have current CPR (BLS) certification from American Heart Association prior to being assigned to the clinical area.

### **Malpractice Insurance:**

CUNY has purchased professional liability coverage for all clinical students. All Nursing students are insured by “Ironshore Insurance Services LLC” with a professional liability coverage of \$3,000,000 per claim. The policy term is effective as of July 01, 2023 through July 01, 2024

### **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 patients 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 uploaded to Castle Branch at least one month before the first clinical day. **STUDENTS WHO DO NOT SUBMIT COMPLETE DOCUMENTATION WILL BE UNABLE TO ATTEND THE CLINICAL COMPONENT OF THE COURSE AND WILL BE REQUIRED 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 29 Grading).

### **Dress code/Uniform**

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

**[www.flynnohara.com](http://www.flynnohara.com)**

### **Top:**

Unisex V-Neck Top - With LAGCC Nursing Student Patch

**Uniform Jacket:** This will be the only jacket allowed on the unit.

### **Pants:**

Elastic or Drawstring Waist Pants

Students may wear any neat white long sleeved jersey (crew neck) shirt under their uniform top. This is required for student with tattoos below the elbow.

Sweaters are not considered part of the uniform and must **not** be worn during patient 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 blue). Men are to be clean shaven or have a neatly trimmed beard and/or mustache. Permissible jewelry includes plain post earrings and plain wedding band. No other jewelry is to be worn. Nails are to be short and free of polish. Each student must carry a pen with black or blue ink, bandage scissors, penlight (No LED), stethoscope and a second-hand watch (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 is counted as an absence.***

**Students are required to be in full uniform ONLY for clinical rotations and performance exams.**

Students must have a valid LaGuardia Community College identification on their person while on the clinical site and must be visible at all times. If the clinical site provides an alternative ID, this must be worn during clinical rotations.

**PLEASE NOTE: Students are not permitted to wear any facial and/or eye covering that would interfere with student nurse-patient communication process**

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

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

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

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

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

## **ASSESSMENT & REVIEW PROGRAM**

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

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

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

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

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

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

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

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

- V. **Student Exams**- Five (5) unsecured exams is available to students via any computer that has an Internet connection. These exams are interactive tests that include rationale for correct answer and distracters. They include:  
a. Fundamental    b. Medical-Surgical    c. Nursing Care of Children  
d. Maternal/Newborn    e. Mental Health

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

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



## LPN to RN Advanced Standing Pathway

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

Applicants may be admitted to the Registered Nursing Program after meeting the following criteria. All applicants are required to:

- 1) Have a current NYS LPN registration & license
- 2) Complete admission (or readmission if LaGuardia graduate) to LaGuardia Community College with identified incoming major, *Undeclared Pre-Health/RN*
- 3) Receive academic advisement to ensure that the applicant meets the admission requirements of the Associate Degree Registered Nursing Program (RN).
- 4) Complete CUNY on-line admissions application to LaGuardia, and transfer or complete the pre-requisite courses: ENG 101, SSY 101, SSY240, SCC110, SCB 203, SCB 204, SCB 260 and MAT 119/120
- 5) Upon completion of the pre-requisite courses, a **GPA of 2.75** is the minimum requirement to apply for candidacy (**LRN000**) for the Bridge Course (SCR 100)

**The Bridge course (SCR100) will include advanced Medical-Surgical Nursing I and Pharmacology & Nutrition content. Students who enter the clinical phase of nursing at SCR 270/SCR200 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 Standing Pathway:**

MAT 119/120 Elementary Statistics ( <b>KEY</b> )	3
ENG 101 English Composition I ( <b>KEY</b> )	3
ENG 102 Writing through Literature	3
SSY 101 General Psychology ( <b>KEY</b> )	3
SSY 240 Developmental Psychology I ( <b>KEY</b> )	3
SCN195 Community Health	2
SCC 110 Foundations of Chemistry ( <b>KEY</b> within 10 years)	4
SCB 203 Human Anatomy & Physiology I ( <b>KEY</b> within 7 years)	4
SCB 204 Human Anatomy & Physiology II ( <b>KEY</b> within 7 years)	4
SCB 260 General Microbiology ( <b>KEY</b> within 10 years)	4

**Upon successful completion of all of the above requirements,** the Registered Nursing Program will evaluate and select students applying for the LPN to RN Advanced Standing Pathway 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 Standing Pathway:**

- 1) Transfer pre-requisite course grades from outside colleges will be calculated in the GPA ranking.
- 2) Both general education and Licensed Practical Nurse clinical course grades (SCL) will be calculated in the GPA ranking for students who have graduated from the LaGuardia Community College LPN program.

**Students selected will receive 11-14 exemption credits granted toward AAS degree upon completion of the Bridge Course (SCR100) course:**

- **Total 11-14 Exemption Credits:** Fundamentals of Nursing [SCR 110], Medical Surgical Nursing I [SCR 210] and Concepts in Pharmacology & Nutrition [SCL103]

## Appendix A

### **Essential Nursing Performance Standards**

All Practical Nursing students must meet the following Essential Nursing Performance Standards\* for admission and progression to each program course. Since an nursing education involves intellectually and physically challenging activities, and moreover, involve critical decisions that will affect the wellbeing 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 Licensed Practical Nurse Program will be held to the same standards with or without reasonable accommodations.

#### 1. Observation/Assessment:

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

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

#### 2. Communication:

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

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

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

3. Mobility:

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

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

4. Nursing Actions, Motor Skills and Social Behaviors:

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

They must be able to

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

5. Academic Proficiency/Critical Thinking:

***Practical Nursing students must***

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

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

## Appendix B

### Defining Practical Nursing Introduction

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

#### Definition of the practice of practical nursing

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

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

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

#### Professional Study of Nursing

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

## Requirements for a License as a Licensed Practical Nurse

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

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

### *Licensed Practical Nurse*

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

## JOB DESCRIPTION

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

## TASKS

Include, but are not limited to the following:

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

## KNOWLEDGE

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

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

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

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

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

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



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

## SKILLS

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

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

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

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

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

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

## APPENDIX C

Upon accepting admission into the Registered Nursing Program, students may incur additional costs for Registered Nursing Program coursework materials that are intended to ensure your successful completion of the Registered Nursing Program.

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

1. Complete physical examination
2. Background Check through CastleBranch
3. 10 panel Drug Test
4. **Vaccinations** – Titers, MMR, Hep B, Tetanus, Flu, COVID, and boosters (if necessary)
5. CPR Certification (Basic Life Support – American Heart Association)
6. **Uniforms** – purchased from a specific vendor (~\$100.00)
7. **Supplies** – second-hand watch, stethoscope, bandage scissors, and penlight (not LED)
8. Textbooks
9. Application for NCLEX-PN Exam
10. FIT Testing (N95)
11. ATI (3 installments throughout the Licensed Practical Nurse Program).

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

**Licensed Practical Nurse Program**

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

Applications for admission may be obtained from:

**Admissions Office**

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

**CUNY Office of Admissions Services**

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

