



MILDRED ELLEY

A career college in NYC

The Power to Change Your Life



Practical Nursing Certificate Program

Student Handbook



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Mildred Elley, New York, NY

Department of Nursing

NYC Practical Nursing Certificate Program

Student Handbook

January 8, 2024

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The Power to Change Your Life

Dear Students:

Welcome to the Mildred Elley Practical Nursing Certificate Program (PNC). This handbook has been prepared for your guidance to use as a reference tool. The manual contains those policies and procedures that apply to the Department of Nursing at Mildred Elley. Please keep the handbook to use along with the academic catalog as a reference source for any questions you may have specifically for the PNC Program.

This handbook contains valuable information to help facilitate your achievement of academic and professional excellence. ***All information contained in this handbook is subject to change. Changes will be published as they occur. If you feel there is outdated information that has not been updated by the Campus, please contact the Practical Nursing Department Chair at 212-380-9004.***

We salute your choice to serve those who are ill and need care to recover from whatever may be ailing them, as well as assisting others who strive to maintain health. It takes a special individual to serve and sacrifice for others. We applaud your commitment and dedication to serve those who cannot take care of themselves. At Mildred Elley, we offer you our sincerest best wishes that you become an excellent Licensed Practical Nurse and a lifelong learner in the nursing and healthcare communities.

Sincerely,

Practical Nursing Faculty and Staff

Mildred Elley's Mission

The mission of Mildred Elley is to provide quality career education and technical training to allow students of diverse educational, cultural and personal backgrounds to become successful in an ever-changing global economy. Mildred Elley strives to afford students quality placement opportunities and instill in all of our graduates a desire for lifelong education and learning.

Mildred Elley Shared Student Governance

Mildred Elley has a shared governance structure that outlines roles, responsibilities, and accountability for its governing body, administrators, faculty, staff, and students. The shared governance structure is designed to foster cooperation and communication across all institutional constituent stakeholders toward the fulfillment of the Institution's stated Mission.

Advisory Councils

The Institution has three specific advisory councils to ensure stakeholder participation in the fulfillment of the Institution's Mission. These advisory councils constitute a formal institutional process of shared governance by including the values expertise and diversity of perspectives from the faculty, administration, staff, and student body. The Student Advisory Council has members who are representatives of currently enrolled students.

The Mission of Mildred Elley's Practical Nursing Certificate (PNC) Program

The philosophy of nursing is based on courses grounded in science, technology, and scientific rationale and is designed to provide a foundation for learning fundamental nursing concepts and the application of critical thinking to the development of clinical nursing practice.

Philosophy of Nursing

The philosophy of the Nursing program is based on the following theoretical principles:

- Health is a dynamic process that encompasses the lifespan of individuals and includes periods of wellness and health maintenance, as well as periods of changing or declining health requiring adaptation of the individual to those changes. Nursing requires a commitment to lifelong learning in the ever-changing world of health care.
- Individuals, their families, and significant others are a microcosm of society and as such reflect the social, cultural, and biological diversity of its members, all of which are important considerations in providing health care.
- Nursing is an art, based on science that requires the development of critical thinking skills to enable practitioners to provide safe, effective, personalized, and holistic care for healthcare consumers with sensitivity to cultural and social diversity.
- Nurses are integral members of the health care team.

Concepts of Practical Nursing Education

The faculty at Mildred Elley recognizes that students have unique and varied learning styles. The nursing faculty strives to establish a caring environment that promotes cultural integrity and nurtures

commitment to the learning process. The faculty encourages students' growth through enhancement of their life experiences and cultural/ethnic/social diversity. Nursing education is the combination of classroom learning, laboratory practice and clinical experience which allow students to become competent practical nurses by maintaining the integrity of the nursing curriculum.

Conceptual (Theoretical) Framework

The Practical Nursing Certificate Program at Mildred Elley utilizes an eclectic approach to its conceptual framework. It is derived from the school's philosophy of education in general and the department's philosophy of nursing education in particular. It uses the theories of Abraham Maslow (hierarchy of human needs), the National League for Nursing (NLN) Educational Competencies Model, the National Association for Practical Nurse Education (NAPNES) Standards of Practice and Educational Competencies of Graduates of Practical/Vocational Nursing Programs, and Faye Abdellah's 21 Nursing Problems.

The program provides basic courses rooted in science, technology, and liberal arts, including psychology, and written and oral communication. The main nursing courses provide a foundation for learning fundamental nursing concepts and the application of critical thinking skills to the on-going development of clinical nursing skills in a professional and dynamic environment. These core courses build sequentially upon one another as the role of the graduate practical nurse is identified, explored, and clarified.

The **practical nurse**, through a **caring, client-focused** model focuses on meeting needs (identified by **Maslow** in a **five-level triangular structure of needs** (physiological, safety, belonging, esteem, and self-actualization) of those incapable of meeting their own due to their place on the health/illness continuum or on assisting those individuals or groups in meeting their own needs at these levels. When lower-level needs (physiological needs or basic needs vital to survival) are met, higher level needs may be achieved. The **practical nurse** builds on each need level to assist the individual or group to move upward on Maslow's pyramid-shaped hierarchy (safety and security, belonging, love, and affection; self-esteem, personal worth, social recognition, and accomplishment; self-awareness and fulfillment of own potential).

Seven core values identified by the **NLN** for any level of nursing include caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness. **Six integrating concepts** of these core values are context and environment; knowledge and science; personal and professional development; quality and safety; relationship-centered care; and teamwork.

Approaches to meeting or assisting the client in meeting their own needs are indeed **caring and client-focused**, where the client may be the individual, the family, and/or the community (local, regional, nationwide, globally) in **Abdellah's Typology of 21 Nursing Problems** (see pages 13-16). These problems also align with assessment, identification of nursing diagnoses, interventions, and evaluation of outcomes.

NAPNES identifies the following behaviors necessary for the practice of practical nursing: professional behaviors, communication, assessment, planning, caring interventions, and managing within the scope of practice identified by the licensing body. The current conceptual (theoretical) framework is under review for revisions with the nursing faculty, chief academic officer, and associate academic dean.

Outcomes of the Graduate Practical Nursing Certificate Student

The outcomes for the Practical Nursing Student include the following goals. The graduate nursing student will:

- Provide technically competent, compassionate, and holistic care for all healthcare consumers in a manner that reflects sensitivity to the social and cultural diversity of the community.
- Participate in lifelong learning to maintain currency in nursing practice and to achieve personal and professional growth.
- Recognize and respect the importance of family and significant others as members of the individual's "health care team."
- Practice within the ethical and legal standards of care for licensed practical nurses.
- Represent the nursing profession in a manner consistent with the highest moral, ethical, and professional principles.

Faculty/Student Responsibilities

The teaching-learning process is an interactive one between the instructor and one or more students in which specific learning objectives or desired behavior changes are achieved.

The Faculty as the facilitator:

- Identifies student learning needs and communicates those needs to other faculty.
- Identifies and communicates weekly clinical focus and clinical objectives to students and co-assigned staff members.
- Identifies student assignment, and related responsibilities and ensures that students and co-assigned staff are aware of students' roles and responsibilities.
- Maintains clinical or course schedules as provided to them.
- Provide prompt student feedback through discussion and documentation of grades and attendance in Campus Café.
- Supervises and evaluates student charting, performance of treatments, procedures, and nursing interventions.
- Communicates to clinical facility staff what procedures students are responsible for.
- Maintains the policies described within this handbook and the academic catalog.
- Maintains client confidentiality.
- Considers the needs of the student when formulating assignments.
- Provides an educational milieu that is conducive to effecting learning.
- Serves as a role model, as a member within the discipline of nursing.
- Assists the student with setting objectives for professional growth and development.
- Utilizes a variety of teaching techniques and technologies that are appropriate to the identified objectives and content.
- Acknowledges the individuality and life experience of the student.
- Encourages continuing professional growth and learning.
- Presents appropriate content in an educationally sound manner.
- Evaluates the student based on identified learning objectives.

The student as a learner:

- Attends all lectures, labs, and clinicals as scheduled.
- Adheres to classroom and clinical policies as stated in the handbook, syllabi, and academic catalog.
- Arrives on time and is prepared for effective client care.
- In collaboration with the instructor, identify procedures and nursing care that are to be accomplished and arrange supervision.
- Accurately documents care using agency documentation policy.
- Completes client care safely and accurately.
- Reports pertinent data to the instructor and co-assigned staff person.
- Maintains professional appearance and behavior at all times.
- Maintains client confidentiality.
- Works actively toward completing identified learning objectives.
- Assumes responsibility for assimilating and internalizing knowledge presented.
- Participates in the learning and evaluation process.
- Develop appropriate behaviors and nursing skills.
- Takes responsibility for professional growth and development.

Practical Nursing Certificate Course Sequence

Note: Students who enter with transfer credit from another program or college may become a part-time student for financial aid purposes. The program has no electives, and thus may not allow students to take coursework outside of the rubric below.

<p>MODULE 1 BIO112 (3cr) GS102 (3cr)</p> <p><i>*Students must pass BIO112 in order to take BIO110.</i></p>	<p>MODULE 3 BIO210 (4cr) PSY105 (3cr)</p> <p><i>*Student must pass all coursework to this point in order to enter the PN proper courses.</i></p>	<p>MODULE 5 LPN210 (5cr) LPN 120 (1cr)</p>	<p>MODULE 7 LPN240 (6cr)</p>
<p>MODULE 2 BIO110 (4cr) ENG102 (3cr)</p> <p><i>*Students must pass BIO110 in order to take BIO210.</i></p>	<p>MODULE 4 LPN122 (1cr) LPN130 (4cr) BIO211 (3cr)</p> <p><i>*Students must pass all courses above in order to enter clinical rotations.</i></p>	<p>MODULE 6 LPN230 (6cr) GS251A (1cr)</p>	<p>MODULE 8 LPN220 (5cr) LPN280A (1cr)</p>

Students will be scheduled for a MANDATORY on campus NCLEX Review Class within 4 weeks of the last day of class for program completion.

Progression Guidelines for the Practical Nursing Certificate Program

Definitions and Background

The Practical Nursing (PNC) Certificate program is a credit-bearing program which can be completed in four semesters (eight academic terms), or approximately 16 to 18 months of full-time study. Its graduates are eligible to apply for licensure as a Licensed Practical Nurse (LPN) in the State of New York.

The PNC program consists of two components:

- A preparatory component (3 academic modules), in which students take coursework in human biology, medical terminology, English, psychology, and other foundational courses; and
- A professional component (5 academic modules), in which students take practical nursing theory, lab, and clinical rotations at various healthcare agencies.

Student Performance in the Preparatory Component and Progression to the Professional Stage

Students accepted into the Practical Nursing program will begin the professional stage of the program per the established enrollment schedule, provided that:

- They earn a grade of **B- or higher** for every course taken in the preparatory stage of the program;
- They have fulfilled all special conditions on their acceptance, such as satisfactory completion of remedial/developmental or unfulfilled pre-requisite courses;
- They maintain satisfactory academic progress;
- They have provided all medical documentation requested by the department chair or clinical coordinator;
- They have not been subject to any disciplinary violations or other incidents at the college;

Students who have not met all of the above requirements will be evaluated on an individual basis for entry into the professional stage of the program.

ATI/NCLEX Review Requirements

At the conclusion of the program, all students are required to attend a 3-day, live, in-person, on-campus ATI review for the NCLEX, the examination that all graduates must take and pass to obtain a nursing license. The ATI review class will be held Friday through Sunday, from 8:45 am to 4:00 pm. Students will be notified of the dates of the class at the start of module 8 (since the 3/2020-COVID pandemic, ATI Live Review has been provided by ATI on Zoom but may be scheduled on-ground as the pandemic wanes).

THIS REVIEW CLASS IS NOT OPTIONAL.

Student Performance in the Professional Component of the Program

NYC Campus:

Students admitted to the professional component of the program are required to:

- Be available for and attend all scheduled lectures, labs, and clinical experiences. Clinicals are scheduled at a variety of locations in the Greater Capital District area, and students are responsible for their own transportation to these sites. Individual requests for placement may not be submitted, clinical days/times are subject to availability of clinical sites.
- Practical Nursing Students are enrolled in Day, Evening or Weekend programs.
 - The Day program will have lectures, lab and clinical sections scheduled Monday, Tuesday, Wednesday, and Thursday, typically from 6:45 am-5:00 pm
 - The Evening program will have lectures, lab, and clinical sections scheduled Monday, Tuesday, Wednesday, and Thursday, typically from 2:45 pm to 11:00 pm
 - The Weekend program will have lecture and lab sections scheduled on Friday from 5 pm to 11 pm and Saturday 8 am to 5 pm. Clinical sections are typically scheduled on Saturday and Sunday from 6:45 am to 3:00 pm.
 - All scheduled days and times are subject to change.
- Attend all scheduled clinicals. Clinical experiences are scheduled in eight-hour shifts, twice per week. The college will make an effort to accommodate student needs by scheduling day and weekend students for clinical experiences from 6:45 am to 3:00 pm, and evening students' clinical experiences from 2:45 pm to 11:00 pm. However, scheduling of clinical experiences is driven by health care agency needs, availability of instructors, and the need to maintain high educational quality of the program, and as such, cannot be guaranteed for certain days or times.

Please remember that all college policies, including policies that govern student performance in the Practical Nursing program, are subject to periodic revision and change at any time in order to assure positive improvements in student outcomes in graduation, licensure, and clinical practice skills. By enrolling in the program, you are agreeing to be subject to such changes, as communicated to you by the institution's faculty and administration.

Clinical Absence Policy

A specific number of instructional and clinical hours are required to graduate and be eligible to sit for the NCLEX-PN exam.

Absences hinder the progression of the learning process and as such are not acceptable. The Nursing Department understands that emergencies may arise that may require an unexpected absence from the learning environment. In the case of an unexpected absence, the student must contact the clinical instructor, so that plans can be made to make up eligible didactic and /or clinical hours at a scheduled date and time. Documentation may be requested to verify eligibility. **A clinical makeup fee of \$95 per session missed will be charged.**

Clinical Absences will jeopardize continuation in the Practical Nursing Certificate program.

1. A student must complete the clinical hours assigned to each course. If the student has an absence due to an extenuating circumstance such as serious illness, hospitalization or death in the immediate family, they are required to make up the time.
2. It is possible that a make-up date **may not** coincide with the **student's usual division/clinical site/Clinical Instructor**, so it is important to limit absences to unavoidable events only.
3. If a student has **two or more clinical absences in a single module**, the student will receive a grade of "F" for the clinical rotation. The student will fail the course and must repeat the course in its entirety, lecture, lab, and clinical, **if otherwise eligible**.
*COVID-related absences are exempt from the clinical absence policy and must be made up.
4. If a student must leave the clinical area for any reason or is **asked by the Clinical Instructor to leave the clinical site, due to a physical illness or mental instability**, the student is required to make up the full clinical day. The student must submit **official** medical documentation stating that the student is physically and mentally able to return to clinical duties. This will count as an absence.
5. Any student **arriving 15 minutes or more late to clinical will be asked to leave the clinical area** and will be required to make up a full clinical day at their own expense. This will count as an absence. This will be evaluated by the Department Chair/Dean if special circumstances present.
6. Students who have **experienced diarrhea, vomiting or fever in the past 24 hours should not attend their clinical rotation** and must contact their Clinical Instructor and/or Clinical Coordinator at least 2 hours in advance of clinical. A second clinical absence will result in a failure of the clinical portion and therefore, will fail the course.
*Students presenting with COVID-related symptoms are to follow CDC/DOH/facility guidelines.
7. If the student violates any of the clinical guidelines or exhibits unprofessional behavior, an instructor **may** ask the student (1) to leave the clinical area, (2) make up a full clinical experience at his/her own expense, (3) suspended for the current term and probation the following term, or (4) be dismissed from the program. If a student is asked to leave the clinical area, this will count as an absence.
8. If a student is unable to attend on their assigned clinical day due to serious personal illness, death in the immediate family, hospitalization, or extenuating legal circumstances, the student will:
 - (a) Notify their Clinical Instructor by phone, at least two hours before the start of the clinical rotation according to the procedure outlined by that instructor on the first clinical day.
 - (b) Contact the Clinical Coordinator by email at revans@mildred-elley.edu. Include the following information in the message: name, Clinical Instructor, the clinical site you were to serve at, and the reason you are unable to attend. Students need to give specific details for the absence as certain medical conditions will require medical clearance before returning to clinical.
9. **There is NO APPEAL process for the clinical absence policy.**

AGREEMENT FOR PRACTICAL NURSING CLINICAL ROTATIONS

MILDRED ELLEY – NYC-METRO 25 BROADWAY, FLOOR 16, NEW YORK, NY 10004

Student: _____

I, _____ (the “Student”), agree to the following terms:
(please print)

1. The Student acknowledges that participating in clinical rotations is a requirement of the program.
2. The Practical Nursing Clinical Student agrees and understands that the Student is responsible to meet the Clinical Instructor at the designated facility, at the designated time **EACH MODULE FOR THE ENTIRE PROGRAM.**

3. Clinical Responsibilities for the Student:

- a. Arrive on time, prepared for effective client care.
- b. In collaboration with instructor, identify procedures and nursing care that are to be accomplished and arrange supervision by the instructor.
- c. Accurately document care using agency documentation policy.
- d. Complete client care safely and accurately.
- e. Report pertinent data to instructor and co-assigned staff person.
- f. Maintain professional appearance and behavior.
- g. Maintain client confidentiality.

4. Clinical Requirements for all Clinical Students:

The Practical Nursing Program has entered into agreements with agencies to assist in providing student learning opportunities. As part of the agreement, it is required for the nursing program to maintain student records that assure that each student meets the agency’s health and other specified requirements.

1. Students must submit the appropriate Physical Form to the Practical Nursing Program six (6) weeks prior to the clinical experience. The Physical Form requires:
 - a. Physical assessment-may include fit testing for N95 masks
 - b. Results of a 2 step PPD test (this is an **ANNUAL REQUIREMENT**) or chest x-ray showing no active disease. The chest x-ray must have been completed within the 3 years prior to the beginning of the clinical experience.
 - QuantiFERON Gold results are an acceptable substitute
 - c. Description of any physical limitations
 - d. Date of vaccinations or antibody titer levels with accompanying supportive documentation:
 - i. Rubeola (Measles)
 - ii. Mumps
 - iii. Rubella
 - iv. Tetanus (within last 10 years)
 - v. Hepatitis B series of injections and provide the dates of inoculations or a signed declination waiver statement.
 - vi. COVID vaccinations including Booster as per CDC/DOH
2. Submission of a completed Physical Form with accompanying laboratory reports and other supporting documentation by the required due date results in clearance for experiential learning opportunities in the specific clinical sites. PN students must follow COVID vaccination regulations

(including Booster) to attend clinicals. No medical or religious exemptions are allowed as per clinical site policies. If completed information is not provided before the required dates, the student will be **prohibited** from attending clinical experiences and will be required to attend a clinical make-up.

3. Certification in Basic Life Support (BLS). Must be classroom course with hands on practice. Courses from **American Heart Association** are preferred. The student must provide a copy of a current CPR card before attending a clinical experience. A copy of both sides of the BLS card is required for the file.
4. If completed information is not provided by the required dates, the student will be **prohibited** from attending clinical experiences and will be required to attend a clinical make-up.

-Only 1 clinical makeup is allowed per course.

5. Clinical Guidelines

1. All students are required to be on time to the clinical facility.
2. Students are required to be dressed in the Mildred Elley nursing uniform with white shoes as part of the uniform. Appropriate undergarments are expected. Students may wear a long-sleeved white tee shirt under their uniform shirt. Laboratory coats may not be worn in clinical settings.
3. Jewelry is limited to a wedding band or engagement ring; one pair of studded earrings and one watch with a second hand.
4. All facial jewelry must be removed or covered.
5. All tattoos must be covered.
6. Hair should be off the collar.
7. No perfume, cologne, or aftershave are permitted. Odors may make clients nauseous.
8. No artificial nails or nail polish of any color will be permitted. Nails must be clean with no rough edges, and no longer than 2 mm above the nail bed.
9. Attire and appearance should promote the professional image of nursing. Neatness, and cleanliness of uniform, hair, and shoes are required.
10. No smoking in uniform.
11. Gum chewing is not permitted in the clinical setting
12. Students are expected to be prepared for their clinical experience and have the physical capacity to provide safe client care.
13. Students are expected to maintain appropriate conduct befitting of a professional nurse including verbal and physical actions. Be mindful of your tone of voice and word selection, as well as non-verbal communication.
14. If a student does not meet clinical expectations in the clinical setting, they will be required to attend remediation sessions in the nursing lab. Students will be required to contact the Clinical Coordinator for an appointment. If the student fails to remediate or is not successful with remedial work, it will result in a clinical failure. A failure in the clinical setting results in a failure of the course.
15. Respect the learning environment. Cell phones are to be **off** during classroom hours. During clinical hours the use of cell phones is limited to non-resident areas and permitted only for instructor-directed activities. Inappropriate use of cell phones may result in the instructor asking the student to leave, which will count as an absence.
16. All students must sign and return all forms in the Practical Nursing Handbook to the Nursing faculty, upon review of the contents, by the date specified at distribution.
17. If the student does not have health insurance, s/he will be responsible for paying for any cost resulting from an injury in the clinical facilities.

18. All patient information is to be kept confidential per HIPAA (Health Insurance Portability and Accountability Act). Failure to maintain confidentiality violates state and federal laws and can result in fines or imprisonment.

Failure to comply with the guidelines as stated above will result in the following consequences:

1. A verbal warning and dismissal for the day, which will count as an absence and will need to be made up. This will be documented with the clinical coordinator
2. A written warning and meeting with the Department Chair and/or Dean of Academic Affairs.
3. Dismissal from the PNC Program.

6. Clinical Absences

Specific hours are required to graduate and be eligible for the NCLEX-PN exam. No absences are allowed during classroom, or clinical hours. The Nursing Department understands that emergencies may arise that may require an unexpected absence from the learning environment. In the case of an unexpected absence, you must contact your clinical instructor and the clinical coordinator immediately, so that plans can be made to make-up eligible didactic and/or clinical hours at a scheduled date and time. The fee for a clinical make-up is \$95.00 and is paid at the time of the make-up of the clinical make up. **Clinical absences will jeopardize continuation in the PNC program.**

1. A student must complete the clinical hours assigned to each course. If the student has an absence due to an extenuating circumstance such as serious illness, hospitalization or death in immediate family, they are required to make up the time. COVID related absences are not related to the 1 clinical absence policy.
2. It is possible that a make-up date **may not** coincide with the **student's usual division/clinical site/Clinical Instructor**, so it is important to limit absences to unavoidable events only.
3. If a student has **two or more clinical absences in a single module**, the student will receive a grade of "F" for the clinical rotation. The student will fail the course and must repeat the course in its entirety, lecture, lab and clinical, **if eligible**. Only 1 clinical makeup per course.
4. If a student must leave the clinical area for any reason or is **asked by the Clinical Instructor to leave the clinical site, due to a physical illness or mental instability**, the student is required to make up the full clinical day. The student must submit **official** medical documentation stating that the student is physically and mentally able to return to clinical duties.
5. Any student **arriving 15 minutes or more late to clinical will be asked to leave the clinical area** and will be required to make up a full clinical day at their own expense. This will constitute an absence.
6. Students who have **experienced diarrhea, vomiting or fever in the past 24 hours should not attend their clinical rotation** and must contact their Clinical Instructor and/or Clinical Coordinator at least 2 hours in advance of clinical. A second clinical absence will result in a failure of the clinical portion and therefore, will fail the course. Students with COVID-related symptoms must follow CDC/DOH and facility guidelines.
7. If the student violates any of the clinical guidelines or exhibits unprofessional behavior, an instructor **may** ask the student (1) to leave the clinical area, (2) make up a full clinical experience at his/her own expense, (3) suspended for the current term and probation the following term, or (4) be dismissed from the program. If a student is asked to leave the clinical area, this will count as an absence.
8. If a student is unable to attend on their assigned clinical day due to serious personal illness, death in the immediate family, hospitalization, or extenuating legal circumstances, the student will:

Practical Nursing Student Health Clearance Certification

Student Name: _____ Date of Birth: _____

Student Address: _____

Certifying Health Practitioner’s Statement: I am aware that the above-named student will be participating in a clinical component in the Practical Nursing program at Mildred Elley. Within the past year, I have performed a physical examination and thorough evaluation of this student’s health status. In my judgment, the student appears to be free of any physical or mental health impairments that would interfere with the performance of his/her duties or would pose a potential risk to either patients or health care personnel. The student above *is able to stand for up to at least 8 hours and lift at least 25 pounds during the clinical part of the program.* There is no evidence to suggest habituation or addiction to depressants, stimulants, narcotics, alcohol, or any other substance that may alter his/her behavior.

For each of the following, please indicate whether the student has documented immunity and if not immune, the dates on which vaccination has been administered.

<u>Vaccine</u>	<u>Titer Date</u>	<u>Vaccination Date(s)</u>
MEASLES:	Immune _____ Not Immune _____	Date(s) _____
MUMPS:	Immune _____ Not Immune _____	Date(s) _____
RUBELLA:	Immune _____ Not Immune _____	Date(s) _____
HEPATITIS B:	Immune _____ Not Immune _____	Date(s) _____
VARICELLA:	Immune _____ Not Immune _____	Date(s) _____

TETANUS: Vaccination Date _____

INFLUENZA: Vaccination Date _____ (during Flu Season September – May)

COVID*: Vaccination Date _____ BOOSTER Date: _____

2-STEP PPD (MANTOUX) SKIN TEST

1. Lot # _____ Exp. _____ Date Placed _____ Placed by _____

Date Read _____ Results _____ mm induration Read by _____

2. Lot # _____ Exp. _____ Date Placed _____ Placed by _____

Date Read _____ Results _____ mm induration Read by _____

3. Or QuantiFERON Gold Result _____

If history of positive PPD, please indicate the date and results of the most recent chest x-ray and whether or not any therapy has been initiated: _____

Certifying Health Practitioner:

Name: _____ Title: _____

Signature: _____ Date: _____

Address: _____

*COVID vaccination cards must be presented as proof of vaccination

Hepatitis B Waiver

I, _____, understand that during my clinical rotations I can be exposed to blood or other body fluids that may contain the Hepatitis B Virus and that I can potentially become infected. I have discussed these concerns with my healthcare provider and at this time I decline to receive the Hepatitis B Vaccine.

Student: _____
(Signature) (Date)

Department Chair: _____
(Signature) (Date)

The original is to be kept in student file. Student may request a copy.

SOCIAL MEDIA POLICY

Social media are media designed to be disseminated through social interaction on the Internet, created using highly accessible and scalable publishing techniques, and published in blogs, social networking sites, online chat rooms and forums, video sites, and other platforms and venues. Mildred Elley values the use of social media, such as Facebook, LinkedIn, Twitter, YouTube, texting, blogs, and online discussion groups (among many other forms), to promote positive social interaction. However, Mildred Elley also recognizes the potential danger for misuse, inappropriate behavior, and abuse. Therefore, students presently enrolled at Mildred Elley must know that they are liable and responsible for anything they post to social media sites.

Students are prohibited from posting confidential or proprietary information about the school, its students, faculty or staff members on a social media site. Students are prohibited from sharing, disseminating, or transmitting electronic information that reveals any private or confidential information they may have learned about others (including patients) during their tenure at the school or externship sites. Applicable federal and state requirements, such as FERPA and HIPAA, are to be followed at all times. When participating in any form of social media, students are encouraged not to misrepresent themselves, and to make postings that are both meaningful and respectful without any kind of slanderous or offensive language that may be aimed at any member or group of the college community. The use of any social media sites to harass, intimidate or bully a fellow student, faculty, member of the college and/or affiliate is strictly prohibited and will not be tolerated. When posting on social media sites, students must be mindful of all copyright and intellectual property rights, especially those reserved by the school. The use of the school logo, image, or iconography on personal social media sites to endorse a particular political party or candidate or to promote a product, cause, or event is strictly prohibited. Students are encouraged to present themselves professionally when using social media. Students are expected to obey the Terms of Service of any social media site. Students who violate this policy may face disciplinary actions, up to and including dismissal from school.

POLICY ON THE VIDEO AND AUDIO RECORDING OF CLASSROOM LECTURES

Students are not permitted to record classroom lectures using personally owned recording devices (e.g., iPod, video/camera phone, digital recorder, etc.) unless permission is obtained from the instructor and there are no objections from any of the students present in the class. Permission to record a classroom lecture that an instructor grants to a student is limited to the student's own use and is for educational purposes only.

If a student receives permission from a faculty member to record a lecture and there are no student objections, downloading such a recording to a computer or other electronic device, distributing the recording or derivative work of the recording to any other person, or using the recording for any purpose other than the student's own education is prohibited unless written permission is obtained from the faculty member and the students participating in the recording. Unauthorized downloading, file sharing, or distribution of all or any portion of a recorded classroom lecture will be deemed a violation of the Student Code of Conduct and may be subject to disciplinary action as outlined in the academic catalog.

Students may record a classroom lecture as part of an accommodation under the Americans with Disabilities Act. Permission should be coordinated among the Office of Academic Support and Advising, the faculty member, and the student.

Mildred Elley Online Policy and Guidelines are to be followed for all virtual/remote learning.

CANCELLATION OF UNDER-ENROLLED COURSE SECTIONS

The institution reserves the right to cancel any course section that it deems to have insufficient enrollment. The right to cancel course sections includes classroom, laboratory, and/or clinical sections.

While the institution strives to offer courses in the prescribed sequence for all enrolled students, there are occasions due to circumstances beyond the control of the institution, where course enrollment decreases to levels that are not academically or fiscally appropriate.

In the event that course section is canceled due to under-enrollment, the student will be offered other available course enrollment options for the current term. If the student's enrollment preference is unavailable during the current term, the student may need to enroll for the course and enrollment preferences in a future term.

Grading Policy

A grade of C or higher (73% or higher) is required in all nursing courses (courses designated by the LPN-prefix) to continue in the program. The final grade is a composite of cognitive testing and competencies and must be C or higher (73% or higher) to pass the course. **Only the final grade for the course will be rounded. Grades 0.50 and greater will be rounded up to the next highest whole number. Grades 0.49 and lower will be rounded down to the next lowest whole number.**

Grade	Description	Value
A	93.000-100.000	4.00
A-	90.000-92.999	3.70
B+	87.000-89.999	3.30
B	83.000-86.999	3.00
B-	80.000-82.999	2.70
C+	77.000-79.999	2.30
C	73.000-76.999	2.00 (needed to progress in program)
C-	70.000-72.999	1.70
D+	67.000-69.999	1.30
D	63.000-66.999	1.00
D-	60.000-62.999	0.70
F	59.999 and below	0.00

Midterm and Final Exams

Midterm and final exams are a measure of current and future academic success. Students must successfully pass all practical nursing courses with an average of C (73%) or higher to continue in the PNC program.

There will be no extra credit or retesting to raise these grades.

ATI Requirements

ATI (Assessment Technologies Institute) is an important component of the nursing program and is a requirement for program completion. All students are expected to complete the ATI portion of the program identified for each course, as indicated in the individual course syllabi.

Students are to meet all ATI requirements for proctored exams and Proctorio. Students are to follow ATI Policy on remediation and grading as included in course syllabi. This includes the Virtual ATI in module 8 which continues post-graduation as a NCLEX resources.

Student Behavior Expectations

All students are expected to use appropriate, respectful and professional verbal and non-verbal communication with all college staff, clinical facility staff and other students at all times. Any behavior that is deemed rude, disrespectful, unprofessional, places a client in danger, out of the scope of practice, and/or against verbal or written orders, as determined by the licensed professional in charge, will not be tolerated and can be grounds for immediate dismissal from the program and the college.

Clinical Expectations

Every student is expected to treat all staff and classmates with respect and to work as a team. Students are not to leave the clinical site without informing your instructor. Students may not leave the clinical site for breaks.

Students are not allowed to smoke in public while in uniform. *Remember you are representing yourself, the profession of Nursing and the Mildred Elley Practical Nurse Program while in uniform.*

Each student is expected to maintain client confidentiality as detailed by HIPAA (Health Insurance Portability and Accountability Act). Students are expected to hand in clinical assignments to the instructor as assigned. Your written work must be legible, or the assignment will be handed back and counted as late.

Clinical Grading

The student must achieve a rating of "Pass" in the clinical component. The clinical progress is measured by the clinical objectives on the clinical evaluation tool which is specific to each clinical nursing course. Each module a student will be checked for competency of skills in the lab and clinical setting. Students are required to complete each skill competency satisfactorily. Students are to submit clinical care plans as defined by course.

Clinical Probation

A student is placed on clinical probation for one module. If the student fails to be graded clinically "Pass" (safe) on the second attempt, they will be dismissed from the program.

A student can be placed on clinical probation when:

- They fail to remediate performance according to the terms of the clinical warning.
- They exhibit ongoing inconsistencies in meeting clinical and course objectives.

Student Special Circumstances: Pregnancy, Illness, Surgery and Injury

1. Students who become pregnant during the program must obtain written clearance from their doctor (OB/GYN) to continue in the clinical experience. Failure to notify the Department Chair is grounds for dismissal.
2. Any condition in which there is physical and/or mental limitations in the student's ability to function in the clinical experience is grounds for dismissal, if the student does not request a medical leave of absence.
3. If students have surgery or an extenuating illness, s/he must obtain medical clearance before returning to clinical; clearance must be submitted prior to clinical rotation.
4. Students are responsible for adhering to the attendance policy stated above.

Clinical hours are mandated for graduation and the NCLEX-PN exam.

Dismissal from the Practical Nursing Certificate Program

A student may be dismissed from the PNC program if any of the following conditions occur:

1. A student receives a grade below a B- (80%) in any two (2) preparatory courses.
2. A student fails two (2) nursing courses (grade below C, 73%) (courses with LPN-prefix).
3. A student fails **any** two (2) courses within the program (grade below C, 73% for LPN-prefix; grade below 80%, B- for non-LPN-prefix).
4. A student performs in a manner that places his/her patients at risk.
5. A student fails to adhere to the program policies listed in this manual.

Readmission into the Practical Nursing Certificate Program

A student who is dismissed from the PNC program due to course failures may reapply to the PNC Program after completing a different program. To reapply students must:

1. Contact the Admissions Office, **and**
2. Provide a written application for readmission with a statement about why they want to be a nurse **and**
3. Take the TEAS exam and achieve a passing score for entrance into the Nursing Program.

There is no guarantee of readmission to the Practical Nursing program, after the completion of another program.

Skills Test Requirement for Readmitted Practical Nursing Students

Math Dosage Calculation Requirement for Readmitted Practical Nursing Students. Students eligible for re-entry into the Practical Nursing Program must take and pass a math dosage calculation competency exam with a 100% pass rate. A student will have three attempts to pass the math dosage calculation competency exam.

Skills Competency Practicum for Readmitted Practical Nursing Students. Students eligible for re-entry into the Practical Nursing Program must take and pass a skills competency practicum. A student will have three attempts to pass the skills competency practicum. Remediation will be available for students if they are unsuccessful in their first attempt.

Students who are unsuccessful in the math dosage exam and/or skills competency practicum will be required to reregister for the appropriate nursing course as outlined in the program progression plan.

Repeating a Practical Nursing Course

Nursing students are only allowed to repeat a nursing course once.

Appeal Process

A student, who wishes to appeal an adverse decision by the Department Chair, may appeal such a decision through a written petition to the Dean of Academic Affairs within one week of an adverse decision being communicated to the student. The Dean of Academic Affairs will respond within one week after receiving the appeal.

Requirements for Licensure as a Practical Nurse in New York State

General Requirements

In order to provide nursing services as a licensed practical nurse (LPN) in New York State, you must be licensed and registered by the New York State Education Department (NYSED).

To be licensed and registered as an LPN in New York State, you must:

- be of good moral character.
- be at least seventeen years of age.
- meet education requirements.
- meet examination requirements; and,
- apply for an LPN license with NYSED.

In New York State, some nursing school graduates (who have applied for an LPN license and a limited permit) may qualify to practice nursing before being licensed and registered as an LPN. NYSED issues limited permits to qualified nursing school graduates, allowing them to temporarily practice nursing under RN supervision.

Laws that govern RN and LPN licensure are included in Education Law Article 139 and 8 NYCRR Part 64.

You should also read the general licensing information applicable for all professions on the New York State Office for the Professions website (<http://www.op.nysed.gov>)

After you qualify for an LPN license, NYSED will issue you a license parchment and a registration certificate.

- Your nursing license is valid for life unless it is surrendered or revoked, annulled, or suspended by the New York State Board of Regents.
- Your registration certificate will authorize you to practice nursing for about 3 years. Thereafter, you must renew your registration every 3 years to continue to practice nursing. You are not legally allowed to practice nursing while your registration is expired.

As part of the application process, you will be required to answer the following questions:

- Have you ever been found guilty after trial, or pleaded guilty, no contest or nolo contendere to a crime (felony or misdemeanor) in any court?
- Are criminal charges pending against you in any court?
- Has any licensing or disciplinary authority refused to issue you a license or ever revoked, annulled, canceled, accepted surrender of, suspended, placed on probation, refused to renew a professional license or certificate held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
- Are charges pending against you in any jurisdiction for any sort of professional misconduct?
- Has any hospital or licensed facility restricted or terminated your professional training, employment, or privileges or have you ever voluntarily or involuntarily resigned or withdrawn from such association to avoid imposition of such measures?

If you answer “Yes” to any of the above questions, you must submit a letter giving a complete and detailed explanation to the New York State Education Department at the time of application for licensure. You will need to include copies of any court records including a Certificate of Conviction or Disposition. If there are offenses in multiple courts, please provide the same for each action. If the court can no longer provide documentation, you must request, from the court, a letter stating why they cannot provide the documents.

Mildred Elley Department of Nursing Practical Nursing Program

Practical Nursing Program Contractual Agreement

I, _____ have read the nursing handbook and fully understand the expectations of me as a student in the clinical and theoretical portions of the Practical Nurse (PNC) program. I understand that failure to meet any of the expected behaviors will constitute failure of a nursing course and dismissal from the nursing program. I understand that I will be removed from the clinical area if my behavior endangers my well-being or the well-being of patients, patient's families, or other health care workers, or if I am found to be unprofessional in any way. In addition to the program expectations, I agree to neither give nor receive any information about test content in this course.

I understand that in the course of my work at Mildred Elley I may come in contact with Protected Health Information concerning faculty, staff, students or others connected with the College. I further understand that divulging any protected health information is a violation of federal regulations and Mildred Elley policy, and that penalties could range from an official reprimand to fines, imprisonment and/or termination of my employment. I agree that if I have any questions regarding this policy, I will consult with the Department Chair.

I understand and agree that, in the performance of my duties, I must hold patient medical information in strict confidence. This contractual agreement is evidence that I have been informed of the HIV confidentiality and disclosure requirements. Further, I understand that violation of this confidentiality by me may result in punitive action including fine and/or imprisonment as defined by New York State Health Code Article 27-F, Part 63.

I understand if I do not have health insurance, I will be responsible to pay for any cost resulting from an injury in the clinical facilities.

I understand that if I am not medically cleared from my physician to attend my clinical obligations, I may not be able to continue in the Practical Nursing program.

Student: _____
(Signature) (Date)

Department Chair: _____
(Signature) (Date)

(Print)

The original is to be kept in the student file. Student may request a copy.

Mildred Elley Department of Nursing Practical Nursing Certificate Program Student Handbook Receipt Acknowledgement

I, _____ have received a copy of the Mildred Elley Practical Nursing Certificate Student Handbook and understand it is my responsibility to adhere to the policies in this handbook during my course of study in the Practical Nursing Program.

Student: _____
(Signature) (Date)

Department Chair: _____
(Signature) (Date)

(Print)

The original is to be kept in the student file. Student may request a copy.

Mildred Elley Department of Nursing Practical Nursing Certificate Program Student Behavior Acknowledgement

I, _____ acknowledge that I am expected to use appropriate, respectful and professional verbal and non-verbal communication with all college staff, clinical facility staff and other students at all times.

ANY BEHAVIOR THAT IS DEEMED RUDE, DISRESPECTFUL, UNPROFESSIONAL, PLACES A CLIENT IN DANGER, OUT OF THE SCOPE OF PRACTICE, AND/OR AGAINST VERBAL OR WRITTEN ORDERS, AS DETERMINED BY THE LICENSED PROFESSIONAL IN CHARGE, WILL NOT BE TOLERATED AND CAN BE GROUNDS FOR IMMEDIATE DISMISSAL FROM THE PROGRAM AND THE COLLEGE.

Student:

(Signature)

(Date)

Department Chair:

(Signature)

(Date)

(Print)

The original is to be kept in student file. Student may request a copy.

Mildred Elley Department of Nursing Practical Nursing Certificate Program NCLEX Review Course Acknowledgement

I, _____ acknowledge that at the end of this program I am required to attend an ATI review course. The cost of this course is included in my tuition/fees and I will not receive a refund if I refuse to attend.

Student: _____
(Signature) (Date)

Department Chair: _____
(Signature) (Date)

(Print)

The original is to be kept in student file. Student may request a copy.



The Power to Change Your Life

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