

PRACTICAL NURSING PROGRAM HANDBOOK



OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL
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OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL

PRACTICAL NURSING PROGRAM

STUDENT HANDBOOK

Welcome to the Practical Nursing Program, a Division of the Ocean County Vocational Technical School. The nursing faculty hopes you will find nursing satisfying and rewarding. Our objective is to help you attain your career goals.

This handbook has been prepared to help orient you to the nursing program. It is a guide to be used throughout the Practical Nursing course. If you are in doubt about any of the information, or need further explanation, ask any of the nursing instructors for clarification.

Good luck in your studies.

MISSION STATEMENT

The mission of the Ocean County Vocational Technical School system is to prepare students for job placement or further education leading to successful employment. We develop partnerships with affiliated schools, parents, business, industry and community agencies to create and deliver opportunities for students to participate in quality occupational programs and support services. These programs and services are designed to meet the needs of high school students and adult learners, as well as the requirements of employers, colleges, technical schools and the community. All students will achieve the New Jersey Core Curriculum Content Standards at all grade levels. Our most important products are our quality graduates and our most important service is to provide them with skills for a lifetime. We measure our success by: enrollment in our programs, student attainment of marketable occupational skills, graduates capable and desirous of life-long learning, employer and graduate satisfaction, cost effectiveness of our total system, achievement of our graduates and organizational and individual recognition and awards received.

We are an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave, Sexual Orientation and Gender Identity or Expression. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or government, or against any individuals who assist or practice in the investigation of any complaint, or otherwise oppose discrimination.

HISTORY OF THE PRACTICAL NURSING OCEAN COUNTY VOCATIONAL SCHOOL

The Ocean County Vocational School of Practical Nursing accepted its first class of students in 1959. One year later these twenty one (21) graduates became the first of more than 2,800 graduated from the school.

At that time, there was no vocational school building and nursing classes were held in the former nurses' residence of the Paul Kimball Hospital. In 1963, the school moved to temporary quarters on Water Street in Toms River.

In 1975, we were relocated to Old Freehold Road and Bey Lea Avenue in Toms River and in 1989, we moved again to Route 70 and New Hampshire Avenue in Lakewood. In 1994, we moved back to the Toms River site and we were part of the Allied Health Center until 2000 when we moved to the Navy Base in Lakehurst. And as all things come 'full circle', we have now returned to the Toms River Center at Old Freehold Road and Bey Lea Avenue.

THE EDUCATIONAL PROGRAM

The program offered at the School of Practical Nursing is a 10 month program (excluding holidays and vacations) and is regulated by the Department of Vocational Education and the State Board of Nursing.

Graduates of the school are eligible to write the New Jersey Board of Nursing examinations for licensure as Licensed Practical Nurses. The New Jersey Board of Nursing requires that applicants for licensure be eighteen years of age when they write for the examination.

Instruction is given by the faculty of the school of nursing which is responsible for the continuous development and evaluation of the curriculum. The faculty selects the learning experiences and methods of teaching that will help the students apply nursing principles and understanding of human behavior to the nursing care of patients.

Clinical experiences are provided at:

Community Medical Center
St. Barnabas Behavioral Health Center
Southern Ocean County Hospital
CentraState Healthcare System
Health South Rehabilitation Hospital of Toms River
Trenton State Psychiatric Hospital
Extended Care and Sub-Acute Facilities

The program is designed to meet the needs of qualified men and women who wish to prepare themselves to practice as Licensed Practical Nurses. The graduate is prepared to give safe nursing care to patients and become a contributing member of the health team.

The Ocean County Vocational Board of Education recognizes the need to provide Health Occupation Programs for high school students and adults. The Practical Nursing Program, established in 1958, provides highly skilled Practical Nurses for the expanding health care facilities in Ocean County.

New Jersey's Nursing Practice Act, P.L. 1947, C262 as amended shall serve the legal basis for the Practical Nursing Program design and implementation. Operational procedures developed by the program Administrator and approved by the Superintendent shall be consistent with the Nursing Practice Act and the philosophy of the Ocean County Vocational Schools.

POPULATION SERVED

This program is designed to accommodate post-secondary Ocean County resident-students annually. Out of county residents will be considered on a space-available basis after all eligible Ocean County applicants have been processed.

LENGTH OF PROGRAM

The Practical Nursing Program course of study shall be a minimum of 10 months in length, excluding holidays and vacations.

ENTRANCE CRITERIA

- A. Applicant must be a high school graduate or have completed an approved high school equivalency exam.
- B. Applicant must submit a completed Post-Secondary Admission application with a non-refundable application/filing fee.
- C. Applicant is required to take an entrance examination which includes Reading, Mathematics, Science and Verbal Skills. The applicant must score at the pre-determined percentile in all 4 areas to enter the Practical Nursing Program. The registration and cost of taking the web-based exam is the responsibility of the applicant.
- D. Applicant is required to have a criminal background check performed through the school at a cost of \$80.00 (subject to change).
- E. Applicant is required to have a drug screening performed through the school-assigned laboratory at a cost of \$35.00 (subject to change).
- F. Applicant who has been convicted of a felony, may be denied admission to the program or permission to sit for a licensing exam by the State Board of Nursing.
- G. Applicant will be required to attend a seminar with the Administrator of the Practical Nursing Program.

PROGRAM COSTS

- A. There are two scheduled tuition payments. The first payment (half of tuition) is due at registration with a bank check, money order or credit card (Master Card or Visa) only. No personal checks will be accepted. The date for the remaining tuition will be due on February 1st. It is the student's responsibility to be prepared for this payment in a timely manner.
- B. Tuition rates and other costs shall be approved by the Board of Education on an annual basis.
- C. Malpractice Insurance – All students, before entering the Clinical setting must show proof of malpractice insurance, with the limits of liability at \$1,000,000.00/\$6,000,000.00. Applications for the insurance will be distributed by the nursing faculty during the first week of class. It is the student's responsibility to submit the application with payment as soon as possible. Failure to show proof of malpractice insurance will eliminate the student from attending their clinical affiliation.
- D. It is the student's responsibility to have a complete medical exam done prior to beginning the program. This exam must include the following blood titers: Quanti-FERON TB Gold, showing immunity to Varicella, Rubella, Rubeola, Mumps and Hepatitis B, and documentation of having received a Tetanus injection w/in 10 years of starting the program. A flu vaccine is required in the Fall semester prior to clinical rotation.
- E. During the course of study, if a student nurse fails the medication administration final exam, the student is responsible to pay for private remediation.

PROGRAM COMPLETION DOCUMENTATION

Students successfully completing the Practical Nursing Program shall receive an official school diploma from the Ocean County Vocational Technical School Practical Nursing Program.

OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL

PRACTICAL NURSING **School Philosophy**

The practical nurse educators, administration and Board of Education of the Ocean County Vocational Schools believe that the practical nursing curriculum should provide adult individuals, regardless of race, color, creed, social status, gender, age, national origin, and limited English language skills, with opportunities to acquire the entry level skills and knowledge necessary for passing licensure examinations, accessing additional educational opportunities, and future professional growth. The scope and breadth of all activities associated with the practical nursing program should prepare students to function as safe bedside practical nurses across the spectrum of health care facilities.

OBJECTIVES OF THE PRACTICAL NURSING PROGRAM

Upon completion of the Practical Nursing Education program, the student should be able to:

1. Meet the licensing requirements of the New Jersey Board of Nursing.
2. Practice nursing under accepted nursing care and ethical standards, as specified by the Nurse Practice Act.
3. Practice safe, competent nursing care in accordance with the Nurse Practice Act.
4. Function as an entry-level practitioner.

THE DATE OF ENTRANCE INTO A CLASS WILL BE BASED UPON THE FOLLOWING:

- A. The submission of a completed application.
- B. Receipt of High School transcript or approved high school equivalency exam.
- C. Successful results on the pre-entrance examination.
- D. Negative criminal background check.
- E. Negative drug screening.
- F. Seminar/Interview by an administrator of the Practical Nursing Program or other appointed personnel.
- G. Physician's report of history and physical and appropriate blood work.
- H. Receipt of necessary tuition and related fees.

Special Needs Student

If there are any students in the Practical Nursing class who are learning disabled or handicapped, they should feel free to discuss their special needs with the administrator of the program or an available instructor.

REQUIRED COURSE OF STUDY

In keeping with the New Jersey Nurse Practice Act, all students enrolled in the Practical Nurse Program are required to participate in and pass each phase of the required course of study shown below:

The Course of Study shall be a minimum of 10 months in length, excluding holidays and vacations, and shall be designed to incorporate content and concepts relevant to the biological and physical sciences, behavioral sciences, principles and practices of nursing and contemporary issues in health care.

Biological and Physical Sciences:

- Anatomy
- Physiology
- Microbiology
- Pharmacology
- Nutrition

Principles and Practices of Nursing:

- Medical-Surgical Nursing
- Maternal-Child Nursing
- Psychiatric Nursing
- Geriatric Nursing
- Pediatric Nursing

Contemporary Health Issues:

- Health Care System
- In service and Continuing Education Opportunities
- Participation in Professional and Community Organizations
- Cultural Diversity

TRANSFER OF CREDIT

Successful completion of Anatomy and Physiology (I and II) and/or Nutrition courses on the college level may be accepted, based on the Admission Committee's evaluation of the course source, i.e., Ocean County College, Monmouth University, etc. Courses must show a "B" average or better.

PARKING, TRANSPORTATION, LUNCHESES AND BREAKS

Transportation is the students' responsibility. Regardless of how you travel, it is up to you to be in class/on duty on time.

If you ride in a car pool, be sure you have an alternative means of reporting on duty.

Park only in the assigned parking area. Maintain speed limits as posted. Parking instructions for the individual hospital parking areas will be issued when the clinical period begins. Instructions for parking areas will be explained by the instructors. Do not park in areas other than designated parking areas at the hospital or school campus or your car may be ticketed or towed away at your expense.

It is your responsibility to know the parking restrictions and adhere to them.

LUNCHESES

All students are responsible for their lunches. No cafeteria facilities are available at the Toms River Center.

Students will have an assigned lunchtime.

BREAKS - CLINICAL

Each student will be assigned a twenty (20) minute break in the AM

BREAKS - CLASS

Fifteen (15) minute break in AM

Fifteen (15) minute break in PM

TELEPHONES

Students are not permitted to use the school telephones unless authorized to do so by school staff.

Should an emergency arise at home, your family can contact you via the school telephone: 732-473-3100 x3137/x3145 (Practical Nursing office).

Cell phones must be turned off while in the school building. If they are found to be in use while in the school building, the cell phone will be removed from the student's possession until class dismissal. Disciplinary action may be taken by the school administrator.

Affiliating Agency

Under no circumstances are students to use the hospital telephones for making or receiving personal telephone calls. Cell phones must be turned off while in the clinical site.

HEALTH

All absences (whether classroom or clinical) MUST be called into the school and instructor. No call/no show = “0” for that day’s grade.

Clinical Experience:

As a student in the clinical area, you are considered a “Category I” exposure determination (per OSHA definition), meaning your job involves activities with direct contact with blood, body fluids, and/or other potentially infectious materials. You are mandated to maintain appropriate standard precautions as demonstrated to you by your instructor.

Students will report any personal accident, however slight, or illnesses to the instructor. She will refer the student for whatever care or examination is necessary. Students do not report to the emergency room without first reporting to the instructor.

Only emergencies will be treated in the hospital. Students are responsible for having their own medical insurance. Neither the school nor the hospital will assume cost.

Routine examinations by the student’s personal physician cannot be done while a student is on duty.

Students are never to seek medical advice from any physician while working in the hospital. WE DO NOT PRACTICE HALLWAY MEDICINE.

Pregnant students may remain in the program, providing the student bring in a doctor’s note after each pre-natal visit, indicating there are no restrictions.

SCHOOL CALENDAR

A Practical Nursing school calendar is enclosed for the current school year; subject to change, if necessary.

School Closing - NOT CONSIDERED ABSENCE, BUT TIME MUST BE MADE UP.

Students should listen to the radio stations below to hear if the school is closed due to bad weather conditions:

WOBM 92.7 FM
The Breeze 107.1 FM , 99.7 FM, 106.3 FM
The Point 94.3 FM
WJRZ 100.1 FM
News 12 NJ Cablevision – Channel 12
Comcast – Channel 62
Time Warner – Channel 12
Service Electric – Channel 12
News12.com

SCHOOL CLOSINGS:

Listen for **Ocean County Vocational Technical School**, NOT Toms River Regional Schools.

CLASS HOURS / CLINICAL HOURS

All absences (whether classroom or clinical) MUST be called into the school and instructor. No call/no show = “0” for that day’s grade.

CLASS

- A. All students will be in class and prepared to begin promptly at 8:30 AM. Class ends at 2:30 PM. Hours are subject to change w/advance notice.

- B. There will be a fifteen (15) minute break in the AM and PM sessions. The nursing instructor will announce break time.

CLINICAL

- A. All students will be in clinical and prepared to begin promptly at 7:30 AM. Clinical hours may vary depending upon the clinical facility and specialty.
- B. During clinical, the six hour daily working hours will include a twenty (20) minute break, conferences, in-service lectures and clinical experiences. All studying and preparation of assignment will be done on the student's own time. Students must be in full dress uniform.
- C. Hours off duty:
All students will be expected to leave the hospital grounds immediately after dismissal, unless given special permission by the instructor, to remain.
- D. Visiting Patients While on Duty:
Students are not permitted to visit friends or relatives who are patients in the hospital without special permission from the instructor, plus permission by the nurse in charge of the department they wish to visit.

HOSPITAL AFFILIATION

Clinical affiliations are chosen for their learning potential and not for geographical proximity to student's home. Every effort is made to use facilities in Ocean County.

Due to attrition of students during the school year, students may be re-assigned to other affiliations and / or instructors at other clinical facilities within the system. Advance notice of such a move will be given to the student.

REPORT CARDS AND GRADING

GRADING FOR EACH SUBJECT INCLUDES:

Grading is as follows:

A= 93-100

C= 75-84

B= 85-92

Below 75 = Failing

Each subject's grading formula will be equal to 50% of quizzes and 50% correlated exam grades. Grading will include mandatory completion of ATI on-line subject-specific practice test AND successful passing of the proctored ATI and NLN on-line tests. The grade for the proctored on-line tests will be included in the specific subject grade as a 'quiz' grade. The grading scale for the proctored ATI on-line test will be equal to the following: meets level 3 (exceeds NCLEX standards) = 100; meets level 2 (expected to meet NCLEX standards) = 85; level 1 and below (does not meet current NCLEX standards) = 70. The grading scale for the proctored NLN on-line test will be equal to the following: 100 if exceeds national norm average; 85 if meets national norm average; 70 if below national norm average.

Failure to achieve a minimum of 75 as a final subject grade will result in dismissal from the Practical Nursing program.

Clinical competency will be graded separately and will include skills lab competency. Students must pass ALL subjects to continue w/in program. If ANY subject is failed, including clinical and/or skills lab, the student will be dismissed.

During the PN course, students must maintain a minimum of 75 in all individual subjects. **It is the responsibility of the adult student to monitor his/her own academic progress and be cognizant of the potential for failing.**

If a student is found to have failing grades, he/she may be placed on academic probation.

- A. When placed on academic probation, the student is required to utilize the computer assisted, Web-based program (i.e. ATI) specific to the area he/she is failing and provide documentation of same to their nursing educator. Please note that the nursing faculty has on-line access to monitoring the student's completion of this assignment. Probation may extend from 1-4 weeks. Failure to improve may result in dismissal from the program.
- B. Report cards will be issued twice during the first 24-26 weeks. Final grades will be issued at the completion of each specialty. In order to advance to the next level of theory, a student must maintain a passing average in all subjects by the end of a marking period.
- C. Individual instructors at the beginning of each course will review a complete grading formula for each course, as well as, course requirements.
- D. In the practical nursing program, the subject matter of each course builds upon previous knowledge. It is essential that each course be successfully completed before progressing to the next course. **In the event of failure of 2 correlated exams or any subject in one marking period, the**

Revised June 2018

OCVTS Board of Education approval June 2018

Effective July 1, 2018

student will be dismissed from the program. The student must wait a period of one (1) year before being re-admitted to the program. It is the responsibility of the student to submit a request, in writing, to the Practical Nursing Program for re-admission to the program.

** SPECIAL NOTE: In the subject of Fundamentals of Medication Administration, a medication calculation test is administered immediately prior to the month long medication administration rotation. Failure to achieve 75% or better on this test will prevent the student's participation in this rotation, and will mandate the student's attendance at a medication calculation remediation course(student's financial responsibility). Successful pass grade of this remediation will allow the student to participate in the medication administration rotation and continue within the nursing program. Regardless of passing grade received post-remediation, the highest grade assigned will be a 75.

EXAMINATIONS AND TESTS

- A. All correlated/unit/final exams must be taken on the date and time scheduled or the student will receive an automatic "0" until the student takes the test on the first day of return after absence. Students must achieve a minimum passing grade of 75% in each subject. If not taken on the day of return, the student will receive a "0" for a grade.
It is the student's responsibility to contact the instructor on the day of return so as to take the exam.
- B. **Failure of any subject in any one marking period will result in automatic dismissal from the program.**
- C. **Tests and Quizzes: It is the student's responsibility to contact the instructor on the day of return so as to take the test/quiz.**

CLINICAL EVALUATIONS

At the beginning of Clinical Experience, the instructor will explain evaluations. At any time if there is a question regarding a student's progress in the clinical area, the student or instructor may schedule a conference. Clinical grades are based on clinical evaluations and nursing processes. Clinical grade is based on the point system and is a separate subject requiring a minimum of 75% to pass. Failure to maintain a minimum grade of 75% would mandate dismissal from the nursing program. Should the student not show increased competency in their clinical skills, the student is required to utilize the computer assisted, Web-based program (i.e. ATI) specific to the area he/she is failing and provide documentation of same to their nursing educator. Please note that the nursing faculty has on-line access to monitoring the student's completion of this assignment. The student is also required to return to the school's clinical skills lab, after signing in at the Practical Nursing's Main Office, to practice the nursing fundamentals skill.

STUDENT CONFERENCES

The faculty is available to assist the student in making adjustments and interpretations in connection with professional and personal situations. Faculty members have hours reserved for individual counseling. The student is invited to make an appointment for a conference with the instructors as his/her needs dictate. All conferences will be held after classroom hours. **THERE ARE TO BE NO CONFERENCES HELD AT BREAK OR LUNCH TIMES.**

INDEPENDENT HOURS

As part of the requirements for the Practical Nursing Program at Ocean County Vocational School, each student is required to complete 50 hours outside of the classroom. **INDEPENDENT HOURS ARE TO BE COMPLETED BY THE ASSIGNED DATES.**

These hours may be met in the following ways:

Clinical Research, Nursing Process, Care Studies, CPR, Seminars, Workshops, Professional Meetings, Web-based review of nursing articles (i.e. MedScape Nursing CEU's), completion of subject specific workbooks and volunteering (examples are: lab assistant, open house, medical associations, nursing homes, hospitals, etc.).

FAILURE TO COMPLETE 50 INDEPENDENT HOURS BY THE ASSIGNED DUE DATES MAY PREVENT STUDENT NURSE FROM GRADUATING THE NURSING PROGRAM. *Proper forms must be used when reporting these hours*

CLASS TIME

It is the student's responsibility to notify the school by 8:00 a.m. that he/she will be absent or late. Student **must call each day** he/she is absent. Call the school office (732-473-3100 x3137/x3145 Practical Nursing), give your name, class, and reason for your lateness/absence. On arrival to school, obtain a late slip from the secretary and present it to your instructor. You are to enter the classroom quietly so as not to disrupt the class and lecture.

All absences (whether classroom or clinical) MUST be called into the school and instructor. No call/no show = "0" for that day's grade.

It is the student's responsibility to find out and complete class assignments, etc. missed during an absence. An appointment can be made with the individual instructor at the end of a class day. Any work not made up will automatically result in a grade of "0" for the missed class work.

HOSPITAL TIME

If the student is going to be late or unable to report for duty, the following must be followed:

- a. Call the clinical instructor and then the school and give your name, class, clinical instructor's name and indicate you will be late/absent for the day.
- b. Follow directions of your clinical instructor as to how to report your absence to the clinical area.
- c. **All absences (whether classroom or clinical MUST be called into the school and instructor. No call/no show = "0" for that day's grade).**

ABSENCES

The Practical Nursing Program adheres to the district wide attendance policy that the student is **not to exceed 10% of the nursing school calendar's total days** during the course of study. **If a student exceeds 19 days absence, the student is dropped from the nursing program.** As clinical expertise in the Nursing Program builds upon previous opportunities in the clinical area, it is essential that students not be absent during his/her clinical rotations. **A student cannot miss more than 8 clinical days. If a student nurse exceeds 8 days absence during the Medical-Surgical rotations or exceeds 1 day's absence during any specialty rotation, the student will be placed on clinical probation.** Clinical probation is defined as the period of time during which the student is placed under increased observation and scrutiny by his/her clinical educator and an evaluation is performed by an alternate clinical educator within that specialty. When placed on clinical probation, the student is required to utilize the computer assisted, Web-based program (i.e. ATI) specific to the area he/she is failing and provide documentation of same to their nursing educator. Please note that the nursing faculty has on-line access to monitoring the student's completion of this assignment. The student is also required to return to the school's clinical skills lab, after signing in at the Practical Nursing's Main Office, to practice the nursing fundamentals skill. Probation may extend from 1-4 weeks in the clinical area. Failure to improve may result in dismissal from the program. Please note that there are NO excused absences. Per district policy, any absence of 3 consecutive school days or more requires a physician's note to return to school.

PLEASE NOTE: 5 lates and/or leaving early = 1 absent day. If a student exceeds 19 days absence, the student is dropped from the nursing program.

DISMISSAL FOR IMPROPER CONDUCT

A student shall be dismissed **without** option to return to the nursing program for the following reasons: improper personal or professional conduct including, but not exclusive of dishonesty, cheating, stealing, insubordination, unprofessionalism, etc. Verbal and/or physical assault of patients, faculty, staff, et.al will not be tolerated and may result in referral to law enforcement. Infraction may result in written warnings, class and/or clinical suspension, and/or immediate dismissal.

CHEATING POLICY

Academic dishonesty includes cheating on exams, quizzes, class projects, or papers. The penalty for cheating in classroom or clinical experience is immediate dismissal.

LEAVE OF ABSENCE/RE-ENTRY

It is not possible for a leave of absence to be granted to students in the nursing program.

A student who must resign because of illness, pregnancy, financial problems, etc. should write a letter of resignation to the Administrator of the Practical Nursing Program.

A student who resigns but plans to return at a later date should write to the Administrator of the Practical Nursing Program. There is no credit for classes previously taken.

RESIGNATION

If a student finds it necessary to leave the program because of circumstances beyond his/her control, and does not plan to re-enter, a letter of resignation should be sent to the Administrator of the Practical Nursing Program.

DRESS CODE

UNIFORMS

The regulation uniform of the Practical Nursing Program must be worn at all times while the student is on duty, according to regulations established by the school.

The following is a list of "DO's" and "DON'TS" when wearing your uniform:

- DO report on duty in full clean, ironed uniform and wear clean clinical shoes. NO open back shoes or sneakers are allowed.
- DO be well groomed and dignified. Hair must be off the collar of the uniform.
- DO use appropriate behavior when in uniform or in class (no loud behavior, abusive/foul language).
- DO NOT discuss personal issues or patient information in public areas.
- DO NOT wear elaborate hairstyle, excess make-up, perfume, jewelry, or inappropriate nail polish.
- Tattoos must be covered. NO facial piercings or tongue bars.
- Artificial nails, acrylics and/or 'wraps' are NOT allowed in clinical area. The chemicals harbor pathogens. All facilities with whom we affiliate do NOT allow artificial nails, acrylics and/or 'wraps'.
- NO jewelry is to be worn other than a wedding ring, watch with second hand, one pair of simple stud-type earrings and name pin. NO hoops.
- DO NOT smoke in public places, in presence of patients, in presence of inflammable or explosive materials or where tobacco odor would linger and become a part of the uniform.
- DO NOT chew gum in uniform.
- DO NOT visit pubs/taverns or any place that may be of questionable reputation in uniform.
- During specialty clinical rotations, especially psychiatry, you may be required to wear "regular street clothes" in lieu of the school uniform. You must adhere to the specific policies of the facility you will be visiting.
- Please note that you will be sent home from your clinical assignment if you do not adhere to the dress code policy as stated in each of the above. This will be noted as an ABSENT clinical day.

STUDENT FAILURE POLICIES

- A. Students may be dismissed for violation of the Practical Nursing Program policy.
- B. Students may be dismissed from the P.N. Program for violation of an affiliating agency's policies or procedures, if the agency submits in writing a statement concerning the student's deficiencies.
- C. A student will receive a failing grade for any of the following:
1. Failure to maintain a satisfactory theory/clinical grade.
 - a. Failure in theory would constitute being a composite of less than 75%.
 - b. A student would fail the clinical portion of the program if he/she could not apply the principles and concepts presented in the theory portion of the program. Criteria for passing the clinical experience portion of the program are given to students during clinical.
 2. Absenteeism, greater than 10% of the total nursing calendar school days, which would result in a student receiving less than 10 months of instruction.
 3. Failure to complete an incomplete grade obtained in the theory or clinical requirements.
 4. Students will be required to fulfill all financial commitments for the entire program, prior to graduation.

APPEALS

If a student feels there has been an unjust application, interpretation or decision affecting the terms and/or conditions of his/her enrollment in the P.N. Program, the student may appeal the action by using the following procedure:

1. A student who has a grievance should discuss it first with his/her instructors in an attempt to resolve the problem at that level.
2. If the matter is not resolved at the instructor's level, to the student's satisfaction, the student should set forth his/her concerns in writing and forward it to the Administrator of the Practical Nursing Program. The statement must include the nature of the problem, the results of previous discussions with the instructors, and his/her dissatisfaction with the decisions previously rendered.

3. The Administrator of the Practical Nursing Program will carefully review the statement made by the student and will schedule a conference at the earliest possible convenient time for both the administrator and the student. If the student feels that the problem cannot be resolved at this level, the administrator will reply to the student in writing, her/his decisions and the matter will then be transferred by the student in writing, in an attempt to resolve the matter. If the matter is not resolved to the student's satisfaction, he/she may request a review by the Board of Education. The request for the review by the Board of Education shall be made in writing by the student and submitted through the Superintendent's office for his consideration. The Board of Education, or a committee thereof, shall review the problem and may hold a hearing with the student, if deemed necessary.

QUALIFICATIONS NEEDED BY PRACTICAL NURSING APPLICANTS TO TAKE STATE BOARDS (NCLEX-PN)

1. Has attained his or her eighteenth birthday.
2. Is of good moral character, is not a user of drugs and has never been convicted or has not pleaded nolo contendere, non vult contendere or non vult to an indictment, information, or complaint alleging a violation of any Federal or State law relating to narcotic drugs.
3. Holds a diploma from an accredited 4 year high school or the equivalent thereof as determined by the New Jersey State Department of Education.
4. Has completed a course of professional nursing study in an accredited school of professional nursing as defined by the Board and holds a diploma there from.

MISCELLANEOUS

A. Children will not be permitted in class or skills lab while the parent or other responsible caretaker of the child is in class or lab.

B. Practice of skills in the nursing lab is essential. Use of the equipment is encouraged. No equipment may be removed from the building.

C. Computer assisted instruction and media are also an important part of a student's learning experience. Neither hardware, software, or equipment is to be removed from the building.

Revised June 2018

OCVTS Board of Education approval June 2018

Effective July 1, 2018

D. Students who remove any equipment from the building without written permission will be dismissed from the program, without the option to return.

MANDATORY REMEDIATION

It has been established that the National League of Nursing (NLN) Achievement tests are an indicator for success on the State Boards. If a student achieves low scores on the first three (3) NLN's, it is mandatory that a student:

1. Perform required remediation work that will not be reflected in their grade. The student is required to utilize the computer assisted, Web-based program (i.e. ATI) specific to the area he/she is failing and provide documentation of same to their nursing educator. Please note that the nursing faculty has on-line access to monitoring the student's completion of this assignment.

2. Re-take the NLN test, at your expense with passing scores.

Continued low scores will result in probationary status and possible dismissal from the program. Each case will be discussed with the individual, the faculty and the Administrator of the Practical Nursing Program.

EQUIPMENT

Computer assisted instruction and media are also an important part of a student's learning experience. Hardware, software nor equipment is to be removed from the building. Students who remove any equipment from the building without written permission will be dismissed from the program, without the option to return.

PAYMENTS AND REFUND INFORMATION

All post-secondary students enrolled in a course must pay tuition and an application fee, if applicable. Textbooks and supplies are the responsibility of the student.

Tuition payments for financial aid applicants will be deferred providing the admissions office has received a written proposal from the New Jersey Higher Education Student Assistance Authority (Direct Loan) or a Department of Education Student Aid Report (Pell Grant) prior to the start of school.

Tuition is payable by bank check, money order or credit card (Master Card/Visa only). Tuition refunds will only be given during school using the following schedule:

Prior to the first day of class	100%
Within the first 15 days of class	75%
Within 25 days of class	50%
From the 25th – 40th day of class	25%
After the 40th day of class	0%

Application fees will be waived for current students applying for post-secondary training.

When Direct Loan or Pell Grant monies are received, the financial aid officer will immediately deduct monies owed the school. The remaining funds will be released to the student for payment of items listed in the application. If a student withdraws from a program, the appropriate balance of funds will be returned to the source.

The application, testing, book and registration fees for the Practical Nursing Program are institutional fees and are not refundable.