



**Adult Education**

# **PRACTICAL NURSE**

# **STUDENT HANDBOOK**

# **2017-2018**

Revised 8/2017

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**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
ADULT EDUCATION DIVISION**

**LICENSE PRACTICAL NURSING PROGRAM**

**Welcome**

Welcome to Burlington County Institute of Technology's Licensed Practical Nursing Program. This 11-month program of practical nursing provides the education needed to prepare individuals entering the nursing profession as Licensed Practical Nurses, to sit for the National Council Licensure Examination for Practical Nursing (NCLEX-PN). The curriculum provides students with the knowledge, technical and interpersonal skills, and values that qualify graduates for a career in this field of nursing.

It is the primary objective of Burlington County Institute of Technology and the nursing faculty to guide students in achieving their educational goals. Successful learning depends upon the ability to apply previously learned concepts to more complex material. For this reason, it is very important that you master each concept before moving on to the next. Often, what begins as a small problem may develop into a large one if it is not addressed right away. If you are having difficulty with any of the material covered during a course, please notify your instructors immediately.

The LPN student handbook together, with BCIT's student handbook and administrative updates, provide important information that will give students an understanding of the school and the Practical Nursing program's policies. These tools will also support students continued progression throughout the Practical Nursing program. Understanding and adhering to school and program policies are extremely important as each student transitions through the program. It may become necessary to add and implement updates to these policies, however, any new updates will be made available to students in a timely manner.

Best wishes to all students.

Dr. EMC Lazarus  
Health Occupations Coordinator and Faculty

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
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**Mission Statement**

The Burlington County Institute of Technology is a public, non-profit secondary and post-secondary institution. The foremost mission is to fully and comprehensively prepare adolescents and adults of Burlington County to enter the labor market and/or to continue their education in schools of higher learning. To this end, the Burlington County Institute of Technology shall:

- Respond to societal needs through the development of career and technical programs, which reflect the technological advances of the greater community and meet the needs of both adolescent and adult learners.
- Provide programs to enable all students to become productive, self-fulfilled, lifelong learners.
- Develop and maintain reciprocal relationships with both civic and business communities.
- Support community-wide social, cultural, counseling and career and technical programs, and jointly develop apprenticeship and occupational training programs with local businesses, industries, and educational institutions.
- Support students so that they can attain success in mastering the New Jersey Core Curriculum Content Standards in Grades 9 through 12 in a safe, secure, and caring environment.

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**Affirmative Action Statement**

The Board of Education of the Burlington County Institute of Technology School District affirms its policy to ensure equal educational opportunities for all students, and to prohibit discrimination because of gender, race, color, creed, religion, ancestry, disability, marital status, sexual orientation, social or economic status, HIV or AIDS in the education programs and activities not limited to but including course offerings, athletic programs, guidance and counseling tests and procedures, extra curricular and co-curricular activities through an affirmative action program which shall be an integral part of every aspect of educational policies and programs to the maximum extent possible.

**Inquiries regarding compliance and handling of complaints should be directed to Mr. Patrick Cruet, Adult Education Principal (609) 267-4226 ext. 8330, or Ms. Heidi Bouchard, Assistant Principal (609) 654-0200 ext. 8409, who serve as the Affirmative Action Officers.**

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
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**LICENSE PRACTICAL NURSING**

**Program Description**

The licensed practical nurse performs tasks and responsibilities within the framework of casefinding; reinforcing the patient and family teaching program through health teaching, health counseling and provision of supportive and restorative care, under the direction of a registered nurse or licensed or otherwise legally authorized physician, dentist or nurse practitioner.

This 11-month program of practical nursing provides the education needed to prepare individuals entering the nursing profession as Licensed Practical Nurses, to sit for the National Council Licensure Examination for Practical Nursing (NCLEX-PN). The curriculum provides students with the knowledge, technical and interpersonal skills, and values that qualify graduates for a career in this field. The program includes courses relating to health science, social science, humanities, nursing theory, lab skills training, and clinical experiences in a variety of healthcare settings. Clinical experiences are provided in a variety of healthcare settings under supervision of nursing faculty and qualified healthcare professionals (*Students are responsible for their own transportation to and from any clinical activity*). The academic and clinical components of the curriculum are equitably distributed throughout the program.

Licensed Practical Nurses seeking continued education in the nursing field are eligible to apply, with advanced standing, for admission to an approving Associate Degree of Nursing program. College credits may also be applicable from an approving college or university.



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**LICENSED PRACTICAL NURSING**

**Philosophy**

We, the faculty of Burlington County Institute of Technology's Practical Nursing Program believe:

- That all persons have a basic human right entitling them to optimum health care, regardless of sex, race, creed, color, national origin or ability to pay;
- That the value of life supersedes all others and the worth and dignity of the individual, regardless of age or health status, must be preserved;
- That the practical nurse must be knowledgeable of the scope and limitations of the Nurse Practice Act as it applies to his/her performance regarding legal and ethical accountability;
- That education for the practical nurse should offer a systematic approach to problem solving and decision making skills, within the scope of practice, based on conceptual framework or proceeding from the simple to the complex and providing opportunities for experience in nursing patients in real life situations. These experiences must reflect the learning and skill needs of the student, not the maintenance of nursing service in the facility in which the experience is provided;
- That practical nursing education is the structured, orderly sequence of studies involving the nursing theory, practice, and application of learning experiences based upon biological, physical and social principles and skills essential to the promotion and maintenance of health, and prevention of disease;
- That nursing is an integral part of the health care delivery system and that practical nursing is a vital part of the spectrum of nursing practice responsible, under the direction of a registered nurse, for essential basic skills. Emphasis on learning should be focused on successful and competent performance of these basic nursing skills;
- That skills performed by the practitioner of practical nursing are those tasks necessary to meet basic health needs for clients with common recurrent health problems in structured situations;

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- That the practitioner of practical nursing has a moral and professional responsibility to maintain the highest level of personal integrity in regard to privileged information, confidentiality, and quality of life; and
- That in growth and change is willing to evaluate and explore new technologies and different concepts and methods to improve and benefit patient care.

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**Program Goals**

1. Provide the required concentration of theoretical concepts, laboratory training and clinical experiences necessary to prepare individuals to successfully demonstrate understanding of the nursing process and be eligible to sit for the NCLEX-PN.
2. Prepare students to successfully become Licensed Practical Nurses within one (1) year of completing the program course of study.
3. Prepare students to gain employment in related healthcare fields within the immediate local community and nationwide.
4. Prepare students for promotion and continued education in advanced levels of nursing practice.

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**Student Learning Outcomes (Evidence of Learning/Experiences).**

At the completion of the Practical Nursing program, the student will be able to:

1. Administer safely, direct and independent nursing care to clients with common and complex health problems in a healthcare facility under the direction and supervision of a registered nurse, nurse practitioner or licensed physician.

*Evidence of Learning*

Student will be achieve above 75% in written and oral examinations on accurate analysis and integration of theoretical concepts, critical thinking in healthcare scenarios, and achieve a pass grade by demonstrating safe and accurate return lab skills and clinical practicum in the healthcare facility.

*Learning Experiences*

Student will be participate in oral discourse in the classroom including case scenarios for integration of theoretical concepts and critical thinking, through satisfactory return demonstration/performance of required nursing skills and procedures in the skills lab and clinical setting.

2. Communicate effectively and accurately with the members of the healthcare team on changes in the patient's health status and provide accurate teaching to the patient and family as delegated through the supervising healthcare team member.

*Evidence of Learning*

Student will provide and promote continuity of care by implementing the nursing process, with information received through verbal and written report and from providing accurate information to members of the healthcare team and patients in the clinical setting.

*Learning Experiences*

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Students will be taught to gather information, report and record pertinent data regarding changes in the patient's health status using appropriate medical terminology, different nurses note styles (SOAP...), and the nursing care plan to communicate effectively with patients, family and members of the healthcare team.

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3. Participate in ongoing educational and professional growth experiences through active support of related organizations.

Evidence of learning

Student will achieve recommended passing grades on standardized tests and comp-predictor exams through ATI testing.

Student will discuss and differentiate the importance of personal membership in national LPN organizations – National Federation of Licensed Practical Nurses (NFLPN) and National Association of Practical Nurses Education and Services (NAPNES).

Learning Experiences

Student will be complete online practice exam before being tested in specific content areas, comprehensive, and predictor (simulated) proctored exams through a third party standardized testing company (ATI).

Participate in organizational promotion of local activities when possible.

4. Achieve a passing score on National Council of Licensure Examination of Practical Nursing.

Evidence of Learning

Student will successfully complete all the requirements of the LPN program and register for NCLEX-PN no later than 6 months after program completion.

Learning Experiences

Student will be prepared for NCLEX-PN through successful ATI testing and completion of remediation where needed, and be guided to correctly complete NCLEX-PN application process.

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**LICENSED PRACTICAL NURSING**

**List of Courses**

**Section One** - All courses must be completed with a passing grade of 75% or above

- ❖ 1-1 Body Structure & Function/1-1a Microbiology
- ❖ 1-2 Nutrition
- ❖ 1-3 Pharmacology (A passing grade of 85% is required for math/drug dosage calculation).

**Section Two** - All courses must be completed in sequence and with a passing grade of 75% or above. All lab and clinical skills practicum must receive a 'Pass' in order to be promoted in the program

- ❖ 2-1 Fundamentals of Nursing/2-1a Personal and Professional Relationships
- ❖ 2-2 Maternal Nursing
- ❖ 2-3 Pediatric Nursing/2-3a Growth and Development
- ❖ 2-4 Psychiatric Nursing
- ❖ 2-5 Medical-Surgical Nursing/2-5a Geriatric Nursing/2-5b Contemporary Issues

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**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
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**LICENSED PRACTICAL NURSING**

**Course Description**

**1-1. Body Structure & Function**

This course encompasses a study of basic human structure and function. Included are principals of body processes to provide the foundation for understanding deviations from the normal. Emphasis is placed on those concepts that will enable the Practical Nurse to assess clients health and well being.

The learner will examine some of the general characteristics of the human body, define terms used in describing its structure, explore the basic unit of all living matter, the cell, and obtain a basic knowledge of the inner workings of the body, how it is maintained, supplied and kept in a constant state.

The use of instructional aids such as charts, models and audio-visual material is structured into the presentation of each unit to provide the student with more avenues of understanding. Additionally, students will research the latest medical developments in the area of the body structure and function and they will hear from experts in the field.

Successful completion of this course will be determined from a cumulative minimal average grade of 75% based on scores from unit tests.

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**1-1a. Microbiology**

This course is designed to present to the student knowledge of microbiology, bacteriology and methods which contribute to the spread of infection. This course is divided into six units, each contributing to the basic understanding of microorganisms' structure physiological functioning and living requirements leading to the emphasis in distinguishing ways to inhibit or prevent the spread of disease. The student will learn the characteristics of microbes as well as the conditions necessary for their growth and development. The student will become knowledgeable of the "chain of infection", as well as be able to identify the various types of immunity as well as how they may be obtained.

Successful completion of this course will be based on attaining a cumulative minimum average grade of 75% on scores from unit tests, assignments and class participation; and by achieving a satisfactory grade correlating classroom theory to clinical practice during the microbiology course.

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**Course Description**

**1-2. Nutrition**

This course emphasizes the importance of nutrition in normal growth and development and the maintenance of health. Focus is placed on the understanding of nutrients, metabolism and energy requirements, food consumerism and safety, and the use of diets as part of the treatment of patients.

The learner will gain an appreciation of food as a source of energy and proper functioning of body systems. The sharing of the information with patient will result in more effective dietary treatment.

Successful completion of this course will be determined from a cumulative minimal average grade of 75% based on scores from unit tests.

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**1-3. Pharmacology**

Pharmacology, for the licensed practical nurse, will concentrate on drugs prescribed and administered to patients for specific dysfunctions. Students will comprehend the purpose of particular drugs as they relate to individual patient's medical problems.

This course will be presented through formal classroom instruction and supervised laboratory and clinical practice in the administration of drugs. Individual learner research is an integral component of the course. All students are required to research daily drugs ordered for their patients independent of administration. The course encompasses general drug principles and drugs given for specific system dysfunction. Learners are required to be aware of all drugs being administered to their patients including, but not limited to: purposes, actions, side effects, adverse effects, contraindications, nursing implications, and all pertinent patient education.

Successful completion of this course will be determined by the achievement of a cumulative minimal grade of 75% based on the average of scores obtained on unit tests and an assigned research project. A passing grade of 85% is required for math/drug dosage calculation).

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**Course Description**

**2-1 Fundamentals of Nursing**

The course “Fundamentals of Nursing” is the basic core content that is essential for all areas of nursing. It encompasses the implementation of safe nursing practice based both on sound principles and clinical skills while modeling the nursing process.

Nurses have a duty to practice their profession safely and to protect from harm those committed to their care. Therefore, this course attempts to reinforce the concept that nurses, including student nurses, are accountable for their own clinical decisions and actions. The learner will be required to demonstrate accurate understanding and performance of all nursing procedures in the lab area before being supervised in the clinical setting. The uniqueness of each person is emphasized supporting the fact that the best care can only be delivered with a compassionate understanding of human needs that are universal yet individually unique.

Successful completion of this course will be demonstrated by the student’s attainment of a final, minimal passing grade of 75 which will be determined by the average of all unit tests and a satisfactory performance grade in all clinical areas. All laboratory sessions will be graded on a “pass”/”fail” areas and is recorded as: Satisfactory, Improvement Needed or Unsatisfactory Performance.

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**2-1a Personal and Professional Relationships**

This course presents the history of nursing and nursing education while giving special emphasis to those characteristics and qualities necessary to become a caring, knowledgeable nurse. Students are orientated to the course content, rules and requirements as well as an awareness of their own needs in order to successfully complete the program.

The evolution of nursing, nursing theories, and organizations are studied in order to gain an appreciation and respect for the profession and become an active member in its future. Other areas of importance that are covered are the legal and ethical aspects of nursing as they are practiced in all health care systems.

Basic communications techniques will be represented. Therapeutic vs. non-therapeutic techniques will be discussed and practiced. Verbal and non-verbal techniques of communications will

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be described.

The concept of culture and its influence on the ability of the patient to adapt to health and illness will be presented. The learner will become familiarized with the impact of psychosocial and religious influences on the patient and significant others' attitudes toward health, illness, medical care, and death.

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**Course Description**

Personal & Professional Relationships cont'd

Different structures in health care will be presented. The organization, type, and function of different strata of health care will be presented. Access to health care, nursing roles in each state, and types of reimbursements will be discussed. The impact (positive/negative) of health care reform will be presented.

In summary, nursing as it is practiced in all settings is explored so that the student may have a clear vision of its complexity and the dedication that is demanded from him/her.

Successful completion of this course will be demonstrated by the student's attainment of a final minimal passing grade of 75% to be determined by the average of all unit tests, assigned research paper, student group research project, and participation in discussion groups.

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**2-2. Maternity Nursing**

This course is designed to provide the student with the fundamental knowledge required in the constantly expanding field of maternity nursing. Information will include the history of maternity nursing, the process of conception, embryonic and fetal development, birth, the puerperium, the characteristics of the neonate, and the family's experience. The nurse's role will be emphasized in the interventions appropriate for each area.

The course is divided into four units based on objectives that the student must achieve at an accumulative minimum average of 75. Evaluation of attainment of these objectives is assessed written tests and observations in three clinical areas: nursery, labor and delivery, and postpartum.

The clinical portion of the course is assessed as a pass/fail grade based performance observations and evaluations in a maternity nursing area. The student must demonstrate integration of the cognitive knowledge in the physical and psychological care of the maternity patient, pre and post-delivery, and the neonate.

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**LICENSED PRACTICAL NURSING**

**Course Description**

**2-3. Pediatric Nursing**

This course will enable the student to develop knowledge, understanding and competencies necessary to care for the sick child. The student will gain insight into the genetic influence of the unborn child. The student will be able to identify specific diseases and disorders associated with pediatric age group. An understanding of these conditions will also include the care of the hospitalized child, along with the appropriate nursing care that must be provided. The student will become knowledgeable of specific conditions as they relate to the body system. Pharmacology, diet therapy, and community resources are also integrated into this course.

The student will also become aware of health maintenance for the child, which will include normal developmental growth and required immunizations. The student nurse's responsibility in promoting health and the prevention of disease will also be stressed.

Successful completion of this course will be based on attaining a cumulative minimum average grade of 75% on scores from unit tests, assignments and class participation; and by achieving a satisfactory grade derived from correlating classroom theory to clinical practice during the pediatric rotation.

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**2-4. Human Growth and Development**

Knowledge of growth and development is essential to enhance therapeutic interpersonal relationships throughout the life-cycle. It is also necessary to serve as a basis for nursing assessment and safe nursing practice.

This course is designed to gain an understanding of normal human growth and development. It begins with examining principles of growth and developmental psychology. Following this, family theories are identified and analyzed as they impact upon the individual.

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Successive units of instruction examine each life-span stage from three different types of aging processes: biological, psychological and social. Factor influencing these three processes are summarized.

By gaining an understanding of the normal life stages, variations that occur can more easily be recognized, this aiding the student practical nurse to be a more proficient caregiver in the clinical areas. Successful completion of this course will be from a cumulative minimal average grade of 75 percent based on scores from unit tests, assignments and class participation.

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**Course Description**

**2-4. Mental Health Nursing**

The affiliating psychiatric hospital and the course objectives are designed to assist the student in meeting the needs of all patients and to recognize the unhealthy use of mental mechanisms. It will aid the student in distinguishing the personality, neurotic, organic and psychotic disorders. The student will also be able to assess the psychological needs of the individual as well as utilize the appropriate intervention.

This course will acquaint the student with the efforts being made to meet the mental health needs of patients and to know how these needs are being met through available community agencies and medical facilities.

Successful completion of this course will be based on attaining a cumulative minimum average grade of 75 percent on scores from unit tests, assignments and class participation; and be achieving a satisfactory grade correlating classroom theory to clinical practice during the psychiatric rotation.

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**2-5. Medical Surgical Nursing**

This course is designed assist the practical nursing student to obtain the knowledge and develop the understanding and skills necessary to provide effective nursing care to selected patients with medical and surgical conditions through planned classroom instruction, clinical conferences, field trips, and supervised clinical practice. Pertinent information relating to diet therapy, drug therapy, rehabilitation, and mental health in the care of selected patients is an integral part of the course. The course is built on the concepts learned in previous courses such as: Anatomy and Physiology, Nursing Arts, Nutrition, Community Health, Growth and Development, Personal and Vocational Relationships and Pharmacology.

Learning experiences are to be selected and related to the current instruction in the classroom. Clinical conferences are planned around the needs of assigned patients. Observational learning

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experiences are provided for each student in the specialty areas. These learning experiences will provide an opportunity for students to function within the scope of their abilities and legal boundaries.

Theoretical and clinical components are concurrent and sequential. Successful completion of this course will be based on attaining a cumulative minimum average grade of 75 percent on scores from unit tests, assignments, and class participation. The clinical evaluation of this course is a pass/fail grade based on performance observations in a medical-surgical facility. The student must demonstrate integration of cognitive knowledge, of physical and psychological care of the acutely ill person, while demonstrating the ability to perform specific nursing skills in a safe and competent manner.

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**Course Description**

**2-5a. Geriatric Nursing**

The purpose of this course is to teach productive and meaningful nursing care of the most rapidly increasing segment of our population: adults over 65 years of age. The course is divided into six units, each contributing to the understanding of the changes in the physical, psychological, and socioeconomic functioning of the aging adult.

Each of the units is based on specific objectives that students must achieve as an accumulative minimum average of 75%. Evaluations of attainment of these objectives is assessed by written tests and assignments.

The clinical segment of the course is evaluated on a pass/fail grade based on performance observations in a geriatric facility. The student must demonstrate integration of cognitive knowledge in the physical and psychological care of elderly clients while demonstrating the ability to perform specific basic nursing skills learned in the Fundamentals Nursing course.

The student will acquire knowledge of nursing skills necessary to care for the elderly. Student will be able to list and define the various types of living and care facilities appropriate for the elderly with specific needs. And the student will be able to assess the level of grief a person or family is experiencing and provide supportive nursing care. The ethical and legal considerations will be outlined.

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**2-5b. Contemporary Health Issues**

Many of modern society's concerns have a relationship with the maintenance of health. This course will explore those areas where social problems impact on physical well-being. It is important that health care providers understand these issues in order to provide the information and care needed by the

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consumer.

The learner will become aware of the causes, symptoms, treatments, and long term effects of substance abuse, emotional crisis, stress, and environmental pollution.

Successful completion of this course will be determined from a cumulative minimal average grade of 75% based on the prompt completion of written assignments.

## BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY ADULT EDUCATION DIVISION

### LICENSED PRACTICAL NURSING

#### INFORMATION SHEET

BCIT Adult Education division provides the education needed to prepare individuals entering the nursing profession as Licensed Practical Nurses. This 11-month full-time program runs from September 1<sup>st</sup> through July 31<sup>st</sup>, Monday through Friday, 8:30 am to 4:30 pm. The program includes courses relating to health science, social science, humanities, nursing theory, lab skills training, simulation and clinical experiences. Standardized testing is also included throughout the program to evaluate student readiness, and to prepare students for the National Council Licensing Examination for Practical Nursing (NCLEX-PN).

#### Points for entry into the program include:

##### 1. Entrance Test

- a. Complete an application form to take the Test of Adult Basic Education (TABE)  
*(This test measures Mathematical and Language Skills, and Reading Comprehension. Search online for TABE test study guide – minimum expectation 10<sup>th</sup> grade and 9<sup>th</sup> grade for Math. only.)*
- b. The cost of the TABE test is \$50.00 (Cash, or major credit card are accepted). Test fee is non-refundable. Checks are not accepted for the test.
- c. Make an appointment to test at **BCIT, Westampton Campus**. Testing schedule is posted on the adult education section of the website – [www.bcit.cc](http://www.bcit.cc).  
*You must call 24 hours in advance to cancel an appointment. You may reschedule a new test at that time. No call no show will result in a loss of deposit. Call 609-267-4226 ext. 8214, Adult Education Division, to schedule/cancel/reschedule appointments.*
- d. Two forms of Identification are required at the time of testing (one must be photo ID). Candidates may bring a calculator to the testing session.  
*No Beepers ..... No Telephones ..... No Children ..... No Chewing Gum are allowed in the testing center.*

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- e. Test results will be available within two weeks of testing. If an applicant does not pass all portions of the test, he/she must remediate, within the assigned timelines, to retake the portion/s missed. Retesting fee is \$50.00.

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**LICENSE PRACTICAL NURSING**

**2. Admission to the Practical Nursing Program (see also alternate admission below)**

- a. Successfully meet the TABE requirements
- b. Accept an invitation to attend a mandatory information/interview session.
- c. The following will be requested at interview—
  1. You must be at least 18 years of age – legal picture ID is required.
  2. You have graduated from high school in the U.S. or hold a U.S equivalent H.S diploma or GED.

*An official U.S. High School transcript, GED or official U.S. high school equivalent transcript (evaluated by World Education Services – WES) is required.*

*WES - P. O. Box 745, New York, NY10113- 0745, phone number (212) 966-6311, fax number (212) 739-6120 (www.wes.org.)*

3. Proof of good physical and mental health, negative urine drug test, and all immunizations documented by a medical doctor or nurse practitioner (*cost for this requirement is the responsibility of the student*).
  4. A clear criminal history/background check (includes fingerprinting) (*cost for this requirement is the responsibility of the student*).
  5. Basic Life Support for Healthcare Provider – CPR Certification from American Heart Association – *Classes are available at BCIT*
  6. Three (3) letters of recommendations (*not from family and friends*).
- d. Make the initial down-payment of \$3,000.00 (acceptance fee), to BCIT by the due date given in order to secure a seat in the class. Non-payment by the due date will result in loss of a seat in the program. The program will then be filled on a first come first serve basis.

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- e. Meet all program requirements by the given due date.  
*Applicants meeting all the above requirements and approved to enter the program will be notified by mail. The program will be filled on a first come first serve basis.*

### 3. Alternate Admission Options

- a. Applicants who have successfully completed the TEAS-5, HESI or TABE tests within two years of the start date of the LPN program may bring an official copy of the test result for evaluation and possible exemption from the TABE test at BCIT.
- b. Students who have not successfully completed the TABE entrance test, as required, may make an appointment for assessment of eligibility to enter the **pre-nursing program**. **An applicant must score a minimum of 9<sup>th</sup> grade in all sections of the TABE** to be considered. **Acceptance is not guaranteed.**

## BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY ADULT EDUCATION DIVISION

### LICENSE PRACTICAL NURSING

The **pre-nursing program** allows applicants to complete pre-requisites courses for eligibility to transfer to nursing courses while completing remediation requirements and satisfying TABE criteria. TABE criteria must be met by the deadline given. Failing a pre-requisite course or any section of the TABE retake will result in dismissal from the pre-nursing section of the program. A student may apply to the next year's LPN class. No refunds are granted.

c. Applicants who have successfully completed **approved college courses** in Anatomy and Physiology, Nutrition and Pharmacology (*no more than 5 years by the end of program*) may test out of these courses for FAST TRACK entry into the Nursing Courses of the LPN program. Pharmacology drug calculation portion may still be required. Entrance test requirement is not waived. **Test fees will apply.** Applicants may also elect to take these courses as a refresher if accepted in the program. In this case the cost of the program will not be pro-rated but will remain at the current rate.

d. Graduating high school students should make an appointment with the program coordinator to discuss access to the entrance test and eligibility to enter the LPN program.

### 4. Tuition and Fees – Rates are subject to change.

- a. Cost for the program is \$12,995.00 and includes tuition only. Other expenses not include in this cost are:
  - i. Expenses for textbooks, ATI Virtual testing, and uniform – scrubs).
  - ii. Expenses for entry into the program and LPN licensure requirements.

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- iii. Upon successful completion of the Fundamentals of Nursing course, students seeking CNA certification will be required to pay any fees requested by the Department of Health and Human Services for certification.

An installment plan is available at a small fee with each tuition payment. The acceptance fee must be made by the due date in order to secure a seat. Late fees will be incurred for every late payment (cash, check, or major credit card). Return checks will also incur a fee. Please review the division's refund policy.

Request for withdrawal made less than 60 days prior to the beginning of class is NOT eligible for reimbursement. Total cost of this program is \$12,995.00. First payment of \$3,000.00 is due upon acceptance into the program. Five additional payments of \$1,999.00 are required throughout the program. Students can also complete the full payment for the program.

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Example of Payment Plan Breakdown

<b>Pmt. 1** (due upon acceptance) \$3000.00</b>	<b>Pmt. 2 \$1,999.00</b>	<b>Pmt. 3 \$1,999.00</b>	<b>Pmt. 4 \$1,999.00</b>	<b>Pmt. 5 \$1,999.00</b>	<b>Pmt. 6 \$1,999.00</b>
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Classroom: A909                      Westampton Campus

**The above points for entry into the Practical Nursing program and costs are subject to change by the Adult Education Division of BCIT.**



**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
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**LICENSED PRACTICAL NURSING**

**Program Policies**

**The following policies are to be observed in addition to the general school's (BCIT), the adult education division, and each instructor's classroom policies. These policies are subject to change and students will be informed in a timely manner.**

**ACADEMIC SUCCESS**

All program pre-requisites must be completed before starting the program. It is the primary objective of BCIT and the LPN instructors to guide students to achieve their educational goals. Successful learning depends on the ability to apply previously learned concepts to more complex materials. Therefore, it is very important that students master each concept before moving on to the next. Often what begins as a small problem can develop into a larger one if is not addressed immediately. If a student is having difficulty with any of the material covered during a course, it is recommended that the student notify the instructor/s immediately.

**ACCIDENTS**

Refer Adult Education Student Handbook

**ADULT STUDENTS WITH DISABILITIES**

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Refer Adult Education Student Handbook

## **AFFIRMATIVE ACTION PROGRAM**

Refer Adult Education Student Handbook

## **ATTENDANCE POLICY: (CLASSROOM AND CLINICAL)**

The New Jersey Board of Nursing has specific requirements for students to complete the practical nursing program and be eligible to sit for the NCLEX-PN for licensure. Absences will adversely affect student success therefore attendance policies will be strictly enforced.

A total of five (5) days are allowed for personal absences. Please be aware that lateness (late arrival, early departure) adds to the total absent count. A student will be recommended for withdrawal from the program when the maximum allowable absences are exceeded. If a student is approved for make-up (see make-up policy), the total cost for make up must be paid in advance. Students are personally responsible for monitoring their attendance.

**\*\*Personal Business (such as doctor's appointments, car servicing etc. must be scheduled outside of regular school hours (classroom & clinical)).**

1. **Maximum Absence:-** The LPN program includes a five (5) day maximum allowance for extraneous circumstances that may require a student to be absent. These five (5) days are to be used only if needed so that a student's attendance is not compromised. Lateness (arrival/early dismissal) also counts towards

### **BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY ADULT EDUCATION DIVISION**

#### **LICENSED PRACTICAL NURSING**

maximum allowable absences. Below is a breakdown of the attendance requirement for the program.

**Absences during all courses count towards the total five (5) day allowance.**

- ❖ **3 days absent** - will result in a student receiving a written warning, which will be placed in the student's file.
- ❖ **4 days absent** - the student will be placed on probation.
  
- ❖ **5 absences (maximum allowed)** – *Make-up* may be recommended based on student's current status (academic, clinical, professional), in the program. Cost for any approved make-up is the responsibility of the student (see make-up policy).
- ❖ Absences beyond the 5<sup>th</sup> day will solicit a recommendation for withdrawal from the program.
- ❖ Three (3) episodes of late arrivals, or early departure will count as one (1) absent day.
- ❖ There are no excused absences or lateness. Students must complete all time requirements.

2. **Nursing Courses Absences:-** (these are included in the maximum five day allowance).

- ❖ **Nursing Specialty** – No more than one (1) day absent is allowed in any nursing specialty (Maternity, Pediatric and Mental Health).

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- ❖ **Fundamentals of Nursing or Medical-Surgical/Geriatric Rotation** – No more than two (2) days absent are allowed during this rotation.
- ❖ Absences beyond what is allowed in any course will result in an ‘Incomplete’ or ‘Failure’ of the course.

**3. Make-up:** Make-up for classroom or clinical absences will only be considered in situations where a student is currently in good standing (academic, clinical, professional), in all areas of the practical nursing program, and an extenuating circumstance has occurred. All make-ups must receive approval from the faculty, coordinator and administrative staff.

- ❖ **Only 1 approved make-up, if eligible, will be allowed throughout the program. Approval for make-up is not guaranteed.**

- ❖ Considerations for approving a make-up include: Student academic and professional status, Instructor recommendation, Time available in the program, Teacher availability, Affiliation availability and any other specific course or program requirement. Approved clinical make-ups must fulfill clinical requirements.

- ❖ Any approved make-up time will be the financial responsibility of the student. Fees will be calculated for the number of hours required for the make-up. The hourly rate will be the current rate approved for the Adult Education Division. This fee must be paid in advance of the scheduled make-up time.

5. **Graduation/Pinning Absence:-** Attendance to the LPN Pinning ceremony/graduation **is mandatory**. The date for this program will be announced following approval from the BCIT administration. This date is included in your program schedule.

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**5. Self-Dismissal:** Students are not to leave the school or clinical areas without permission from the instructor. Abandonment will be grounds for recommendation for dismissal from the program.

**6. Lateness/Early Departure(ED):** Late arrival to the classroom or early departure are both considered lateness. Lateness is defined as more than one (5) minute after class begins and early departure is defined as leaving anytime prior to dismissal by the instructor at the end of the day.

- ❖ Lateness/ED of 60 mins during any classroom/lab counts as a half day.
- ❖ Lateness of/ED greater than 60 mins (1 hour) counts as a full day’s absence.
- ❖ Lateness of five (5) minutes or more in the clinical site will count as a full day’s absence. Student will be sent home. Students must be on the assigned clinical unit by the start time. Students are encouraged to arrive at clinical 15 minutes before start time.
- ❖ No early dismissal is allowed during clinical. Early departure will count as an absence.
- ❖ Three (3) episodes of late arrivals, or early departure will count as one (1) absence.

7. During inclement weather classes may be delayed or end early - students not in attendance on that day will lose those class hours.

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## 8. Clinical Attendance:

- ❖ Failure to notify the clinical instructor of intended absence or lateness on any clinical day will result in an unsatisfactory clinical evaluation for that day (refer No Call No Show policy).
- ❖ A student is required to notify the clinical instructor of any clinical absence at least *1 hour* before the clinical start time. No Call No Show will:
  - Result in disciplinary action (see No Call No Show Policy below).
  - Result in a recommendation for dismissal from the program.
- ❖ **Nursing Fundamentals and Speciality Courses** - Any student who misses *more than one (1)* clinical day during fundamentals or any *specialty area* (Maternity, Pediatric & Mental Health Nursing) will receive an 'Unsatisfactory' grade for that clinical specialty.
- ❖ **Medical-Surgical/Geriatric Rotation** - If absences during this rotation *total more than two (2)* days, a student will receive an 'Unsatisfactory' grade for that clinical specialty.

## 9. No Call No Show (NCNS):

**No call No show is not tolerated in the program.**

Each student must call out for any lateness or absence prior to the start of the class or clinical.

- ❖ Call out for classroom lateness or absence is required 15 minutes before start time. Failing to call in a timely manner will be considered a NCNS (see NCNS procedures).
- ❖ Call out for clinical lateness or absence is required 1 hour before start time. Students must call the instructor or the number approved for the clinical site. Lateness to clinical cannot exceed 5 minutes beyond start time. If lateness occurs beyond 5 minutes of start time, the student will be sent home and marked as absent. Failing to call in a timely manner will be considered a NCNS.
- ❖ **1st No Call/No Show:** will result in the student receiving a written warning.
- ❖ **2<sup>nd</sup> No Call/No Show:** will result in the student being placed on probation.
- ❖ **3<sup>rd</sup> No Call/No Show:** will result in a recommendation to the principal for the student's dismissal from the program.

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### LICENSED PRACTICAL NURSING

### CAREER COUNSELING

Refer Adult Education Student Handbook

### CHANGE OF ADDRESS

Refer Adult Ed. Student Handbook. Changes in email address and phone contact number must be updated in the student's file

### CLASSROOM/LAB POLICIES

1. In order to gain the greatest benefit from the educational experience, it is necessary that students be prepared for class lectures, discussions, and activities. Therefore, it is expected that students will complete all general and assigned readings and projects prior to class, and will come to class prepared with appropriate books, lab tools and other necessary materials.

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2. A great deal of material is covered in this program in a relatively short period of time. It is important that a student be present and prepared to participate in daily class discussions and activities. Absence or lateness can seriously affect a student's grades and ability to successfully complete the program.
3. If it is necessary for a student to be absent or late, it is expected that the student will inform the instructors in advance. All students may call the Adult Education Office (Westampton Campus: 609-267-4226 ext. 8229) and leave a message for the instructor(s) at least 15 minutes prior to the start of class. Students must call the instructor directly, during clinical training.
4. All exams and/or tests will be announced in advance. Quizzes may or may not be announced and may include information that students are expected to have read in preparation for class. Missed exams must be made up immediately upon the student's return to the classroom. The make up test/exam will be at the instructor's discretion and the student's grade for a make up test will be calculated at 5 points below the maximum grade for that test - a 5% loss for absence on a test/exam day. Failing to take the test immediately upon return to the classroom will result in a '0' grade for that test. Pop quizzes cannot be made up. If a student is absent for any reason when a pop quiz is given, the student will receive a grade of "0" for that quiz. Make-up may be scheduled after school hours. Any related fee is the student's responsibility prior to the make-up.
5. No one will be admitted to the classroom after an exam has begun. If you are not present at the beginning of the exam, you must wait until the exam has been completed at which time you will be scheduled to take a make-up exam. All make-up tests/exams will be graded 5 points below the maximum grade attainable. Failing to take the make-up exam on that day will result in '0' grade for that test.
6. Test questions for the program may be drawn from the current testbank, notes, handouts, assigned readings, video assignments and other valuable sources chosen by the instructor.

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**LICENSED PRACTICAL NURSING**

7. Cheating of any kind, including plagiarism, will not be tolerated. Any student who is found to be cheating or who is voluntarily assisting another student in cheating will face immediate disciplinary action with recommendation to the Principal for suspension or immediate dismissal from the program. Project and report content may be submitted to **@ Turnitin** to be evaluated for plagiarism.
8. Students must remain quietly in their seats after completing an exam or quiz.
9. Use of personal cell phones/electronic devices are not allowed in the classroom and must be turned off. During any testing, interruption by these devices will conclude testing for the student. Student may receive a '0' grade.

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10. Students must complete required mandatory lab practice hours scheduled daily from 3:00pm to 4:30pm for a minimum of 4.5 hours/3 days/week in the lab and 3 hours/2 days outside of the lab. Lab hours must be documented and will be supervised. Students who are evaluated as unsatisfactory in the general lab or clinical areas will be required to complete all 5 days/week of mandatory lab practice in the supervised lab until performance is approved. A monthly lab schedule signup sheet will be available for students.
11. The photocopy machine in the Adult Education Office is for faculty and administration use only.
12. It is expected that students will show respect, consideration, and behave professionally towards instructors, affiliation staff, patients and their families, and fellow classmates. Failure to do so will result in immediate recommendation for dismissal from the program.

### **CLASSROOM PARTICIPATION**

The quality of a student's class participation will be reflected in her/his grade for each subject area.

The process of education requires that students actively participate in all aspects of the classroom and clinical program. Students, faculty, school administrators, all agree that positive student commitment and participation are essential to effective learning. Therefore, students are expected to:

1. Prepare themselves mentally and physically for the process of learning.
2. Take responsibility for their own behavior and learning.
3. Use time and other resources wisely.
4. Share responsibilities when working with other members of a group.
5. Meet the unique requirements of each course in the program.
6. Monitor their own progress toward course/program objectives.
7. Demonstrate an attitude of enthusiasm and commitment to the learning process.

Students are expected to work independently at times, even when the instructor is not in the classroom. Independent studies is an important part of the course work. Students doing independent studies in the

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classroom are expected to maintain professional behaviors at all times. Failing to maintain professionalism will be grounds for disciplinary action to be taken.

### **CLINICAL RULES**

Clinical experiences give students the opportunity to apply the skills and concepts learned in the classroom and lab. These experiences are important parts of the overall education and serve to prepare

students to take the NCLEX-PN exam for licensure and to practice safely in various employment settings. The following rules will apply to the clinical rotation:

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1. Clinical experiences include participation in a variety of approved agencies where clients of all age groups and health status exist. Clients' health, safety, education and dying experiences provide opportunities to develop critical thinking skills, enhance physical skills, and promote therapeutic and effective communication expected of an LPN. Students will be given the opportunity to rotate through a variety of agencies or experiences. The instructor is responsible for these assignments. While each student may not go to all of the same sites, the experiences gained wherever you are assigned will allow you to develop the critical thinking that can be applied in most, if not all, areas of care.
2. Student assignments must be completed. Students do not have a choice of clinical facilities or experiences. Students failing to attend clinical as assigned will be assigned a failing grade for that course and clinical experience. An incomplete or failing a clinical experience is grounds for dismissal from the program.
3. It is expected that students will arrive on time for each clinical experience. It is recommended that students arrive at least 15 minutes before the start time. Being on time means that a student is ready to receive his or her assignment on the unit at the scheduled start time.
4. If you are absent on a clinical day, due to illness, you will be asked to present a physician's note stating your ability or clearance to safely return to the program and clinical area. Failure to present this note when reporting to your next class or clinical day will result in being sent home and assigned an absent day. As stated in the attendance policy, you will be asked to leave the program if unable to accomplish clinical objectives due to absences.
5. In addition to learning the skills needed to safely practice nursing, students are also learning work skills. Most employers expect their employees to report to work in a timely manner, and failing to do so may result in termination of employment. In addition, consideration for your patients, staff members, instructors, and fellow students dictates that you report on time and are prepared to fulfill your clinical responsibilities. If a student reports more than **five (5)** minutes past the assigned clinical time, you will be sent home and marked as absent for the clinical day. Repeated tardiness or absences may result in dismissal from the program.

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6. If you are going to be absent on a clinical day, you are to notify the instructor at least **one (1) hour** prior to the beginning of the clinical day. Your instructor may be reached by beeper or cell phone (beeper numbers will be given during orientation). Failure to notify your instructor will result in disciplinary action (see NCNS policies).
7. Clinical requirements will be discussed during orientation. All students are required to report to the clinical area in proper attire and prepared with all necessary equipment. If you report to the clinical area unprepared, improperly attired, or in any other way unable to fulfill your clinical duties, you will be asked to leave and marked as absent for the clinical day.

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8. All students are expected to show respect and demonstrate professionalism towards patients, hospital staff, instructors, and fellow students. Any problems encountered during your clinical rotation should be immediately brought to the attention of your clinical instructor.

9. Students will have access to confidential information regarding patients' health. Under no circumstances is this information to be discussed outside the clinical unit or in any context other than that which pertains to the direct care of the patient. Breach of confidentiality may result in legal action and immediate dismissal from the program.

10. Students are not permitted to visit patients during non-clinical hours. In addition, students are prohibited from giving gifts to patients or accepting gifts of any kind from patients.

11. Students are not permitted to have visitors or personal phone calls of any kind while at the clinical site. In the event that the student must be contacted for an **emergency** situation, family and friends should be instructed to call the Adult Education Office: Westampton: - (609) 267-4226 Ext. 8229  
The Adult Education staff will then notify the instructor by beeper or phone.

**Under no circumstances should personal phone calls be placed directly to the classroom or clinical site or to the instructor's beeper.**

12. No cell phones or beepers are permitted on the clinical units or any hospital area.

13. Some clinical contacts are contraindicated during pregnancy, therefore it is imperative that a student notify the clinical instructors immediately if you are pregnant. You must provide a note from a physician verifying your ability to continue with your regular student duties. The physician's note will be placed in the student's file.

14. If you are suffering from an ailment which may prevent you from giving safe patient care, you must notify your instructor prior to the beginning of the clinical day. A determination will be made by the instructor as to whether you will be permitted to remain in the clinical area. If you have been exposed to any childhood diseases such as chicken pox or measles and you have no immunity (as demonstrated by negative titers), you must immediately notify your instructor. A clearance note from the healthcare provider will be required for return to the program. There are no light duties in the LPN program.

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15. Students are not allowed to perform invasive patient procedures without their nursing instructor being present, or unless they have been given permission by their on-site clinical instructor.

16. Students are to refrain from wearing perfume, aftershave, cologne, and scented lotions and sprays to class and clinical. No eating is allowed in the classroom, lab or on the clinical unit.



## **CLINICAL/CLASSROOM Preparedness (Personal Appearance and Equipment)**

### **Personal Appearance:**

1. Approved program student uniform (clean and pressed).
2. School's name pin, and picture ID (to be supplied).
3. Undergarments must not be visible at any time.
4. Plain white pantyhose, knee highs, or socks (no other colors, designs, ruffles, are permitted).
5. Plain white **nursing shoes**. (Clogs or open toes are prohibited).
6. Jewelry - (Plain wedding bands and small stud earrings are acceptable. Hoop or hanging earrings, body piercing jewelry, ankle bracelets, hair ornaments, etc. are not permitted. One earring in each ear, no facial jewelry ( examples- tongue, nose, eyebrow rings).
7. Neutral make-up in moderation.
8. Tattoos are to be completely covered by clothing, make-up, or band aid.
9. Hair is to be worn neatly and completely off the collar in the classroom and clinical areas – this applies to both male and female students.
10. Nails are to be short - maximum 1/8-1/4 inches, and well-groomed. Pale pink or clear nail polish is acceptable. No long or brightly polished/decorated nails). Artificial nails are not permitted.

### **Equipment**

1. Stethoscope.
2. Medical Scissors.
3. Hemostats (recommended).

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4. Penlight.
5. Black Ball Point Pen (no erasable ink).
6. Small Notebook (for clinical)

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7. Wristwatch with a second hand.

### **CLINICAL EVALUATION CRITERIA**

**(This section must be attached to all clinical evaluation)**

#### **Professionalism:**

1. Maintains a respectful, professional, and cooperative attitude towards instructors, classmates, patients and staff.
2. Well groomed.
3. Accepts criticism constructively.
4. Works well with others in hospitals and clinical sites.
5. Demonstrates an understanding of her/his place on the nursing team.
6. Demonstrates respect for the needs of patients.
7. Assumes responsibility for own actions.
8. Dependable and trustworthy.
9. Ability to control emotions when under stress.
10. Demonstrates initiative and is self-directed.

#### **Psychomotor Skills:**

1. Demonstrates understanding and is able to apply learned concepts in the clinical area.
2. Works at a reasonable rate of speed.

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#### **Cognitive Skills:**

1. Takes accurate notes of report.

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2. Interprets Kardex accurately.
3. Prioritizes and organizes patient care assignments carefully.
4. Follows directions intelligently and asks for appropriate guidance and clarification.
5. Accurately reports patient information to staff.
6. Demonstrates observation and assessment skills.
7. Documents accurately and skillfully.

**Clinical Safety:**

1. Shows consideration of patient's environment, possessions, and safety.
2. Demonstrates understanding of and practices standard precautions.
3. Demonstrates awareness of fire safety precautions.
4. Demonstrates understanding of safety practices and safety precautions during oral and parenteral medication administration.

**Attendance/Preparation:**

1. Is clinically prepared (proper equipment).
2. Demonstrates adequate preparation for patient care.
3. Is punctual reporting on and off-duty.
4. Is present and prepared to participate on each clinical day.
5. Actively participates in pre- and post-conference activities.

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**CURRICULUM**

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The Practical Nursing program is designed to incorporate materials and concepts from the physical, biological, and behavioral sciences relevant to the principles and practice of nursing and contemporary issues in health care. The program shall contain content relating to chemical and substance abuse. Fifty percent of the total hours shall be devoted to classroom theory. The remaining fifty percent shall be devoted to clinical experience, clinical conference and laboratory practice. The program shall be organized so that theory and clinical practice are offered concurrently throughout the entire program.

## **DANGEROUS INSTRUMENTS AND WEAPONS**

Refer Adult Education Student Handbook

## **DISCIPLINE POLICY**

Teachers and administrators have the responsibility to all students who attend the Burlington County Institute of Technology, to maintain a positive atmosphere that is conducive to learning at all times.

Students who are sent out of class or lab areas are to report immediately to the Adult Education Office where appropriate action will be taken. Failure to report to the office when so directed is cause for administrative action. Students who disrupt the learning environment, or violate school rules or laws are subject to school disciplinary action. Disciplinary action may include counseling, loss of privileges, permanent removal from class, or expulsion from Burlington County Institute of Technology. All pertinent information will be considered when disciplinary action is taken. New Jersey school law gives school officials the right to take disciplinary action to ensure appropriate school behavior of students.

Students should understand that any or all misbehavior will **not** be tolerated. Burlington County Institute of Technology is committed to providing a safe, quality learning environment.

Students are expected to conduct themselves in a mature and professional manner at all times. Any student who behaves in a manner which is deemed unprofessional or disrespectful at any time will be asked to leave facility and will receive written counseling. Dismissal from an area for misconduct is grounds for immediate termination from the program.

Misconduct, disrespectful and unprofessional behavior includes, but is not limited to, loud or disruptive behavior, use of profanity, insubordination toward instructors or facility personnel, discourteous or abusive language or behavior towards patients, staff or fellow students, or any physical act that threatens or injures people or property.

## **DISMISSAL POLICY**

The faculty and administration reserve the right to recommend the dismissal of any student who fails to meet the standards of academic achievement, personal and professional integrity, perform in a safe

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manner in the lab and clinical setting, and demonstrate professional behaviors. A recommendation for dismissal may be made for reasons which include, but are not limited to:

1. Academic failure.
2. Improper personal or unprofessional conduct.
3. Unapproved dress.
4. Excessive tardiness/absenteeism.
5. Unsafe/unskilled nursing practice.
6. Inability to cope with training program.
7. Unethical actions /dishonesty.
8. Failure to abide by program policies.
9. Falsification of any information.

### **DRESS CODE**

Refer Adult Education Student Handbook, and program guidelines - **CLINICAL/CLASSROOM Preparedness (Personal Appearance and Equipment)**.

### **DRIVING AND PARKING**

Adult students are to park in the designated areas for students. No student is to park anywhere but in designated parking areas without written permission. Students are expected to observe all posted speed limits leaving parking areas and on approach to school. **Reckless driving or any unsafe operation of a motor vehicle on school property may be cause for revocation of driving privileges.**

You may be required to affix a parking decal to your vehicle. If parking decals are required, they will be distributed thru the Adult Education Office. The Adult Education Office must be notified of any change in your vehicle or license number.

### **DRUGS AND ALCOHOL**

Refer Adult Education Student Handbook. Students acting inappropriately in the classroom, lab or clinical area, may be required to get a drug screen.

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## **LICENSED PRACTICAL NURSING**

### **EATING**

Refer Adult Education Student Handbook. No eating in LPN classroom, lab or on clinical units.

### **EMERGENCY SCHOOL CLOSING**

Refer Adult Education Student Handbook.

### **EMERGENCY/SAFETY DRILLS**

Refer Adult Education Student Handbook.

### **EQUAL OPPORTUNITY**

Refer Adult Education Student Handbook.

### **FINANCING**

Refer Adult Education Student Handbook.

### **GRADING**

Refer Adult Education Student Handbook. LPN students follow the LPN grading policy.

### **GRADUATION/PINNING CEREMONY**

The LPN Pinning Ceremony/graduation is a mandatory exercise for each student who has been approved as meeting all program requirements, academic and clinical, and is eligible to sit for the NCLEX-PN exam. It is at the Pinning Ceremony that the graduate will pledge publically to fulfill all the responsibilities of the nursing profession as a Licensed Practical Nurse. Attendance to the pinning ceremony is included in the program schedule (see attendance policy). Anyone who misses the Pinning Ceremony will receive an Incomplete 'I' in the program.

### **HALL REGULATIONS**

Refer Adult Education Student Handbook

### **LEAVE OF ABSENCE**

Due to time constraints, attendance requirements, and pace of the practical nursing program, Leave of Absence of greater than the maximum number of allowable absent days will not be granted.

In the event of prolonged illness or personal hardship, a student may make a written request, and if approved by the faculty and administration, withdraw from the program and request re-admission to the succeeding class to retake the LPN program.

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## LICENSED PRACTICAL NURSING

### **LIBRARY**

Assignments may require research in a library and use of additional resources. Requirements for research assignments will be explained by individual instructors. It is recommended that the public libraries be used. Local libraries include:

Sources: Burlington County College Library  
Burlington County Library System  
Camden County Library System (Echelon)

All books or items are borrowed according to the rules of each individual institution and are the students' responsibility.

### **LOST AND FOUND**

Refer Adult Education Student Handbook

### **MOBILE/ELECTRONIC DEVICES**

Refer Adult Education Student Handbook

### **NURSES OFFICE**

Refer Adult Education Student Handbook

### **OBLIGATIONS**

Refer Adult Education Student Handbook

All approved payment plan schedule must be followed. Students failing to make payments on time may be immediately dismissed from a program. Any approved late payment will be subject to a late fee. *LPN student's name will not be submitted to the NJ BON until all obligations are met.*

### **PROBATION**

Refer Adult Education Student Handbook

### **REFERRALS TO COUNTY AGENCIES**

Refer Adult Education Student Handbook

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
ADULT EDUCATION DIVISION**

**LICENSED PRACTICAL NURSING**

**SAFETY/SECURITY**

Refer Adult Education Student Handbook

ID Badges must be worn at all times. Students without ID badges must show their driver's license at the front office and sign in. Students without ID badge a second time will be required to pay the fee for a new badge to replace the missing ID badge.

**SMOKING**

Refer Adult Education Student Handbook.

**STUDENT/INSTRUCTOR RATIO**

It is mandated by the State Board of Nursing that there not be a greater ratio than 10 students to 1 instructor in the clinical area.

**STUDENT RECORDS**

Refer Adult Education Student Handbook.

**STUDENT RIGHTS AND RESPONSIBILITIES**

Refer Adult Education Student Handbook.

**TRANSPORTATION**

It is imperative that each student have their own reliable transportation. There is a significant amount of traveling during the course of this program. Travel may cross state lines.

**TRIPS – (scheduled clinical rotations are guided by the clinical policies)**

Students will be obligated to go on class trips. Trips are selected by the class instructors and are approved by the Principal and Board of Education. Students are responsible for their own transportation. The attire for the day will be in accordance with the BCIT dress code for the LPN student (See Dress Code). Remember your appearance and conduct reflects that of the whole Practical Nursing Program of Burlington County Institute of Technology.

**UNACCEPTABLE BEHAVIOR**

Refer Adult Education Student Handbook.



**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
ADULT EDUCATION DIVISION**

**LICENSED PRACTICAL NURSING**

**VISITORS**

Refer Adult Education Student Handbook.

**WARNING AND PROBATION POLICY**

BCIT administration and faculty reserve the right to retain only those students who satisfy the requirements of:

<u>Scholarship:</u>	A minimum grade of 75 or higher.
<u>Health:</u>	Good physical health status as per student physical form determined by administration.
<u>Emotional Stability:</u>	Good mental health status as per student physical form determined by administration.
<u>Professional Behavior:</u>	As deemed appropriate by The Professional Nursing Standard's Manual.
<u>Safety:</u>	Acknowledge and practice working within the general and nursing safety guidelines as given by the instructor as per BCIT curriculum.

Experience has shown that in order for a student to have the best chance for successfully passing the NCLEX exam for licensure, she/he must maintain a minimum grade of 75 or higher in **ALL** theory content areas and a rating of satisfactory in **ALL** clinical components of the course. All aspects of a student's academic and clinical performance are reviewed at regular intervals, and any student who is not achieving the minimum passing grade will be notified as follows:

**Academic**

Academic warnings will be issued to identify and assist students who are at risk for course and or nursing boards failure. Academic warnings will be issued throughout the program.

- 1) A written warning will be issued to any student whose performance is at risk for falling below 75% or unsatisfactory, which is the minimum standard requirement for theory and clinical areas respectively. The faculty and administration will develop possible remediation options to address and identify deficiencies in the student's performance and counsel her/him on such.
- 2) The student must attain a minimum final grade of 75% or higher in all subject areas, with the exception of Pharmacology Dosage Calculation, for which the student must maintain a grade of 85%, in order to continue in the program. Progress reports will be issued during each subject area.
- 3) Students can only progress in the program by maintaining the minimum grade requirements.

**Statute: 13:37 18 thru 13:37 13.2**

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
ADULT EDUCATION DIVISION**

**LICENSED PRACTICAL NURSING**

**Clinical**

The priority concern in the clinical area is the preservation of the patient's health, wellbeing, rights and safety. The evaluation of clinical performances is stringent. Clinical evaluations will be based on compliance to the Nurse Practice Act and the NJBON statutes. Students must maintain a 'Passing' grade in the lab and clinical areas in order to progress in the program.

**Reasons for Warnings and Probation**

1. Academic failure.
2. Disrespectful attitude towards instructors, certified school personnel, hospital personnel, patients, or fellow classmates.
3. Improper personal or professional conduct.
4. Excessive absenteeism or tardiness. (See Attendance Policy)
5. Unsafe/unskilled nursing practice.
6. Inability to cope with the requirements/demands of the program.
7. Refusal to participate in classroom or clinical activities that include sleeping during class or clinical.
8. Unethical and/or dishonest behavior including cheating in any form.
9. Violation of BCIT's policies, rules, and Board of Nursing standards of practice.
10. Other areas of concern as deemed necessary by the licensed instructor and administration.

**Reasons for Immediate Dismissal**

The faculty, administration, and Board of Education reserve the right to recommend the immediate dismissal of a student who is in violation of Burlington County Institute of Technology's policies and procedures and the Nurse Practice Act as determined by the licensed instructor and administration.

**WITHDRAWAL FROM ADULT EDUCATION**

Statute: 13:37 18 thru 13:37 13.2

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
ADULT EDUCATION DIVISION**

**LICENSED PRACTICAL NURSING**

**WITHDRAWAL/RE-ADMISSION POLICY – PRACTICAL NURSING**

Any student who withdraws from the program or part of the program (See Leave of Absence above) may be eligible for re-admission providing the following guidelines are met:

- 1) Documentation of health status is satisfactory and up to
- 2) date (within 12 months of re-admission.)
  
- 3) Recommendation of instructor(s) with consent of Supervisor.
  
- 4) Vacancy exists within the class being applied for by the student.
  
- 5) Overall grade for courses completed is 75%/C or higher.
  
- 6) All requirements of the program are to be met and maintained for student to remain.
  
- 7) Upon withdrawal, a student may be recommended to work in health care for one year prior to gaining re-admission, in order to enhance their performance level. If so, then proof of employment will be required.
  
- 8) Failure to be successful after a second (2<sup>nd</sup>) admission, results in the student not being allowed to reapply for a period of at least two (2) years from the date of the exit.
  
- 9) Students withdrawing from the Adult School are to make their intentions known to the Health Occupations Supervisor. The student will have to see each of her/his teachers before being released. No records will be forwarded until all obligations are met

# Practical Nurse's Pledge



Before God and those assembled here, I solemnly pledge;  
To adhere to the code of ethics of the nursing profession;  
To cooperate faithfully with the other members of the nursing team  
and to carry out faithfully, and to the best of my ability,  
the instructions of the physician or the nurse who may be assigned  
to supervise my work;

I will not do anything evil or malicious,  
and I will not knowingly give any harmful drug  
or assist in malpractice.

I will not reveal any confidential information  
that may come to my knowledge in the course of my work.

And I pledge myself to do all in my power to raise  
the standards and prestige of practical nursing;

May my life be devoted to service,  
and to the high ideals of the nursing profession.

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
ADULT EDUCATION DIVISION**

**LICENSED PRACTICAL NURSING**

**ACKNOWLEDGEMENT OF PRACTICAL NURSING PROGRAM POLICIES AND  
PROCEDURES**

I, \_\_\_\_\_, (please print first and last name) have received the BCIT Adult Education Student Handbook which is available online at [www.bcit.cc](http://www.bcit.cc) under Resources. I understand that this handbook provides information on the policies and procedures for adult education. This is to acknowledge that I understand and will abide by all the policies and procedures as set forth in the BCIT student handbook.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
ADULT EDUCATION DIVISION**

**LICENSED PRACTICAL NURSING**

**SKILLS CHECKLIST**

- \_\_\_\_\_ Handwashing
- \_\_\_\_\_ Gloving
- \_\_\_\_\_ Removing Cover Gown
- \_\_\_\_\_ Complete & Partial Bed Baths
- \_\_\_\_\_ Making the Occupied and Unoccupied Bed
- \_\_\_\_\_ Transfer Bed to Chair and Chair to bed
- \_\_\_\_\_ Patient Positioning
- \_\_\_\_\_ Maintaining Physical Safety

**SKILLS CHECKLIST: VITAL SIGNS**

- \_\_\_\_\_ Temperature - Oral
- \_\_\_\_\_ Temperature-Tympanic
- \_\_\_\_\_ Temperature - Rectal
- \_\_\_\_\_ Pulse - Radial
- \_\_\_\_\_ Pulse - Apical
- \_\_\_\_\_ Pulses - Peripheral
- \_\_\_\_\_ Respiration
- \_\_\_\_\_ Blood Pressure
- \_\_\_\_\_ Pain Scales

Statute: 13:37 18 thru 13:37 13.2

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
ADULT EDUCATION DIVISION**

**LICENSED PRACTICAL NURSE**

**ESSENTIAL CLINICAL SKILLS**

<b><u>PROFICIENT</u></b>		<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>#4</b>
		<b>Lab</b>	<b>Fund.</b>	<b>Other</b>	<b>Med-Surg</b>
				Specialities	
1.	Maintenance of professional behavior	_____	_____	_____	_____
2.	Ensuring a safe patient environment	_____	_____	_____	_____
3.	Applying, maintaining and documenting restraint devices	_____	_____	_____	_____
4.	Practicing standard precautions	_____	_____	_____	_____
5.	Performing and documenting patient teaching	_____	_____	_____	_____
6.	Physical Assessment – Head to Toe/System	_____	_____	_____	_____
7.	Assisting with Activities of Daily Living	_____	_____	_____	_____
8.	Maintenance of sterile technique	_____	_____	_____	_____
9.	Administering PO medications	_____	_____	_____	_____
10.	Administering IM medications	_____	_____	_____	_____
11.	Administering SQ medications	_____	_____	_____	_____
12.	Administering topical/inhalant medications	_____	_____	_____	_____
13.	Administering and documenting controlled substances	_____	_____	_____	_____
14.	Oral suctioning	_____	_____	_____	_____
15.	Tracheal suctioning	_____	_____	_____	_____
16.	Tracheotomy care	_____	_____	_____	_____
17.	Maintenance of O2 therapy	_____	_____	_____	_____

Statute: 13:37 18 thru 13:37 13.2

18. Monitoring pulse oximetry \_\_\_\_\_
19. Caring for the pediatric client in a mist tent \_\_\_\_\_

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
ADULT EDUCATION DIVISION**

**LICENSED PRACTICAL NURSING**

	#1 <b>Lab</b>	#2 <b>Fund.</b>	#3 <b>Other</b> <small>Specialities</small>	#4 <b>Med-Surg</b>
20. Assessment and maintenance of NG tube to suction	_____	_____	_____	_____
21. Assessment and maintenance of feeding tubes	_____	_____	_____	_____
22. Ostomy care	_____	_____	_____	_____
23. Administering enemas	_____	_____	_____	_____
24. Inserting indwelling catheter	_____	_____	_____	_____
25. Inserting straight catheter	_____	_____	_____	_____
26. Removing indwelling catheter	_____	_____	_____	_____
10. Monitoring and recording fluid balance	_____	_____	_____	_____
28. Administering wound care	_____	_____	_____	_____
29. Maintaining musculoskeletal traction	_____	_____	_____	_____
30. Caring for the patient with a cast	_____	_____	_____	_____
31. Maintaining drainage tubes	_____	_____	_____	_____
32. Application and maintenance of compression stockings	_____	_____	_____	_____
33. Maintenance of IV therapy	_____	_____	_____	_____
34. Removing IV catheter	_____	_____	_____	_____
35. Converting IV to intermittent infusion device	_____	_____	_____	_____
36. Obtaining specimens – Oral/Buccal Nasal/Tracheal	_____ _____	_____ _____	_____ _____	_____ _____

**Statute: 13:37 18 thru 13:37 13.2**



Urine	_____	_____	_____	_____
Stools	_____	_____	_____	_____
Wound	_____	_____	_____	_____
Other – Assisting at bedside	_____	_____	_____	_____

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
ADULT EDUCATION DIVISION**

**LICENSED PRACTICAL NURSING**

	<b>#1 Lab</b>	<b>#2 Fund.</b>	<b>#3 Other Specialities</b>	<b>#4 Med-Surg</b>
37. Performing post-mortem care	_____	_____	_____	_____
38. Assessment and management of pain	_____	_____	_____	_____
39. Assessment and documentation of diet therapy	_____	_____	_____	_____
Calorie Count	_____	_____	_____	_____
Intake and Output	_____	_____	_____	_____
40. Maintaining isolation precautions	_____	_____	_____	_____
41. Documenting patient care	_____	_____	_____	_____

Statute: 13:37 18 thru 13:37 13.2

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
ADULT EDUCATION DIVISION**

**LICENSED PRACTICAL NURSING**

**CLINICAL EVALUATION**

STUDENT \_\_\_\_\_ INSTRUCTOR \_\_\_\_\_

COURSE \_\_\_\_\_ CLINICAL SITE: \_\_\_\_\_

DATES: From \_\_\_\_\_ To \_\_\_\_\_, 20\_\_\_\_ CLINICAL GRADE: \_\_\_\_\_  
(Satisfactory-S/Unsatisfactory-U/Incomplete-I)

DATE- Month/Date/Year								COMMENTS – Instructor
Well Groomed								
Maintains a respectful, professional, and cooperative attitude towards instructors, classmates, patients, and staff								
Accepts criticism constructively								
Demonstrates understanding of and applies fundamental concepts learned (including safety)								
Is prompt, dependable, trustworthy, and assumes responsibility for her/his actions								
Is clinically prepared with proper equipment and information needed to perform patient care								
Demonstrates ability to control emotions when under stress								
Follows directions carefully and asks for appropriate guidance and clarification								
Works at a reasonable rate of speed								
Considers - patient environment, possessions, and safety								
Y = Yes N = No NI = Needs Improvement (see comment)								

Student Comment:

Statute: 13:37 18 thru 13:37 13.2

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
ADULT EDUCATION DIVISION**

**LICENSED PRACTICAL NURSING**

**CLINICAL EVALUATION**

STUDENT \_\_\_\_\_ INSTRUCTOR \_\_\_\_\_

COURSE \_\_\_\_\_ CLINICAL SITE: \_\_\_\_\_

DATES: From \_\_\_\_\_ To \_\_\_\_\_, 20\_\_\_\_ CLINICAL GRADE: \_\_\_\_\_  
(Satisfactory/Unsatisfactory/Incomplete)

DATE																		
PROFESSIONALISM (see attached description)																		
PSYCHOMOTOR SKILLS (see attached description)																		
COGNITIVE SKILLS (see attached description)																		
SAFETY (see attached description)																		
ATTENDANCE (see attached description)																		
PREPARATION (see attached description)																		
PATIENT/INSTRUCTOR/COLEAGUE INTERCTIONS																		
OTHER – Unanticipated Events																		

Attendance Reports to clinical area in a timely manner.  
Is present for all assigned clinical activities.

Preparation Reports to clinical area with appropriate supplies (includes tools and ID badge.)  
Is appropriately dressed for clinical area.

Patient/Instructors/  
Colleagues Interaction: Applies learned principles of therapeutic interaction with patients.  
Interacts professionally with patients, staff, instructors, and fellow classmates.  
Interacts professionally with patients, staff, instructors, and fellow classmates.

COMMENTS:

Statute: 13:37 18 thru 13:37 13.2

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
ADULT EDUCATION DIVISION**

**LICENSED PRACTICAL NURSING**

**NEW JERSEY BOARD OF NURSING ELIGIBILITY REQUIREMENTS**

The Practical Nursing Program has the responsibility to inform applicants contemplating admission to the Practical Nursing Program of the possible barriers to future licensure. Graduation from a Practical Nursing Program does not guarantee admission to take the licensure exam. The applicant must be aware that the New Jersey Board of Nursing has the ultimate responsibility to determine who is eligible for a license to practice nursing in the State of New Jersey.

Applicants to the Practical Nursing Program need to be aware that the New Jersey Board of Nursing requires the following criteria be met before an individual may receive an application for a license to practice Practical Nursing.

1. Has attained her/his eighteenth birthday.
2. Is of good moral character, is not a habitual user of drugs and has never been convicted or has not pleaded nolo contendere, non-vult contendere or not-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 four-year high school or the equivalent thereof as determined by the New Jersey State Department of Education.
4. Has completed a course of Practical Nursing study in an approved school of Practical Nursing as defined by the New Jersey Board of Nursing and the Office of School-to-Career and College Initiatives division of the Department of Education.

Students intending to take the NCLEX-PN Examination in another state after graduation should check the Nurse Practice Act of that state prior to admission.

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
ADULT EDUCATION DIVISION**

**LICENSED PRACTICAL NURSING**

**LEGAL REQUIREMENTS FOR PRACTICAL NURSE LICENSURE**

The Nurse Practice Act of the State of New Jersey Board of Nursing Statutes (NJSA 45:11-23 et seq.) and Regulations (NJAC13:37) govern the legal practice of nursing in the state. It is important that applicants who plan to study nursing know that licensure requirements include the following:

An applicant for a license to practice professional nursing shall submit to the board evidence in such form as the board may prescribe that said applicant is of good moral character, is not a habitual user of drugs and has never been convicted or has not pleaded nolo contendere, non vult contendere or not vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs.

The Board of Nursing will also require the candidate to be fingerprinted and have a criminal background investigation done prior to the issuance of the LPN license.

In addition, the official application for Practical Nurse licensure by examination requires that applicants respond to the following questions:

- A. Have you ever been an abuser or habitual user of a chemical substance? If yes, provide the details of your drug use, including the period and nature of this use and any recovery. Attach a written report or detailed letter from a qualified counselor indicating her/his opinion about your current fitness to practice nursing.
- B. Have you ever stolen a distributed (for profit or not) any chemical substance? If yes, provide the details of the episode (s).
- C. Have you ever been treated for alcoholism or alcohol abuse? If yes, provide the details of your alcoholism and any recovery. Attach a report or detailed letter from a qualified counselor indicating her/his opinion about your current fitness to practice nursing.
- D. Have you been indicted or convicted of any crime within the last ten (10) years? If yes, attach a copy of the indictment and judgment of conviction. If probation has been completed, attach a copy of the Termination of Probation order.

*Thus before beginning the nursing program, applicants must consider whether there is any reason why they might not be qualified for licensure.*

The Board of Nursing makes determination on an individual case basis. Applicants should contact the Board to discuss their personal situation before embarking on a course of study in order to insure that they do not successfully complete the nursing program only to find that they are ineligible for licensure.

**Statute: 13:37 18 thru 13:37 13.2**

Questions and concerns regarding these laws may be discussed in confidence with the Supervisor of Allied Health Programs.

Statute: 13:37 18 thru 13:37 13.2



**Burlington County Institute of Technology  
Harassment, Intimidation, and Bullying/Cyber-bullying (HIB)**

**District and Building Level Contacts**

**District Coordinator**

Mr. Christian Pino  
10 Hawkin Road  
Medford, New Jersey 08055  
[cpino@bcit.cc](mailto:cpino@bcit.cc)  
609-654-0200 x8410

**Medford Campus Anti-Bullying Specialist**

Mr. Jeff Pensabene  
10 Hawkin Road  
Medford, New Jersey 08055  
[jpensabene@bcit.cc](mailto:jpensabene@bcit.cc)  
609-654-0200 x8436

**Westampton Campus Anti-Bullying Specialist**

Guidance Dept.  
695 Woodlane Road  
Westampton, New Jersey 08060  
609-267-4226 x8219 or x8222



**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY**  
**STUDENT ACCEPTABLE USE OF EDUCATIONAL**  
**TECHNOLOGY EQUIPMENT POLICY**

General Information

The Burlington County Institute of Technology provides computer equipment, computer services, Internet access and other technology to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research; teacher training; collaboration, dissemination and the use of global communication resources. Employees of Burlington County Institute of Technology reserve the right to monitor all activity on district technology.

Any action by a user that is determined by a supervising party to constitute an inappropriate use of resources or an improper restriction of others from using and enjoying those resources, is strictly prohibited and may result in termination of the offending users' access and other action in compliance with the district's discipline code.

The district may modify these rules at any time.

Information Content and Uses of the Computer

The user agrees not to publish on or over the computer any offensive information. The user further agrees not to use the computer to conduct advertising, solicitation, or any activity which is prohibited by law.

Because Burlington County Institute of Technology provides, through connection to the Internet, access to other computers around the world, students and their parents understand that the district and supervising party have no control over content. The district will provide students access to Internet resources only in supervised environments and will take all possible steps to lock out objectionable areas.

Online Conduct

Accessing global networking sites such as, but not limited to, Facebook and MySpace using district equipment is prohibited. Furthermore, the user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material, nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, state or federal law is also prohibited and is a breach of the Terms and Conditions. Specifically, the user will conform to copyright and licensing laws and will not plagiarize the work of others.

Software Libraries

Software is provided to students as a curricular resource. No student may install, upload, or download software. Any software having the purpose of damaging another person's files or the district computers and software (e.g., computer viruses) is specifically prohibited.

Real-time, interactive communication areas

The supervising party, at his/her sole discretion, reserves the right to immediately terminate the access of a user who misuses real-time conference features such as video conferencing and audio conferencing, chat, and internet relay chat.

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY**  
**STUDENT ACCEPTABLE USE OF EDUCATIONAL**  
**TECHNOLOGY EQUIPMENT POLICY**

Electronic Mail

BCIT does not provide or host email addresses for students. In an effort to increase student-teacher communication, BCIT will allow students to access their personal web based email accounts from district computers. The supervising party reserves the right to inspect mail, to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. Burlington County Institute of Technology reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any mail transmitted on a Burlington County Institute of Technology computer.

Security

Attempts to access files of another user or of a supervising party may result in termination of access privileges. Any user identified as a security risk may have his access terminated and/or be subject to other disciplinary action.

Vandalism

Vandalism is any malicious attempt to harm or destroy computers or devices, any of the networks that are connected to the Internet backbone, peripherals, or resident software. This includes, but is not limited to, the loading or creation of computer viruses. Act of vandalism may result in cancellation of computer access, and other disciplinary measures in accordance with the district's discipline code.

Game Playing

Game playing using BCIT computers or our network infrastructure is prohibited.

Printing

The printing facilities of Burlington County Institute of Technology should be used judiciously. Unnecessary printing adds expense, and shortens the life of the equipment.

BYOD

BCIT recognizes that some students may bring their own device to connect to the district's network, or the Internet. The use of equipment such as, but not limited to, Tablets, Laptops, Cellular Phones, Gaming Devices and other electronics must adhere to all rules governing use and conduct. Furthermore, if a student wishes to access the internet on their own device while in the district, they must connect to the BCIT Public Wireless Network and are not permitted to use another provider's service such as, but not limited to, 3g and 4g Cellular Networks.



**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY**  
**STUDENT ACCEPTABLE USE OF EDUCATIONAL**  
**TECHNOLOGY EQUIPMENT POLICY**

**ACKNOWLEDGEMENT OF BCIT HANDBOOK - POLICIES AND PROCEDURES**

I, \_\_\_\_\_, (please print first and last name) have received the BCIT Adult Education Student Handbook which is available online at [www.bcit.cc](http://www.bcit.cc) under Resources. I understand that this handbook provides information on the policies and procedures for adult education. This is to acknowledge that I understand and will abide by all the policies and procedures as set forth in the BCIT student handbook.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature