



Adult Education

PRACTICAL NURSE

STUDENT HANDBOOK

2021-2022

8/2021

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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 situations. For this reason, it is very important that the student 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 a student is having difficulty with any of the material covered during a course, he or she is encouraged to notify the instructors immediately.

The LPN student handbook provides important information that will give students an understanding of the Practical Nursing program's policies. Understanding and adhering to the school and program policies are extremely important as each student transitions through the program. It may become necessary to add and implement updates to all policies, however, any new updates will be made available to students in a timely manner.

During any crisis situation, for example, the COVID-19 pandemic, it may be necessary to implement a hybrid education format. Each student is therefore required to have access to a computer with audio and video capabilities. Distance learning schedule will be determined on a weekly basis. If implemented, virtual sessions will require the equivalent of in class schedule and attention.

Welcome and Best Wishes to all students!

Dr. EMC Lazarus
Health Occupations Coordinator and Faculty

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

Mission Statement

Our mission is to fully and comprehensively prepare adolescents and adults of Burlington County:

To respond to societal needs through the development of career and technical education programs reflecting the technological advances of the greater community while meeting the needs of both adolescent and adult learners.

To provide programs enabling all students to become productive, self-fulfilled, lifelong learners.

To develop and maintain reciprocal relationships with both civic and business communities.

To support community-wide social, cultural, counseling and career and technical education training programs, while jointly developing apprenticeship and occupational training programs with local businesses, industries, and educational institutions.

To position students for success in mastering the New Jersey Student Learning Standards in Grades 9 through 12 in a safe, secure, and caring environment.

**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, including simulation, experiences. Theory and clinical experiences are offered concurrently throughout the program. Clinical experiences are provided in a variety of 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.

There may be occasions for implementing a hybrid format within the LPN program. Distance learning may be integrated into the program as needed. Each student is required to have access to a computer with audio and video capabilities. Distance learning schedule will be determined on a weekly basis. If implemented, virtual sessions will require the equivalent of in class schedule and attention.

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

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

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 experiences 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;
- 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.

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

LICENSED PRACTICAL NURSING

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 **three (3) months** 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.

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

LICENSED PRACTICAL NURSING

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, licensed physician or dentist.

Evidence of Learning

Students will 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

Students will 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

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

Learning Experiences

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.

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
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LICENSED PRACTICAL NURSING

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

Evidence of learning

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

Students will discuss and differentiate the importance of personal membership in national LPN organizations – National Federation of Licensed Practical Nurses (NFLPN), National Association of Practical Nurses Education and Services (NAPNES), and New Jersey National League of Nursing – NJNLN.

Learning Experiences

Students will complete an 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 – NJNLN – Student Day.
Promote membership with NFLPN and NAPNES.

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

Evidence of Learning

Students will successfully complete all the requirements of the LPN program and register for NCLEX-PN within 3 months after program completion.

Learning Experiences

Students 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.

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

LICENSED PRACTICAL NURSING

List of Courses

Section One - All courses must be completed with a passing grade of 75% or above in order to progress to section two of the program.

- ❖ 1-1 Body Structure & Function
- ❖ 1-2 Nutrition
- ❖ 1-3 Pharmacology

(A passing grade of 95% is required for math drug dosage calculation final exam)

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
- ❖ 2-2 Medical-Surgical Nursing * (Clinical Practicum Below)
- ❖ 2-3 Maternal/Newborn Nursing
- ❖ 2-4 Pediatric Nursing
- ❖ 2-2 *Clinical Practicum
- ❖ 2-5 Mental Health Nursing

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

LICENSED PRACTICAL NURSING

Course Description

1-1. Body Structure & Function Updated

This course focuses on the study of basic human structure and function. The learner will examine general characteristics of the human body, define terms used in describing its structure, explore the basic unit of living matter, the cell, and obtain a basic knowledge of the functions of the body, how it is maintained, supplied, and kept in a balanced state. The course also presents the body's defenses against disease causing microorganisms, and infection control to promote health.

The student will reflect on principles of body processes that provide the foundation for understanding deviations from the normal. Emphasis is placed on those concepts that will enable the Practical Nurse to promote clients' health and wellbeing.

The use of instructional aids such as charts, models and audio-visual material is utilized in the presentation to provide the student with additional avenues for understanding. Additionally, students will research latest medical developments in the area of the body structure and function.

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

ATI Value - Included

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
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LICENSED PRACTICAL NURSING

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 for 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.

This course will conclude with a Cultural Day event, where students will prepare meals to represent diverse cultures, and present nutritional education to support good health.

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

ATI Value - Included

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
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LICENSED PRACTICAL NURSING

Course Description

1-3. Pharmacology

Pharmacology, for the licensed practical nurse, will include concentration on the history of medicine and current medical therapies prescribed and administered to patients for specific body dysfunctions. Students will comprehend the purpose of different drug classifications, as they relate to specific medical problems.

Section one of this course will focus on the basic formulas used to accurately calculate drug dosages for all age groups, and via alternate routes of administration. A basic understanding of addition, subtraction, multiplication and division, percentage, ratio and proportion, cross multiplication and algebra is required. A final passing grade of 95% is required for this portion of the course before a student can progress to section two of the program.

Section two of this course will continue with formal classroom instruction, supervised laboratory and clinical practice in the safe administration of drugs. Included are the general principles related to medication orders or prescriptions, medication/drug history, drug classifications, pharmacokinetics, pharmacodynamics, and other relevant aspects of each drug class. All students will be required to research drugs from the different classifications as assigned, and the drugs that are ordered for their patients for administration. Independent learning of these drugs will be required through individual drug research and the preparation of individual drug sheets for later use in the clinical setting. Students will compile an organized binder of all drug sheets. Learning will also include knowledge of all drugs that are being administered to a patient to include: the purposes, actions, side effects, adverse effects, contraindications, nursing implications, and 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 scores obtained on assignments. A passing grade of 95% is required for math/drug dosage calculation).

ATI Value – Required

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LICENSED PRACTICAL NURSING

Course Description

2-1 Fundamentals of Nursing

The course offers the basic content that is essential for all areas of practical nursing. It includes the implementation of safe nursing practice based on knowledge of sound principles, clinical skills, and modeling the nursing process.

Section I of this course will address professional issues and present the history of nursing and nursing education, with special emphasis on those characteristics and qualities that are instrumental in becoming a knowledgeable and caring nurse. Legal and ethical aspects of nursing as they are practiced in the health care system are also discussed. Students will explore concepts of culture and its influence on the patient's ability to adapt to health and illness. The learner will become familiar with the impact of psychosocial and religious influences on the patient and family and attitudes toward health, illness and death. The uniqueness of each patient will be emphasized through accepting that the best patient care can be delivered with a compassionate understanding of individual human needs. Students will be able to identify their own individual impact on diverse patient populations.

Basic communications techniques will be represented. Therapeutic vs. non-therapeutic techniques of communication will be discussed and practiced. Verbal and non-verbal techniques of communications will be described. 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 healthcare reform will be presented.

Section two introduces microbiology features that include bacteriology and methods that contribute to the spread of infection. This section contributes to a basic understanding of microorganisms and their structure, physiological functioning, and living requirements. Emphasis is placed on the "chain of infection," and distinguishing ways to inhibit or prevent the spread of diseases by these microorganisms. The student will be able to identify the various types of immunities and how they may be obtained.

Section two also emphasizes nurses' duty to practice their profession safely and to protect from harm those committed to their care. This course will reinforce the concept that nurses, including student nurses, are accountable for their own clinical decisions and actions. The learner will be required to demonstrate understanding of patient health needs and provide safe nursing procedures in the lab area, before being supervised in the clinical setting.

Successful completion of this course will be determined by the achievement of a cumulative minimal grade of 75% based on the average scores obtained on assignments. All laboratory and clinical sessions will be graded as "pass" or "fail." The terms: Satisfactory, Improvement Needed or Unsatisfactory Performance will be explained in each clinical evaluation. A 'Pass' grade is required for promotion in the program.

ATI Value - Required

Statute: 13:37

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
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LICENSED PRACTICAL NURSING

Course Description

2-2 Medical Surgical Nursing (includes Medical Surgical/Geriatric Clinical Practicum)

This course will include normal growth and development from adolescence to late adulthood, and will include the biological, psychosocial and psychological processes of development. Specific health needs will be identified in these populations and will include immunizations. Diverse health variations, nursing and medical interventions will also be included. A major objective 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 units with each contributing to the understanding of the changes in the physical, psychological, and socioeconomic functioning of the aging adult.

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

This course will introduce contemporary health issues, which will be explored in the respective content areas of medical-surgical care. It is important that health care providers understand these issues in order to provide the information and care needed by the consumer. Medical Surgical nursing is designed to assist the practical nursing student to obtain the knowledge and develop the understanding and clinical skills necessary to provide effective nursing care to selected patients with common and complex medical and surgical conditions. The course will proceed through a planned classroom instruction lab. training, clinical excursions, 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: Body Structure and Function, Nutrition, Pharmacology, and Fundamentals of Nursing. Theoretical and clinical components of this course are complementary.

The practical experience will provide the practical nursing student with the clinical experiences to further demonstrate knowledge and understanding of skills necessary to provide effective nursing care. Students will observe and also participate in care in a variety of sub-acute care settings with an emphasis on the elderly and the aged over 65 years old. Other clinical experiences will include inservices, seminars, and other community health based experiences.

Successful completion of this course will be determined by the achievement of a cumulative minimal grade of 75% based on the average scores obtained on assignments. All laboratory and clinical sessions will be graded as “pass” or “fail.” The terms: Satisfactory, Improvement Needed or Unsatisfactory Performance will be explained in each clinical evaluation. A ‘Pass’ grade is required for promotion in the program.

ATI Value – Required

Statute: 13:37

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
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LICENSED PRACTICAL NURSING

Course Description

2-3. Maternal/Newborn Nursing

This course is designed to provide the student with the fundamental knowledge required in the expanding field of maternity and newborn nursing. Information will include the history of maternity nursing, the process of conception, the perinatal period to include embryonic and fetal development, labor and delivery, growth and developmental characteristics of the neonate, and the family experience. Also included is the normal growth and development from conception to infancy, which incorporates the biological, psychosocial and psychological processes of development. Specific health needs for this patient population, including immunizations, will be identified. Diverse health variations, and nursing and medical interventions will also be included.

Students will gain insight into the genetic influences of the unborn child. The nurse's role throughout perinatal and newborn care will be emphasized in each unit of this course. Observational and simulation learning experiences are provided for students in this specialty area. These learning experiences will provide an opportunity for students to function within their scope of practice.

Successful completion of this course will be determined by the achievement of a cumulative minimal grade of 75% based on the average scores obtained on assignments. All laboratory and clinical sessions will be graded as "pass" or "fail." The terms: Satisfactory, Improvement Needed or Unsatisfactory Performance will be explained in each clinical evaluation. A 'Pass' grade is required for promotion in the program.

ATI Value – Required

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
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LICENSED PRACTICAL NURSING

Course Description

2-4. Pediatric Nursing

This course emphasizes normal growth and development, from neonate to adolescence, and will include the biological, psychosocial and psychological processes of development. Specific health needs for the pediatric patient population, including immunizations, will be identified. Diverse health variations in this population, nursing care, and medical interventions will also be included. The student will develop the knowledge, understanding and competencies needed to care for the sick child and implement pediatric assessments and safe pediatric nursing care. Observational learning experiences are provided for students in this specialty area. These learning experiences will provide an opportunity for students to function within their scope of practice.

Successful completion of this course will be determined by the achievement of a cumulative minimal grade of 75% based on the average scores obtained on assignments. All laboratory and clinical sessions will be graded as “pass” or “fail.” The terms: Satisfactory, Improvement Needed or Unsatisfactory Performance will be explained in each clinical evaluation. A ‘Pass’ grade is required for promotion in the program.

ATI Value – Required

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
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LICENSED PRACTICAL NURSING

Course Description

2-4. Mental Health Nursing

Course objectives, and the psychiatric clinical experiences, are designed to assist the student in meeting the needs of all patients and to recognize the unhealthy use of mental mechanisms. Students will be able to distinguish personality, neurotic, organic and psychotic disorders. The student will be able to assess the psychological needs of the individual, as well as utilize the appropriate interventions to meet those needs. The student will also be acquainted with current efforts to meet the mental health needs of patients and to know how these needs are being met through available community agencies and medical facilities. The learner will be 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 by the achievement of a cumulative minimal grade of 75% based on the average scores obtained on assignments. All laboratory and clinical sessions will be graded as “pass” or “fail.” The terms: Satisfactory, Improvement Needed or Unsatisfactory Performance will be explained in each clinical evaluation. A ‘Pass’ grade is required for promotion in the program.

ATI Value - Required

**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 1st through July 31st, Monday through Friday, 8:30 am to 4:30 pm. The program includes courses relating to health science, social science, humanities in nursing theory, lab skills training, simulations 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. i. Complete an application to take the ATI (TEAS).
(TEAS measures Mathematics, Science, English Language Usage, and Reading Comprehension. Go to [www. ATITesting.com](http://www.ATITesting.com) for information on the test study guide. The minimum TEAS result expectation is 'Proficient'.
- ii. Create an account at www.atitesting.com. Save your access information as you will need it on the day you are testing.
- b. The cost of the TEAS test is subject to change (cash, or major credit card are accepted). Test fee is non-refundable. Checks are not accepted for the test. Students must register and complete a profile on the ATI website.
- c. Register and pay on the BCIT website to take the test at **BCIT, Westampton Campus**. Testing schedule is posted on the adult education section of the website – www.bcit.cc.
- d. Two forms of Identification are required at the time of testing (one must be photo ID).
No Beepers No Telephones No Children No Chewing Gum are allowed in the testing center.
- e. Test results will be available after the exam is completed.

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
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LICENSE PRACTICAL NURSING

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

- a. Successfully meet the TEAS 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. Personal health insurance
 7. Three (3) letters of recommendations (*not from family and friends*).
- d. Make the initial down-payment, (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.
- e. Meet all program requirements by the given due date.
Applicants meeting all the above requirements, and approved to enter the program, will be so notified. The program will be filled on a 'first come first serve basis.'

3. Alternate Admission Options

- a. Applicants who have successfully completed the TEAS, HESI or TABE tests within two years to the end of December, following the start date of the LPN program, may bring an official copy of the test result for evaluation and possible exemption from the TEAS test at BCIT.

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
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LICENSE PRACTICAL NURSING

b. Students who have not successfully completed the TEAS entrance test, as required, may make an appointment for assessment of eligibility to conditionally enter the **pre-nursing section (section 1) of the program. An applicant must score a minimum ‘Proficient’ in both Reading and Language Comprehension sections of the test,** to continue in the program. The student will be registered as a pre-nursing student pending completion of remediation requirements and satisfying TEAS criteria. TEAS criteria must be met by the deadline given. Failing a pre-nursing course or the TEAS retake will result in dismissal from 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 LPN program*) may request to test out of these courses for FAST TRACK entry into the Nursing Courses of the LPN program. Pharmacology drug dosage calculation portion will 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 listed on the website and includes tuition only. Other expenses not included 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.
 - 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 NA certification.

The acceptance fee must be made on or before the due date in order to secure a seat in the program

Applicants are encouraged to complete their FAFSA application early.

Students can make the full, one time, payment for the program.

An installment plan is also available at a small fee with each tuition payment.

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.

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

LICENSE PRACTICAL NURSING

Example of Payment Plan Breakdown

Pmt. 1** (due upon acceptance) \$1,500.00	Pmt. 2 \$2,452.00	Pmt. 3 \$2,452.00	Pmt. 4 \$2,452.00	Pmt. 5 \$2,452.00	Pmt. 6 \$2,078.00
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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
ADULT EDUCATION DIVISION**

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 & REMEDIATION

All program prerequisites must be completed before starting the program, or by the assigned due date. 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 it 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.

Students will be permitted to remediate **no more than two (2)** different courses in the LPN program. A student must make the request to remediate, in writing. A recommendation from all LPN faculty must also be included. The student must also be in good standing based on the LPN program's policies, including, but not limited to attendance, personal behavior and professional conduct..., and all school's policies. The student is responsible for paying the additional tuition fee for each course that is approved for remediation. This cost must be made in full by the assigned due date prior to the remediation.

ATTENDANCE POLICY: (CLASSROOM AND CLINICAL)

The New Jersey Board of Nursing has specific requirements for students to complete the practical nursing program and to be eligible to sit for the NCLEX-PN 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 throughout the entire program 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).**

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1. **Maximum Absence:-** The LPN program includes a five (5) day maximum allowance for 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 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)** – Mandatory *Make-up* may be recommended based on the 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 5th day will solicit a recommendation for withdrawal from the program.
- ❖ **Three (3) occurrences** of late arrivals, or early departures, of 30 minutes or less will count as one (1) absent day.
- ❖ Late arrival or early departures over 30 minutes and up to 2 hours will count as half day
- ❖ Early departure or late arrival of more than 2 hours will count as a full day
- ❖ There are no excused absences or lateness. Students must complete all program time requirements (1500 hours).

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

- ❖ **Fundamentals of Nursing and any Nursing Specialty** (Maternity/Newborn, Pediatric and Mental Health) – No more than one (1) day absent is allowed. .
- ❖ **Medical-Surgical Nursing** – No more than two (2) days absent are allowed during these rotations.
- ❖ 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. A student must pay the required cost for any approved make-up. Approval for make-up is not guaranteed.

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- ❖ **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-up 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 start of the scheduled make-up time.

4. **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.
5. **Self-Dismissal:** Students are not to leave the classroom, 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 five (5) minutes 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 between 31 to 120 mins (2 hours) during any classroom/lab counts as a half day.
 - ❖ Lateness of/ED greater than 120 mins (2 hours) counts as a full day's absence.
 - ❖ Lateness of five (5) minutes or more in the clinical area 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 (up to 30 mins) will count as one (1) day absence.
7. During inclement weather classes may be delayed or end early - students not in attendance on that day will be marked as absent.

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Sleeping in class will be recorded as absent. Sleeping during class is also grounds for dismissal from the program. Students may be asked to bring a medical clearance if found sleeping, and after the second occurrence.

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 Specialty** 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 course/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 and is grounds for dismissal.

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.
- ❖ **2nd No Call/No Show:** will result in the student being placed on probation.
- ❖ **3rd No Call/No Show:** will result in a recommendation to the principal for the student's dismissal from the program.

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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.
2. A large amount of information 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. 8214) 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 tests 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. 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 test bank, notes, handouts, assigned readings, video assignments and other valuable sources chosen by the instructor.

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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. Phones are to be left in the designated bin or students should not bring phones into the classroom. During any testing, interruption by these devices will conclude testing for the student. Student may receive a '0' grade.
10. Students must complete required mandatory lab practice hours as scheduled. Additionally, students are also expected to practice skills taught in the classroom on their own time. In 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 assigned lab practice in the supervised lab until performance is approved. A lab schedule sign-up 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 be respectful, considerate, and behave professionally towards all BCIT staff, 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.

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

CLINICAL/SIMULATION RULES

Clinical/Simulation 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:

1. Clinical experiences include participation in a variety of approved agencies or simulations in which 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 simulation experiences. The instructor is responsible for these assignments. While each student may not go to all of the same sites or have varying simulation experiences,, the experiences gained wherever a student is assigned will allow him/her to develop the clinical judgement that can be applied in areas of care.

2. Student assignments must be completed. Students do not have a choice of clinical facilities or simulation 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 or 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 program/clinical area, without restrictions.. 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 dictate 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.
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. 8214. 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 indicating, no restrictions, 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 or black 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.
11. Headwear (Professionalism)
 - a. Acceptable - Headwear that is specific to religious affiliations. This must be approved by all parties (including but not limited to our clinical site(s) via a written request at registration.
 - b. Not acceptable - hats, scarves, headbands, sunhats, bandanas, wave caps, sunglasses, etc.

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Equipment

1. Stethoscope.
2. Medical Scissors.
3. Hemostats (recommended).
4. Penlight.
5. Black Ball Point Pen (no erasable ink).
6. Small Notebook (for clinical)
7. Wristwatch with a second hand.
8. Large binder

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.

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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.

Cognitive Skills:

1. Take accurate notes of the report.
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.

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Clinical Safety:

1. Shows consideration of the 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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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 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.

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GRADING

Test	50%	A= 90-100	- 4 points
HW/Quizzes	10%	B=80-89	- 3 points
Other: (special assignments)	15%	C=75-79	- 2 points
Final Exam	25%	F= <74.5	- N/A

Lab skills and Clinical Practice = Pass or Fail

Pharmacology Dosage Calculation require 95% pass grade

Students must maintain 75% or above and 'Pass' grades to progress in the program

Students who are approved, can only remediate two separate courses in the program.

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's schedule (see attendance policy). Anyone who misses the Pinning Ceremony will receive an Incomplete 'I' in the program.

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.

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 Library
Camden CountyLibrary

Students are individually responsible for all library items, according to the policies of each library institution.

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MOBILE/ELECTRONIC DEVICES

Refer Adult Education Student Handbook

Personal phones are not to be used in the classroom. Students are advised to not bring their phones and other personal electronic devices into the classroom/lab/clinical. Any personal electronic device brought into the classroom is to be turned off and placed in sight as instructed by the instructor.

Unauthorised use of personal electronic devices in the classroom/lab/clinical areas are prohibited and may result in the following:

- a. Removal from any evaluation - exam, quiz, skills, clinical from testing
- b. Loss of grade - '0'
- c. Removal from the classroom
- d. Dismissal from the program

OBLIGATIONS (Including payments for NCLEX-PN)

All approved payment plan schedules 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 (academic & financial) are met.

Students will be given a deadline to complete applications and payments required to apply for NCLEX-PN and to register for the exam.

The due date for application, and registration with payments may be anytime between the 1st day of July and graduation date.

SAFETY/SECURITY

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

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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.

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SUPPLY LIST INCLUDING TEXTBOOKS – 2021-2022

Uniforms/Scrubs -

Royal Blue: Scrubs, Lab Jacket (optional) – each must have the school's emblem on the sleeve.

Shoes – White cover shoe with white or black socks or stockings

Other – Plain White or black long or short sleeves undershirts are the only other clothing allowed to be visible for cold weather, as needed.

LPN Pinning Ceremony – *White outfit (TBD during the program) - July 2022.*

Lab/Clinical Supplies – Stethoscope

- Penlight
- Pr. Clinical Scissors
- Pr. Hemostats
- Watch with second hand
- Large Binder (for course work - drug cards, nurses notes...)
- Pocket size notebook

Accessories -

- Earrings are limited I set, stud style, neutral colored, small (3/8" dia).
- Natural nails with neutral colors, are worn and must be trimmed to less than 1/4" - false/acrylic nails are not acceptable.
- Rings are limited to one flat band.
- Hanging necklaces and bracelets are not allowed.
- Facial hair has to be neatly trimmed to no more than 1/4 inch.
- Long hair must be pulled back off the collar and face and be of neutral shades.
- All skin tattoos are to be covered at all times.

Any other accessories not indicated here will require approval from the adult education division.

Any other information not listed above will require approval from the adult education division. Clinical facilities reserve the right to limit all, some, or none of the above information; and any

other accessories, to which students must comply. Clinical facilities may also require clinical prerequisite training.

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Required Textbooks

1. <http://Evolve.elsevier.com> (publisher)
 - a. **Anatomy & Physiology**
 - The Human Body in Health & Illness – Herlihy (*evolve.elsevier*)
 - Study Guide - The Human Body in Health & Illness
 - b. **Maternity & Pediatric Nursing/Practicum II & III**
 - Introduction to Maternity & Pediatric Nursing - Leifer (*Elsevier*)
 - Study Guide - Introduction to Maternity & Pediatric Nursing
 - ATI Supplemental Resource – **DO NOT PURCHASE**

2. www.cengage.com (publisher)
 - c. **Nutrition**
 - Nutrition & Diet Therapy - Roth/Wehrle (*Cengage*)
 - Study Guide - Nutrition & Diet Therapy
 - ATI Supplemental Resource – **DO NOT PURCHASE**

3. thepoint.lww.com (publisher).
 - d. **Dosage Calculation & Introduction to Pharmacology**
 - Roach's Introductory Clinical Pharmacology - Ford & Roach
 - Study Guide to Accompany Roach's Introductory Clinical Pharmacology
 - ATI Supplemental Resource – **DO NOT PURCHASE**

 - e. **Medical Surgical/Geriatric Nursing**
 - Introductory Medical-Surgical Nursing - Timby & Smith
 - Workbook for Introductory Medical-Surgical Nursing
 - ATI Supplemental Resource – **DO NOT PURCHASE**

f. Mental Health Nursing/Practicum V

- Psychiatric Mental Health Nursing - Videbeck
- ATI Supplemental Resource – **DO NOT PURCHASE**

4. **fadavis.com** (publisher)

g. Nursing Fundamentals/Practicum I

- Fundamentals of Nursing Care – Burton, Ludwig & Smith (*F.A. Davis*)
- Study Guide - Fundamentals of Nursing Care
- ATI Supplemental Resource – **DO NOT PURCHASE**

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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.

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 Standards 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.

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- 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 95%, 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.

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' – Satisfactory - 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.

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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 date (within 12 months of re-admission).
- 2) Recommendation of instructor(s) with consent of Supervisor.
- 3) Vacancy exists within the class being applied for by the student.
- 4) Overall grade for courses completed is 75%/C or higher.
- 5) All requirements of the program are to be met and maintained for students to remain.
- 6) 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
- 7) Failure to be successful after a second (2nd) 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.

- 8) 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.

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

I, _____, (please print first and last name) have received the BCIT LPN Student Handbook which is available online at www.bcit.cc under Resources.

I understand that this handbook provides information on the policies and procedures for the nursing program. This is to acknowledge that I understand and will abide by all the policies and procedures as set forth in the BCIT LPN student handbook.

Date

Signature of Student

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SKILLS CHECKLIST

(Instructor will date and initial each block only when students passes return demonstration)

- | | | | |
|-------|-------|-------|--|
| _____ | _____ | _____ | 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 |

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LICENSED PRACTICAL NURSE

ESSENTIAL CLINICAL SKILLS

<u>PROFICIENT</u>		#1	#2	#3	#4
		Lab	Fund.	Other	Med-Surg
				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	_____	_____	_____	_____

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	#1 Lab	#2 Fund.	#3 Other Specialities	#4 Med-Surg
18. Monitoring pulse oximetry	_____	_____	_____	_____
19. Caring for the pediatric client in a mist tent	_____	_____	_____	_____
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	_____	_____	_____	_____
27. 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	_____	_____	_____	_____

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	#1 Lab	#2 Fund.	#3 Other <small>Specialties</small>	#4 Med-Surg
36. Obtaining specimens – Oral/Buccal	_____	_____	_____	_____
Nasal/Tracheal	_____	_____	_____	_____
Urine	_____	_____	_____	_____
Stools	_____	_____	_____	_____
Wound	_____	_____	_____	_____
Other – Assisting at bedside	_____	_____	_____	_____
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	_____	_____	_____	_____
42. Other:	_____	_____	_____	_____
43. Other:	_____	_____	_____	_____
44. Other:	_____	_____	_____	_____
45. Other:	_____	_____	_____	_____

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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 constructive criticism								
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 NI = Needs Improvement (see comment)								

Student Comment:

Student Signature _____

Date _____

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LICENSED PRACTICAL NURSING

CLINICAL EVALUATION cont'd

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

Student's Signature/Date: _____

INSTRUCTOR'S COMMENTS:

Instructor's Signature/Date: _____

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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.

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

