

CV-TEC

Practical Nursing Program



Student Handbook 2023-2024



1585 Military Turnpike
P.O. Box 455
Plattsburgh, NY 12901
(518) 561-0100
www.cves.org



Dear Student:

Welcome to Champlain Valley Technical Education Center and the first step to your new career!

A career in health care can be very exciting and rewarding. It can offer personal satisfaction and financial stability. The educational experiences that you will be involved in should lead to a very successful nursing career.

As you prepare for nursing, it is important that you participate in your education as actively as possible. The faculty is here to assist you in achieving your goals and is committed to providing you with the best possible learning experiences designed to meet your objectives. It is up to you to work hard and to begin planning your future as a member of the health care team.

This handbook is a tool to be used to assist the nursing student in meeting specific standards with the goal to successfully progress through this program and exit as a graduate practical nurse.

We are looking forward to working with you.

*The Faculty and Staff
Of
CV-TEC
Health Careers Department*

*“What I do today is important because I am exchanging a day of my life for it.”
-Hugh Mulligan*

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SECTION 1: Practical Nursing Program Team Members

DIRECTOR

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HEALTH CAREERS COORDINATOR

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FACULTY: Classroom and Clinical

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FACULTY: Clinical Instructors

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Clinical Faculty
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CPR/First Aid/AED Instructor

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NSC Certified Instructor
518-561-0100 Ext. 516

Office Staff

Registrar: Chirag Patel
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561-0100 Ext. 238

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561-0100 Ext. 236

Student Services: Samantha Collins
561-0100 Ext. 240

CAREER/GUIDANCE COUNSELORS

Nicole Santaniello
561-0100 Ext. 242

Kevin Donoghue
561-0100 Ext. 244

FINANCIAL AID ADMINISTRATOR

Chris Chaffin
561-0100 Ext. 245
Hours: 9am-2pm, Tues, Wed, Thurs

SECTION 2: Faculty Credentials

Health Careers Coordinator:

Kelly Gowett, RN, MS, RD

Clinton Community College, AAS Nursing
Plattsburgh State University, BS Nutrition
University of Buffalo, MS Nutrition
Adult Education Certification

Classroom and Clinical Faculty:

Maria Hurteau, BSN, RN

LPN Teacher

North Country Community College, AAS, Nursing
Plattsburgh State University, BS
Western Governor's University, RN-BSN
Adult Education Certification

Charles Johnson, BSN, RN

LPN Teacher

Plattsburgh State University, BSN
Adult Education Certification

Erin Spoor, BSN, RN

LPN Teacher

Clinton Community College, AAS Nursing
Western Governor's University, RN-BSN
Adult Education Certification

Per Diem Clinical Faculty:

Emily Choiniere, BSN, RN

LPN Clinical Teacher

Clinton Community College, AAS Nursing
Grand Canyon University, RN-BSN
Adult Education Certification

SECTION 3: Community and Industry Team Partners

Adirondack Medical Center

P.O. Box 471
Lake Colby Drive
Saranac Lake, NY 12983
(518) 891-4141

Beekmantown Central School

37 Eagle Way
West Chazy, NY 12992
(518) 563-8250

Clinton County Nursing Home

16 Flynn Avenue
Plattsburgh, NY 12901
(518) 563-0950

Hudson Headwaters Health Network

Champlain, NY 12919
Plattsburgh, NY 12901

Meadowbrook Healthcare

154 Prospect Avenue
Plattsburgh, NY 12901
(518) 563-5440

Plattsburgh Pediatrics

151 Bridge St.
Plattsburgh, NY 12901
518-561-7337

Plattsburgh Rehabilitation and Nursing Center

8 Bushey Blvd.
Plattsburgh, NY 12901
(518) 563-3261

St. Joseph's Addiction Treatment and Recovery Center

159 Glenwood Dr.
Saranac Lake, NY 12983
(877) 813-8647

University of Vermont Health Network Alice Hyde Medical Center

115 Park Street
Malone, NY 12953
(518) 483-3000

University of Vermont Health Network CVPH Medical Center

75 Beekman Street
Plattsburgh, NY, 12901
(518) 561-2000

***A Complete Contract Agreement for each facility is available upon request.

SECTION 4: Program Overview

Program Accreditation

The practical nursing program is accredited by **The New York State Board of Regents**.

Equal Opportunity Statement

It shall be the policy of the practical nursing program to provide equal opportunities for all persons without regard to age, race, sex, marital status, disabilities, creed, religion, or national origin.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). [What is FERPA? | Protecting Student Privacy \(ed.gov\)](#)

Program Description and Job Outlook

Occupational Cluster: Health Services Occupation

Occupation: Licensed Practical Nurse

HEGIS Program Code #5209.20

Upon successful completion of a 10-month post-secondary course of study, adults are prepared to enter a State Board Examination for Licensed Practical Nurse. The LPN is skilled in providing preventative, therapeutic, and emergency nursing care under the supervision of a Licensed Health Care Provider.

Employment exists on a local, state, national or transcontinental level. LPNs are employed in nursing homes, doctor's offices, hospitals, prison health care and community health care delivery systems, in a civilian and/or military status. Hours may be flexible and work is available in a temporary, part-time or full-time status, working day, evening, night or variable shifts. Employment needs are greater in health care fields since delivery of health care is required 24 hours per day, seven days per week.

The U.S. Department of Labor, Bureau of Labor Statistics-Occupational Outlook Handbook predicts a bright future for the LPN role. In 2021, LPNs held 641,240 positions nationwide.

Graduates of CV-TEC are surveyed annually to evaluate the success of this program. Our overall program successes for students who have entered the New York State Examination for licensure have reported up to a 98% success rate with 94% employment in their field. Candidates can expect earnings to range from \$23.00 to \$28.00 per hour locally with the potential for higher earnings outside of the immediate area. Annual income ranges from \$32,040.00-\$59,510.00.

LPNs show a caring, empathetic nature and report personal satisfaction with their chosen field. The flexibility of the work environment allows many to be employed during non-traditional work hours as well as work part-time or full-time. The individual can leave the field and return with minimal retraining and there is great opportunity for career laddering to other health care professions.

Quick Facts: Licensed Practical and Licensed Vocational Nurses	
2021 Median Pay	\$48,070 per year \$23.11 per hour
Typical Entry-Level Education	Postsecondary nondegree award
Work Experience in a Related Occupation	None
On-the-job Training	None
Number of Jobs, 2021	657,200
Job Outlook, 2021-31	6% (As fast as average)
Employment Change, 2020-31	41,300

What Licensed Practical and Licensed Vocational Nurses Do

Licensed practical nurses (LPNs) and licensed vocational nurses (LVNs) provide basic nursing care.

Work Environment

Licensed practical and licensed vocational nurses work in many settings, including nursing homes and extended care facilities, hospitals, physicians' offices, and private homes. Most work full time.

How to Become a Licensed Practical or Licensed Vocational Nurse

Licensed practical and licensed vocational nurses must complete a state-approved educational program, which typically takes about 1 year to complete. They must be licensed.

Job Outlook

Employment of licensed practical and licensed vocational nurses is projected to grow 6 percent from 2020 to 2031, about as fast as the average for all occupations. About 58,800 openings for licensed practical and licensed vocational nurses are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

Source:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Licensed Practical and Licensed Vocational Nurses, at <https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm> (visited August 11, 2023).

Program Values and Philosophy

We value:

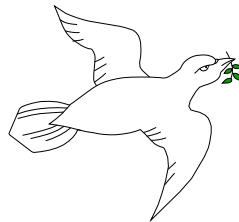
- Holistic Caring
- Integrity
- Diversity
- Academic Excellence
- Ethics

[Nurses Bill of Rights | FAQs | American Nurses Association \(nursingworld.org\)](#)

We recognize the delivery of Health Care as both an art and science that addresses the health care needs of individuals, families, and communities. The Health Care Industry includes a broad variety of dynamic career options.

Our faculty believes that it is necessary to integrate academic instruction, occupational instruction, and career preparation into the educational process. Therefore, we provide an environment that promotes a strong connection between the concepts being taught and their application to the world of work, as it pertains to the health care industry.

We believe that students must be “active participants” in their learning process. We recognize that individuals have different talents, learning styles, abilities, and interests. With this in mind, the faculty will foster a motivating, caring, and challenging environment that will engage the energy and imagination of the student, to provide an educational experience that enables the student to reach his/her highest potential possible and succeed with the individual life goals and to ensure that, upon graduation, each student will possess the skills to assist other health care professionals in providing the client with the necessary care to adapt to changing health needs.



Program Mission

Practical Nursing is defined as “the performance of authorized acts of nursing utilizing specialized knowledge and skills”. Licensed Practical Nurses practice under the supervision of the physician, and/or registered nurse. Graduate Practical Nurses practice only under the supervision of a registered nurse. Student Practical Nurses practice only under the supervision of the nurse educator.

The New York State Education Department has established as the standard of entry into practice, the successful completion of the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The CV-TEC PN curriculum is consistent with the body of knowledge and competency skills required to enter and pass the NCLEX-PN.

The mission of the CV-TEC Practical Nursing Program is to prepare the Nursing student with the knowledge and skills identified by the industry and supported by the National League of Nursing (NLN) ([nlvision-7.pdf](#)) and the National Association of Practical Nursing Educators (NAPNES) ([NAPNES | Nursing Certifications | Napnes.org](#)) as requirements for entry level preparation into nursing practice:

Program Outcomes

- Greater than or equal to 70% of students enrolled in September will complete the program within 10 months.
- Performance of CV-TEC Practical Nursing Graduates on the NCLEX-PN will meet or exceed the national pass rate.
- Greater than or equal to 80% of the graduates responding to the survey, or via informal contact, seeking employment as LPNs will be employed within 6 months.
- Greater than or equal to 85% of employers will report CV-TEC graduates are able to function as safe, entry level nurses.

Student Outcomes

- Consistently apply standards of nursing practice in functioning with integrity as a safe entry level nurse.
- Utilize caring behaviors in providing holistic care for diverse populations.
- Communicate effectively and therapeutically with patients, families, and other members of the health care team.
- Utilize self-awareness in the development of professional identity and demonstrate commitment to life-long learning
- Apply acquired critical reasoning skills to provide safe, quality nursing care by data collection, implementation and evaluation of care while functioning effectively within a health care team.

CV-TEC PRACTICAL NURSE PROGRAM COURSE DESCRIPTIONS

100A NURSING ISSUES ETHICS & LAW 50 Hours

Nursing Issues Ethics & Law addresses basic attitudes and personal attributes needed to become a successful practical nurse, concentrating on development of professional identity as well as aspects of problem solving and communication skills. Effective communication skills are utilized & perfected throughout the school year. The concept of caring for self and others is applied to the nursing process as a framework for nursing. The role of the LPN and other health care workers in a variety of settings, including past, present, and future is examined. An open forum method will be used to discuss issues encountered in the clinical situation and ethical dilemmas that may be associated with current practice.

Medical Terminology is included in this final course grade as a skill that is required for effective communication.

101A SKILLS FOR THE PRACTICAL NURSE 190 Hours

Fundamental Skills: Nursing students will demonstrate mastery of all psychomotor skills required as a foundation for basic personal care, identified as a requirement for New York State Certification for the Nursing Assistant ([New York Nurse Aide Exam | Prometric](#)). The student will have the opportunity to apply these foundation skills utilizing critical thinking skills required of the licensed nursing professional, to the care of the geriatric client and family in the nursing home and community environment.

Advanced Skills: Building upon the foundation skills, the student's scope of practice is heightened with further classroom learning and laboratory practice while gaining competency in those procedures performed only by licensed and/or registered nurses. Clinical application of learning is provided in the care of the client, family, and community in a variety of settings where adults receive health care services.

Medication Administration/Dosage Calculation are learned and practiced in the *class* and *laboratory* setting culminating in the *clinical* integration where the student will demonstrate a level of competency in the safe administration of medication during a highly controlled, directly supervised experienced.

(Licensed Practical Nurses are provided further training in Medication Administration once hired by an agency. Such training should encompass specific agency policies and procedures with advanced level training regarding intravenous therapy. The agencies are required to document competency of all skills required by their specific job title and scope of practice regarding medication administration).

102A MEDICAL SURGICAL NURSING ACROSS THE AGES (I & II) 620 Hours

Medical Surgical Nursing consists of theory applicable to body diseases and conditions of illness. Information is provided on all aspects of minor ailments and common major illnesses such as the causes, signs/symptoms, occurrence, prevention, treatment, and probable outcomes. It is intended to assist the student in developing skill and understanding in the care of individuals with specific diseases and disorders common to the individual during the cycles of life.

Students will participate in supervised clinical experiences meant to provide an opportunity for transferring classroom learning into clinical practice. Students are required to demonstrate all behaviors consistent with standards for successful clinical practice at each level to successfully complete this course/program and prior to progression to the next level.

- Supervised Clinical Experience-Fundamental Medical Surgical I Nursing
- Supervised Clinical Experience-Advance Medical Surgical II Nursing
- Supervised Clinical Experience-Role Practicum

103A COMMUNITY HEALTH PROMOTION & MAINTENANCE 210 Hours

The purpose of this course is to provide students with a holistic approach to learning required to care for communities through promotion of health and maintenance of health within various populations. Students are introduced to common basic human needs and normal physical, emotional, intellectual, and social growth and development from conception to maturity. Course work includes:

Nutrition involves basic knowledge of nutritional values required for humans and how the nurse meets the specific nutritional/feeding needs of clients in a diverse population.

Mental Health introduces students to the needs and behaviors of people at various stages of the life continuum, increasing understanding of normal human developmental needs. The course looks at common psychosocial disorders and coping mechanisms are examined. **Clinical experiences** enable students to apply classroom learning to the actual care of the client experiencing mental health issues.

Maternal/Child addresses the childbearing family throughout the reproductive cycle, common diseases and disorders of children and common psychosocial disorders and coping mechanisms experienced by humans who face altering homeostatic balance. **Clinical experience** is provided in obstetrical and pediatric care settings.

Volunteer Service Clinical is required for the purpose of encouraging involvement of the “citizen” with their community with the goal of providing assistance and change, building toward a “Healthy Community”. This is incorporated into a **Leadership Project** that is ongoing throughout the year.

Exploring Nursing Opportunities Clinical allows for the student to identify and participate in nursing opportunities available in dynamic health care settings. Students will identify traditional and non-traditional opportunities for employment. Self-marketing skills are addressed and implemented including portfolio/resume preparation, employability skills, and interviewing techniques. Some of these components are also covered in a **Leadership Project** throughout the year.

Students will participate in supervised/observational clinical experiences meant to provide an opportunity for transferring classroom learning into clinical practice. Students are required to demonstrate/transfer behaviors consistent with standards for successful clinical practice at each level to successfully complete this course/program and prior to progression to the next level.

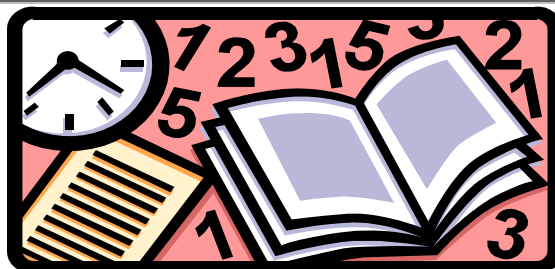
- Supervised Clinical Experience - Volunteer Service/Leadership Project
- Supervised Clinical Experience - Maternal/Child Clinical Experience
- Supervised Clinical Experience - Mental Health Clinical Experience
- Supervised Clinical Experience - Exploring Nursing Opportunities

104A THE HUMAN BODY I & II 90 Hours

Course content involves introduction of the organizational structure and functions of the human body. Course content includes study from the cellular level to whole body systems. Instruction will encompass balanced maintenance of the human body, as well as basic description of imbalances that may be precursors to a state of disease or illness.

LPN YEARLY CURRICULUM BY SEMESTER

1st Semester		2nd Semester	
Nursing Issues, Ethics & Law			
Fundamental Nursing Skills	Fund. & Adv. Nursing Skills	Advanced Nursing Skills	Advanced Nursing Skills
Med. Surgical Nursing I	Med. Surgical Nursing I	Med. Surgical Nursing II	Med. Surgical Nursing II
Community Health Promotion & Wellness	Community Health Promotion & Wellness	Community Health Promotion & Wellness	Community Health Promotion & Wellness
Supervised Clinical Experience	Supervised Clinical Experience	Supervised Clinical Experience	Supervised Clinical Experience
The Human Body I	The Human Body I	The Human Body II	The Human Body II



LPN Program Hourly Breakdown 2023-2024

Course Name		Class Hours	Clinical Hours
100A	Nursing Issues, Ethics & Law 40 hrs. Medical Terminology 10 hrs. Total Hours 50	40 10	
101A	Skills for the Practical Nurse Fundamental Skills for the Practical Nurse (class=35 hrs. lab=35 hrs.) 70 hrs. Advanced Skills for the Practical Nurse (class=40 hrs. lab = 40 hr.) 80 hrs. Medication Administration (class/lab) 20 hrs. Dosage Calculation-lab 10 hrs. Medication Administration Skills (Included in advanced supervised clinical) 10 hrs. Total Hours 190	70 80 20 10	10
102A	Medical Surgical Nursing Medical Surgical Nursing I (class) 70 hrs. Medical Surgical Nursing I-Fundamentals Supervised Clinical 80 hrs. Medical Surgical Nursing II (class) 140 hrs. Medical Surgical Nursing II Advance Supervised Clinical 225 hrs. Role Practicum Supervised Clinical Experience 105 hrs. Total Hours 620	70 140	80 225 105
103A	Community Health Promotion & Maintenance Nutrition (class) 10 hrs. Mental Health Nursing (class) 45 hrs. Mental Health Nursing Supervised Clinical Experience 36 hrs. Maternal/Child Nursing (class) 45 hrs. Maternal & Child Supervised Clinical Experience 29 hrs. Volunteer Service Clinical 20 hrs. Exploring Nursing Opportunities Clinical 25 hrs. Total Hours 210	10 45 45	36 29 20 25
104A	Human Body (class/lab) I & II (45hrs each) Total Hours 90	90	
Total Program Hours 1160		630	530
		Class 535 Lab 95	

CV-TEC Practical Nursing Program Resource Package

The resource package is billed with your tuition. Students will be provided with access codes to the online books/resources once payment agreement is completed. This is a bundled purchase.

Student Name: _____

Title	Author	Publisher	Price	Initial & date when code/text received
<u>Wolters Kluwer Package:</u>				
-CoursePoint Enhanced for Maternity & Pediatric Nursing	Hatfield	Wolters/Kluwer Health (WKH)	\$279.95	
- EMR Docucare	WKH	Lippincott		
-V-Sim for Fundamentals – Next-Gen Version	WKH/ Laerdal Medical	WKH		
Medical Terminology by Body Systems	Dean Vaughn	Peterson's	\$35.20	
Human Body in Health & Illness	Herlihy	Elsevier	\$58.60	
ATI NCLEX Preparation Program	ATI	ATI	\$993.00	
Nurse Pack Lab Supplies (Includes high quality stethoscope) Vendor: Pocket Nurse			\$169.75	
TOTAL Resource Package Charges			\$1536.50	

SECTION 5: Academics

General Academic Guidelines

Theory Grades:

Examinations and related projects will be given numeric grades. Final numeric grades for each subject will be issued at the end of Semester 1 and at the end of Semester 2. Course completion grades must be 80% unless specified otherwise in the course syllabus. The student will not be allowed to continue in the program if the course completion grade is lower than the required grade as stated in the course syllabus, as program material is cumulative.

Skills Plotters:

Skill Plotters are utilized to document the students' progress in the clinical setting for the skills learned in the classroom and the ability to transition care into the clinical site. It is the students' responsibility to keep this sheet current and up to date as it is mandatory documentation for course completion. Completed Skills Plotters must be handed in at the end of the year. Skill Plotter progress will be monitored regularly throughout the year.

Deadlines:

The student is responsible to hand in all assignments on time. If a student is absent, any quizzes or examinations must be made up the first day that the student returns to class or at the discretion of the teacher. Students are responsible for planning with faculty to do so during non-scheduled class hours immediately upon return to class from any absence, late arrival or early dismissal. Deductions will be made for submission of late work as follows:

- 1 Class day late----- 5% off
- 2 Class days late----- 10% off
- 3 Class days late----- 15% off
- 4 Class days late----- 20% off
- 5 Class days or more late---25% off

All missed program content/assignments/tests/labs need to be made-up according to classroom policies and/or individual class syllabi.

- Assignments are to be handed in as directed in the course syllabus. Assignments should not be handed directly to the instructor unless requested.
- Work not made up in the required time will result in the teacher filing a Student Intervention Form and a meeting with the teacher.
- Continued lack of attention to make-up work and deadlines will result in a meeting with The Coordinator, and/or Principal to determine student progress.

Work Return Expectations: Teachers will return graded work within 5 class days. School tool grades will be posted within 5 class days.

Academic Progress

The administration and faculty recognize that individuals have different abilities, talents, and learning styles, and therefore may progress at varying rates. However, students enrolled in the LPN Program are expected to make academic/skill progress toward completion of course requirements.

Progression through this program requires that the student maintain:

- ❖ An overall grade average of **80% or greater** at the end of each course grade period (Typically the end of Semester 1 and Semester 2).
- ❖ Must successfully pass each clinical rotation with a “**Satisfactory**” designation.

Student progress is monitored throughout the school year. It is the students’ responsibility to monitor their grades in school tool on a regular basis. Reminders will be sent out at least every 5 weeks. Failure to meet standards may result in Academic Probation. Administrative Withdrawal may result if the student is unable or unwilling to demonstrate changes that lead toward a “reasonable expectation” for achieving standards for success.

****If you feel at any time, you are having difficulties in meeting program requirements, schedule a meeting with the Course Teacher and/or Health Careers Program Coordinator and seek assistance.

Students sponsored by outside agencies who are experiencing difficulties that are interfering with their ability to meet program standards, have an obligation to notify the agency of their situation. This is not the responsibility of the program.

Academic Probation

Academic Probation will result when a student has:

- Fallen below minimum standards, or is in danger of falling below minimum standards, for any one or more courses.
- Failed to meet satisfactory standards for clinical performance

Academic Probation may be offered as an alternative to withdrawal if the student has the potential to improve given the conditions of time remaining and willingness to increase performance. The conditions of Academic Probation can include, but are not limited to:

1. Remediation options to include:
 - review of course content with teachers
 - school based remediation, as available
 - private tutoring at student’s expense
 - accommodations for individual documented learning disabilities
 - additional clinical remediation at the discretion of the faculty and coordinator at a fee of \$25/hour
2. Ongoing evaluations that demonstrate progress. If reasonable improvement has not been achieved, the student may not be allowed to progress any further in the program.
3. Students who have not successfully met all course requirements within the time prescribed will not be allowed to enter the Role Practicum portion of this program and will not be recommended for the state board examination (NCLEX-PN) for licensure.

Accommodation Requests

Students are encouraged to discuss any accommodations requests directly with the coordinator immediately upon enrollment. Official documentation of a disability and recommended accommodations will need to be provided by an appropriate agency or physician qualified to do so.

Academic Honors

All CV-TEC graduates are eligible to graduate with honors. The criteria is a 90% or above GPA.

SECTION 6: Articulation

Clinton Community College (CCC): CV-TEC Practical Nursing Students may be eligible for advanced placement into the second semester of the registered nurse program at CCC. Students meeting requirements will be able to articulate up to 9 college credits. Contact CCC for full requirements and deadlines to apply.

North Country Community College (NCCC): CV-TEC Practical Nursing Students may be eligible for 17 credits towards the Registered Nursing Program at NCCC. Interested students should contact NCCC and apply by the deadline for consideration of acceptance into the RN program. Contact NCCC for full requirements and deadlines to apply.

Students who complete the CV-TEC Licensed Practical Nurse Program are eligible for 12-15 advanced placement credits if they transition to Associate Degree Registered Nurse Programs that are members of the New York State Articulation Model. To learn more about the process and to see which programs are members, please go to www.lpntorn.info.

Associate Degree Registered Nurse Programs who are not members of the New York State Nursing LPN to RN Articulation Model may offer individual plans for articulation into their programs. Contact each college directly for more information about articulation.

SECTION 7: Attendance

****Any reference to “classroom”, “clinical”, or “lab” is referring to both in person and virtual learning in live time. ****

General Requirements

Consistent attendance contributes to the development of behaviors and attitudes necessary to function well in the Health Care Profession. Prompt and regular attendance is expected in both the clinical and classroom setting. Student absences, late arrivals, and early departures will be monitored daily. Punctual arrival at all scheduled classes, conferences, clinical and laboratory sessions are expected.

- Generally, the regular classroom day is from 8:25am-3:10pm. Lunch is 40 minutes from 11:30-12:10pm unless otherwise assigned by the teacher.
- Students will proceed to the classroom at the 8:25am bell or at the designated arrival time for assigned labs.
- Appointment times need to be scheduled outside class and clinical hours.
- It is highly recommended that students arrive at school at least 5-10 minutes before the start of class/lab/clinical
- Wrap up lunch and breaks and be ready to start class at the designated time.
- Students are encouraged to keep a log of their missed time so as to be aware of the class, lab, and clinical time they have missed.

All missed time (Class, clinical, and lab) will be recorded in 15-minute increments. Students will be counseled when they approach benchmarks (5%) or establish a pattern of missed time.

1. If a student is late/leaves early one minute into a 15-minute increment, it will be counted as a full 15 minutes.
2. Clinical Only: After 2 late arrivals of 15 minutes or less a student will no longer be allowed to start the clinical day if they are late.
3. Clinical Only: Students that are more than 15 minutes late will not be allowed to start the clinical day and will be sent home.
4. A pattern of tardiness/absences/unauthorized early dismissals will result in the filing of a Student Intervention Form. Unresolved patterns of tardiness/absences/leaving early will be referred to the Coordinator/Principal for placement on Attendance Probation and/or possible Administrative Withdrawal.

No Call/No Show:

Failure to notify the instructor of any absence is considered unprofessional behavior:

- One, no call/no show is recorded as a day absent, and a Student Intervention Form is filed by the classroom/clinical teacher.
- Second, no call/no show-The student will be referred to the Coordinator/Principal for possible Attendance Probation. Administrative Withdrawal can result.

Classroom Attendance Procedures

Regular attendance in the classroom will give you ***the very best chance of success*** in the program. We realize that sometimes the need arises to miss class and therefore have established the following guidelines for classroom attendance:

Classroom Absence/Tardy/Leaving early: If you are going to miss class/lab time for any reason, you are required to let the classroom teacher know before class starts. These are the only acceptable ways to communicate with the teachers:

1. Teams Message in your private channel
2. Classroom phone: 518-561-0100 ext. 472. A message can be left at any time.

****It is not acceptable to only send a message with another student.**

****Facebook Messages are not an acceptable way to communicate**

>Students are required to sign in and out in the Main office and obtain a pass that will be required to enter or leave class. The pass is given to the classroom teacher directly.

If possible, documentation of the reason for the missed time is requested whenever possible.

Students are responsible for all/any instruction that is missed. Students are responsible to get any assignments missed. The same deadlines will apply unless you have made prior arrangements with the teacher directly.

Lab Attendance Procedures

Students must be in the entryway between 7:20am-7:25am so the lab teacher can let them in. The doors will be locked at 7:26am (cell phone time). No late admittance to lab will be permitted. You are required to be in the lab with your pre-assignment completed at the designated start time and ready to start. Students who arrive later than 7:26am or who have not completed their pre-assignment will need to make-up the lab another day. All scheduled lab time missed must be made up within 1 week and/or by arrangement with the faculty. See the teacher the lab was with to make these arrangements after missing a lab to attend another lab.

Attendance Probation

Attendance probation may result in the following:

- Absence of 5% or more of class time within a five-week period of scheduled program hours or a pattern of missed time including late arrivals and early dismissals
- More than one day absenteeism from clinical within a five-week period or a pattern of missed time.

- A pattern of tardiness/early sign-outs which has been established totaling three or more incidents in a five-week period of scheduled program hours or a pattern of missed time
- More than one no call/no show

Attendance probation will consist of a contract between the student and CV-TEC outlining the following:

- A designated period of time in which the student must maintain 100% attendance except for documented emergencies
- Make-up schedule as required by program guidelines for class, labs, and clinical as appropriate. Student may be required to pay \$25.00/hour for supervision if special scheduling is required for make-up time of class, lab, and/or clinical.
- Student will be counseled to improve and encouraged to implement changes in time management behaviors
- Student will have mandatory, regularly scheduled check ins with Faculty/Coordinator to determine progress

Failure to resolve absenteeism following probation may result in Administrative Withdrawal from the program.

SECTION 8: Clinical

Clinical Uniform Standards

- Student I.D. name tags/badges are required for all clinical activities. In the patient care setting, it is the client's right to know who you are and what your role is in their care. The name tag will identify you as a student of the school authorized to be on campus.
- Nails must be clean and short, no greater than the finger pads. No nail polish of any kind should be worn. Synthetic/fake/press-on nails are not allowed.
- Hair will be above collar and away from face. Hair must be pulled up and secured in a neat arrangement. Hair must be off the uniform collar and not fall into the eyes (long bangs/messy buns). Hair must be a natural hair color.
- Facial hair on men must be neatly trimmed or shaven.
- Light use of makeup is allowed. Heavy perfume or after shave is not allowed. Unscented or lightly scented deodorant is suggested.
- Body piercing that is visible is prohibited by some of our affiliating agencies; therefore, it is not permitted by this program. If you currently have visible body piercing, you must remove it while in the clinical area.
- Since it is a source of infection new body tattoos should be avoided (especially tattoos that are in an area of exposure) during the time you are enrolled in this program. Tattoos may need to be covered during clinical time if it is new, considered offensive, or asked to by the facility or site you are assigned.
- One smooth ring band may be worn. No other jewelry of any kind is permitted at clinical.
- In the operating room, no ring band at all is permitted.
- Students should be always prepared with writing tools and paper. A small memo pad is recommended.

The student uniforms will be designated for student activities according to the following definitions:

- **SCU-Standard clinical uniform:**

The complete student uniform includes uniform top, appropriately cut uniform straight leg pants and clean white shoes. Uniforms will be freshly laundered, wrinkle-free and of appropriate length and fit.

Beyond the privilege of being identified as a student of this program, these standards contribute to medical asepsis and professionalism. Students are required to demonstrate meticulous care when appearing in uniform and to exercise the buddy system to assure that peers are appropriate in appearance, and do not require correction from the instructor.

All Students:

Standard Uniform top (Black) with school patch on left sleeve

Uniform straight leg pants (Black) (no stretch/jersey material/knitted cuffs or tight-fitting styles)

Warm-up jacket (Black) with school patch on left sleeve

Equipment:

Nursing/white shoes or sneakers (no designs/no open toed shoes, clogs with heal strap in use only)

I.D. Badge/name tag on Left chest, photo facing out

Bandage scissors

Watch with second hand (no smart watches)

Stethoscope (In your Nurse pack you purchase here on Day #1)

Pen/notebook

Gait Belt (in your nurse pack)

Pocket Drug Book

Modifications to standard clinical uniform:

A black or white T-shirt may be worn under the top but must be in like-new condition. No logos may be on the T-shirt. The undershirt cannot be seen below the bottom of the uniform top.

▪ USU-Unit Specific Uniform:

Some patient delivery areas require specific uniforms. In these areas the agency will provide the uniform (usually scrubs or lab jacket). Students will arrive at the clinical site in SCU.

▪ Professional/Casual Uniform:

Students may be required to wear PCU with the black jacket for some experiences. The jacket is to be cleaned/pressed and buttoned when in the clinical area.

The CV-TEC patch is to be worn on the left sleeve.

CV-TEC name tag is to be displayed on the left side pocket area.

Appropriate dress clothes must be worn under the jacket. No jeans or shorts, faded, tattered, or patched clothes are permitted. Shirt must not be “see through” or low-cut.

CV-TEC Patches: 3 will be provided to you without charge during the first few weeks of school. Additional patches can be purchased for \$5.00 each. See our Registrar, Mr. Patel in the Guidance Office, for purchase.

Clinical Attendance Procedures

If you are unable to attend your scheduled clinical experience for any reason you must contact the faculty through TEAMS in your private channel as soon as you know you will be absent.

Students will be allowed 2 clinical absences to be made up without charge. More than 2 absences will result in a \$25/hour charge (per Board Policy) to the student that must be paid in advance of the make-up clinical time.

More than 15 minutes late = Student will NOT be permitted to stay at clinical and it would be considered a clinical absence that will need to be made up (at the student’s expense if more than 2 clinical absences.)

After second late to clinical, student will not be allowed to start the clinical day and an Attendance Probation may follow.

Leaving early from clinical will be handled on a case-by-case basis. Generally, leaving more than 1 hour before the end of the shift will count as an absence and the entire clinical will need to be made up (at student expense if more than 2 absences).

Absence at a scheduled clinical make-up will be counted as an additional absence unless 24 hr. advance notice is given of cancellation. Extenuating circumstances will be considered at the discretion of The Coordinator/Principal.

It is the student's responsibility to reach out to Mrs. Gowett to arrange clinical make-up time. Unresolved patterns of missed clinical time places the student in jeopardy of Administrative Withdrawal.

V-Simulation and Simulated Clinical: All the same rules apply to this type of scheduled clinical.

Clinical Responsibilities and Behaviors

Students are responsible and accountable for appropriate care and for safety and protection of self, patient, and the health care team. Students are expected to always maintain professional behavior in all clinical settings.

Patient care and related responsibilities include:

1. Reasonable and safe care.
2. Nursing care in respect to the Patient's Bill of Rights. Please see most updated version on [New York State Hospital Patients' Bill of Rights \(ny.gov\)](http://www.ny.gov).
3. Good quality care regardless of creed, color, race, national origin or diagnosis.
4. Performance of duties unimpaired by physical, mental, and chemical limitations.
5. Appropriate communication and behavior skills, omitting unruly, abusive, vulgar, unrefined language and actions.
6. Care which correlates theory with practice as assessed by clinical teacher.
7. Appropriateness of dress, attendance, reporting to and upon leaving the clinical area.

Conduct on assigned unit/facility

1. No smoking.
2. No gum chewing
3. CV-TEC prohibits the use of all electronic devices including cell phones or devices that can take photos or connect to the internet at all school related functions during instructional time, which includes clinical time. The only exceptions are at the discretion of the faculty and when using online simulation products.

4. Be responsible for personal belongings.
5. Report on duty in full uniform, on time, and prepared for the day.
6. Report and remain on duty for designated times (lunch and breaks assigned by the faculty).
7. Participate in direct patient care activities only when a faculty is available for supervision or has given their permission to do so.
8. Visit other units only with permission of faculty
9. Leave patient care area immediately when reporting off, unless previously cleared with the clinical faculty.

Clinical assignments/duties:

The student will:

1. Obtain clinical assignment
2. Gather pertinent information
3. Determine with the instructor expected plan of care
4. Carry out all patient care
5. Submit all assignments
6. Work professionally with any partner assigned

Clinical Grading

- The faculty will offer verbal feedback on each clinical day.
- Written comments will be made weekly utilizing the Clinical Evaluation Form.
- Clinical experiences are given a Satisfactory, Unsatisfactory, or Unsafe for each experience.
- Rubric and expectations will be reviewed with students before each clinical rotation.

Unsatisfactory or Unsafe Clinical Assessment

An Unsatisfactory or Unsafe clinical assessment will result in any or all the following:

- Student will be required to remediate the skill or skills that are unsatisfactory
- Three (3) Unsatisfactory clinical assessments will result in a Student Intervention
- One (1) Unsafe clinical assessment will result in a Student Intervention.
- Removal from the clinical setting is justified if the student does not follow clinical conduct guidelines, jeopardizes the physical or emotional welfare of the patients or if the behavior has a strong potential to cause liability to the facility, the program, or the faculty in question.
- Removal of the student from the clinical area is at the discretion of the Clinical Teacher and/or the coordinator.
- Student may have to repeat the entire clinical experience (possibly at an added expense to the student).
- Any make-up time required due to dismissal from clinical (for any reason) will be paid for by the student at a rate of \$25/hour, regardless of number of absences.
- Any clinical for remediation will also be charged at a rate of \$25.00/hour regardless of the number of absences.

THE FACULTY HAVE THE UNQUESTIONED AUTHORITY TO TAKE IMMEDIATE CORRECTIVE ACTION IN THE CLINICAL AREA WITH REGARD TO STUDENT CONDUCT AND PERFORMANCE.

Clinical Intervention

A clinical intervention will result in any or all the following:

- A meeting with the faculty advisors and/or Coordinator to determine if a remediation plan is needed.
- A remediation plan that will have specific goals for the student to meet and show progress within a defined period.
- Two (2) or more clinical interventions may result in Administrative Withdrawal by the Principal at the recommendation of the coordinator.

Ability to Proceed in Clinical

All course work and lab skills assigned must be completed prior to entry into each clinical rotation. Students will be provided with expectations and deadlines throughout the year in conjunction with each clinical rotation. Successful completion of each clinical rotation is required to be eligible to start the next clinical rotation.

Malpractice Insurance

All practical nursing students are required to provide proof of nursing student malpractice insurance from the carrier of their choice. The policy must cover the student through the duration of the time they are in the program.

SECTION 9: Conduct

CV-TEC Code of Conduct

All CV-TEC students are bound by the **CV-TEC Code of Conduct** which is available on our website www.cves.org.

CV-TEC Re-Opening Plan: May be found on the CVES website www.cves.org

Professional Conduct

Students and faculty are bound by the New York State Board of Regents, **Rules of Professional Misconduct**. A copy of this is available at www.nysed.gov. All nursing students are advised to review this website in anticipation of professional practice as it relates to a Licensed Practical Nurse.

Confidentiality

Students dealing with client information have a responsibility to maintain strict confidentiality. Any information a student acquires about a client, fellow student, or institution, must not be shared. Disclosing sensitive information is cause for immediate Administrative Withdrawal. The only time you ever discuss a patient is when it relates to their care. You will be required to sign a confidentiality agreement as well.

Cheating

Cheating will not be tolerated and may result in immediate Administrative Withdrawal. Plagiarism, or the use of other's work without giving credit to the writer, is considered cheating. The "CRAPP" Test ([The CRAAP Test - Evaluating Sources - Research Guides at Benedictine University Library](#)), along with other resources, may be used to determine legitimacy of internet sources. Asking students to share test questions, content, or in any way getting or giving an advantage is considered cheating. The profession of nursing requires ethical behavior. Academic dishonesty is unethical and will result in Administrative Withdrawal.

Criminal Behavior

Students involved in activities of a criminal nature in the school building or at a school function will be subject to Administrative Withdrawal. Students who are arrested and/or convicted of a crime may be subject to Administrative Withdrawal. Any previous crimes/convictions should have been discussed during the program application process and be known to Administration.

Misrepresentation of criminal background that could jeopardize our contractual agreements with Clinical sites or is contrary to our Code of Conduct will be grounds for Administrative Withdrawal. Under our contractual agreements with outside agencies, a student may be refused access to any facility for unprofessional acts or criminal behavior (past or present).

State Licensing Standards: Students should familiarize themselves with the state licensing standards in the State/s they intend to practice. State Licensing Boards have full authority to deny a student a license. This is not the decision of CV-TEC, nor does CV-TEC have any authority to intervene or change this process.

Classroom Dress Code Guidelines

Students are expected to always present a professional attitude and appearance.

Classroom Attire:

- Comfortable, appropriate, clean attire will be worn. This excludes short shorts or other revealing clothes. Shorts should be long enough to cover your extremities when sitting on a chair. Clothing is to be in good repair, free of holes. Potentially offensive sayings or logos are discouraged. Think about others with your clothing choices.
- Shorts and t-shirts will be required for specified lab use and will be told when needed.
- Hair will be worn as appropriate to situation.
- Student uniforms should not be worn to class unless clinical is held in the lab area. This will be decided and communicated to students by faculty.

Impairment

Any student that, at the discretion of the teacher, is unable to perform their clinical/lab/classroom duties safely and/or appropriately due to any kind of impairment may be asked to leave the classroom, lab, or clinical. Students may be asked to report to the school nurse to determine their ability to be in class. At the clinical site, students may be taken off their clinical assignment at the discretion of the clinical teacher. Follow-up will be conducted by a meeting with the Coordinator and Principal. Impairment could include, but is not limited to, exhibiting behavior associated with legal or illegal substances, lack of sleep, or emotional distress.

Smoking Regulations

Smoking is not permitted on school grounds. Smoking, while participating in activities related to the program on or off campus is prohibited. Students should NEVER smoke while in uniform. Failure to comply will result in suspension (two days for the first incident) and Administrative Withdrawal (second incident).

Substance Abuse

There is to be no use of alcohol or other mind-altering substances in the building, clinical setting or at school sponsored functions while the student is on or off campus or when wearing the CV-TEC uniform/name badge and therefore representing CV-TEC. A student suspected to be under the influence of such substances when reporting to class, lab, or a clinical site will be sent home immediately. Screening for alcohol or drugs may be required at the time of the incident, at the students' expense, and Administrative Withdrawal from the program may follow. Authorities may be called when warranted.

Social Media

Students must remember that anytime they are using social media and representing themselves as a CV-TEC student (whether self-identified or wearing a CV-TEC uniform and/or name badge), that they are representing themselves, our program, and CV-TEC and are held to the same standard as when they are present in class or at clinical. Any social media issues that arise and affect the classroom will be addressed accordingly by The Coordinator and Principal and in alignment with industry standards.

Telephone/Devices

Telephones in school offices are to be used only during an emergency and with permission. Phones in clinical areas are not for personal use. CV-TEC prohibits the use of all personal electronic devices including cell phones, smart watches, pagers, and beepers, at all school and school related functions on or off school property, during the instructional day unless specifically given permission by the teacher. Students shall be allowed to possess such devices; however, such devices must be put away and must remain turned off during the instructional hours according to CV-TEC Technology policy. All cell phones and internet connected devices must be off and put away during exams. Use in the classroom of cell phones or internet connected devices is at the complete discretion of the teacher. Cell phones and/or internet connected devices are not allowed to be visible or used at clinical. It is important to advise those who may need to contact you for an emergency to contact the school 518-561-0100 ext. 238 or 240 who will then contact the Coordinator/Faculty and get a message to you at the clinical site.

Transportation

Students must provide their own transportation to and from all assigned learning experiences. This may, at times involve longer periods of travel (i.e.: Malone, Saranac Lake). Every attempt is made to assign clinical rotations within a reasonable distance from CV-TEC campus. A student's home location does not impact clinical assignments.

Parking Pass:

Parking pass applications may be picked up in the main office. All vehicles in the students parking lot are required to display a current parking permit.

Visitors

Visitors to the classroom or clinical facilities are not permitted unless for an approved purpose. If visiting is desired at any time, permission must be obtained from the Principal, Health Careers Coordinator and the classroom teacher 24 hours before the visit. No visitors are permitted at the clinical at any time. If the student must be contacted at the clinical site, the school must be contacted first and a message will be relayed to the student.

Administrative Withdrawal (Dismissal)

Administrative Withdrawal may result if the student is unable or unwilling to demonstrate behavioral or performance changes that predict a "reasonable expectation" for achieving standards for success. Administrative withdrawal results from other unresolved issues as described in The LPN Student Handbook and CV-TEC Code of Conduct as well as The Adult Student Handbook. The principal, on the recommendation of the coordinator, has the authority to make final decisions.

Appeal Process

If you wish to appeal an Administrative Withdrawal, you may appeal in writing to the Director of CV-TEC outlining your rationale within 5 calendar days. If you are dissatisfied with the Director's determination you may appeal to the District Superintendent for a final decision using the same 5-day criteria.

SECTION 10: Financial Information/Costs

Any questions regarding financial issues should be directed to:

CV-TEC Registrar: Chirag Patel, 561-0100, ext. 241, patel_chirag@cves.org

Financial Aid Administrator: Chris Chaffin, 561-0100, ext. 245, chaffin_chris@cves.org

Tuition Obligation/Billed Charges:

Tuition: \$13,725.00 total tuition (2023-2024) - \$100 acceptance deposit = \$13,625.00 tuition balance.

Resource Package: Bundled package, \$1,536.50 (2023-2024)

CPR Class: If no proof of completion elsewhere by Sept. 1st: \$65.00 (2023-2024)

All CV-TEC Adult students must complete a **background check and drug test** before final enrollment and first day of class. Cost: \$185* (2023-2024)

<i>Additional Costs After Acceptance:</i>	
Computer with Internet Access	Costs vary
Health Requirements: Updated Physical and proof of immunizations, including COVID Vax	Costs vary
Malpractice Insurance for Nursing Students	40.00/year*
Uniforms	100.00-300.00*
Nursing Shoes	50.00-100.00*
Watch with second hand (Not connected to the Internet)	15.00-35.00*
Student Patches	3 free, additional \$5.00/each
Miscellaneous items-notebook, pens, storage device	10.00-75.00*
Graduation Uniform	50.00-100.00*
School Nursing Pin (end of the year)	25.00*
NCLEX-PN State Board Exam fees	500.00*
*PRICES VARY/SUBJECT TO CHANGE	

SECTION 11: Health and Immunization Requirements

Student Health Information

Students need to be aware of the general risks associated with working in the health care industry including, but not limited to, the risk of needle sticks that may result in the exposure to blood borne pathogens.

a. **Student Health Record:**

CV-TEC is required to provide our contractual agencies with a list of students participating in clinical practice experience along with evidence of compliance with student health standards as outlined by the New York State Department of Health and the Joint Commission on Accreditation of Hospitals Organization. A health form provided by the Department must be on file before a student may participate in an off campus clinical laboratory experience. The examination must be of sufficient scope to ensure that no student will assume duties unless free from a health impairment that will pose a potential risk to client safety or may interfere with the performance of duties or alter behavior negatively.

b. **Immunizations:**

As recommended by the State Department of Education and Health, all nursing students are required to have the following:

1. A basic series of DTP or Td (tetanus and diphtheria toxoids),
2. A td booster within the past ten years
3. MMR (measles, mumps, and rubella). As per NY Public Health Law Article 21, Title VI, section 2165, all students born after January 1, 1957, must be immunized for MMR X2 and have proof of immunization.
4. PPD (Positive Protein Derivative) test for tuberculosis and, if positive, a chest X-ray. The test must be repeated annually, unless otherwise indicated. (Tine Test is not acceptable.)
5. Hepatitis B vaccine is strongly recommended
6. A varicella (Chickenpox) titer, vaccination series (2) or documented history of having the disease.
7. Flu shot for the current season or student must wear a mask in clinical settings during flu season designated by facilities.
8. COVID 19 vaccination per Clinical site
9. A series vaccination (4) for Polio or titer showing immunity
10. Our clinical sites include hospitals and nursing homes that may require COVID vaccination with no religious or medical exemptions accepted from students.

Students are responsible for obtaining the physical examination and required Immunizations from their health care provider. Completed health forms must be received by the Department by the required due date.

c. **Standard Precautions for Infection Control:**

The faculty follows, and expects students to comply with, the Centers for Disease Control Guidelines for the Prevention of Blood Borne Disease to Health Care Workers :

1. Sharp items (needles, scalpel, and other sharp instruments) should be considered as potentially infective and be handled with extraordinary care to prevent accidental injuries.
2. Disposable of syringes and needles, scalpel blades, and other sharp items should be placed into a puncture-resistant containers located as close as practical to the area in which they are used. To prevent needle stick injuries, needles should not be recapped, purposefully bent, broken, removed from disposable syringes, or otherwise manipulated by hand.
3. When the possibility of exposure to blood or other body fluids exists, routinely recommended precautions should be followed. The anticipated exposure may require gloves alone, as in handling items soiled with blood or equipment contaminated with blood or other body fluids, or may also require gowns, masks, and eye-coverings when performing procedures involving more extensive contact with blood or potentially infective body fluids, as in some dental or endoscopic procedures or postmortem examinations. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood.
4. Pregnant health care workers are not known to be at greater risk of contracting HIV infection, however, if a pregnant health care worker develops HIV infections during pregnancy, the infant is at increased risk of infection resulting from perinatal transmission. Because of this risk, pregnant health care workers should be especially familiar with precautions for the prevention of HIV transmission.
5. Hepatitis B vaccine is available to health care workers who have contact with blood and body fluids. Contact your own provider or Clinton County Public Health Department at 565-4848.

d. Accidental Injury:

Student injury while at school or during clinical should be reported to the Clinical Teacher immediately. Necessary treatment and an accident report should be filed prior to leaving the assigned area.

The school or clinical agency is not financially responsible for accidents or injuries. Students should carry health insurance while enrolled in the program.

Basic first aid will be instituted under the guidance of nursing faculty and the school nurse if at the school campus. The school nurse will recommend additional care, as necessary.

Documentation of injury occurrences and resulting care are to be completed on official Report of Accident or Injury form and forwarded to the program coordinator. Accident forms, including a copy of each form forwarded to other offices, shall be retained in the student's files.

Accidents or illnesses that require three or more consecutive school days before returning to class or clinical, will require a doctor's certificate. Frequent absences due to illness will also require a doctor's certificate detailing the student's illness and limitations.

A Teacher may request that a student obtain mental and physical medical care if it seems advisable for the student's health. This will include screening for blood

alcohol and/or drug use. If, in the opinion of the faculty, your physical or emotional health makes it unwise for you to remain in the nursing program, you may be required to withdraw, either temporarily or permanently, at any time.

e. Protocol for Cuts and/or Needle Stick Injury:

1. Notify institution supervisor or teacher immediately.
2. Institute first aid measures:
 - ✓ Wash area of injury thoroughly using warm water and soap.
 - ✓ Bandage protectively.
3. See the school nurse as soon as possible and notify the Program Coordinator
4. Complete an Accident/Injury form (CV-TEC).

f. Provisions for the Pregnant Student:

The pregnant student is encouraged to continue in the nursing curriculum if she is experiencing a normal pregnancy without restrictions. Necessary provisions for revision of your program can best be made if you confer with your teachers/Coordinator as soon as you are aware of your pregnancy.

To assure that your continuation in the program is physically and academically sound, it is required that you obtain written authorization from your physician.

If at any time in the pregnancy it is physically detrimental for you to continue in the program, it is your responsibility to notify the school.

The student who is pregnant is required to provide herself a maternity uniform. The uniform style will be similar in style to the regular uniform top and approved by the instructors.

g. Guideline for Action Following an Incident Involving a Client:

Definition: An incident is any unusual occurrence that involved the student and client.

Procedure:

1. All incidents involving the student and client must be reported to the supervising faculty as soon as possible.
2. The supervising faculty will assist the student in consulting with agency personnel and in completing the appropriate forms/reports.

h. Documentation to re-enter class after an illness or injury:

1. Any time a student is put out of school (class or clinical restrictions) due to illness or injury by a physician, it is mandatory that documentation to re-enter school (class/clinical) is provided before a student will be allowed to participate in class/clinical.

*Health Records are only kept on file at CV-TEC while the student is enrolled. A copy of the health records handed in will be given to each student on admission. All Health Records will be returned to the student, (if possible) or destroyed when the student leaves or graduates from the program.

SECTION 12: Registrar

Document Requests

If a student needs access to their file, the procedure is to make a written request as to what is needed to the Main Office Staff. Documents will be provided no later than 48 hours after the request. Documents cannot be produced immediately. Please plan ahead.

Transcript Requests

Transcripts may be requested from our Registrar's office.

Transfer Students

The Practical Nursing Program is an 1160 clock hour program, accredited by the New York State Department of Education. As such, students are expected to complete all 1160 hours of instruction in the CV-TEC Program. An exception may be made for nursing students transferring from other PN or RN programs. The Program Coordinator will accomplish a thorough review of all previous work completed by the transfer student. The Program Coordinator will determine how much credit, if any, will be given. Students may choose to Audit a class or repeat it. As grading scales differ from program to program, your transcript grade will be entered onto the CV-TEC report card for the student that chooses to audit a course.

Transfer Credit/Auditing a Class

Student must have completed a course within the last year in order to be eligible for transfer credit consideration. A written request along with a Course Description of the course credit being requested must be provided to the coordinator by the first day of classes. The student will decide to Audit the course/s or repeat the course/s. No change in decision is permitted once the decision is made. (Auditing a course means a student participates in ALL class activities, completes all assignments, etc... but does NOT take the exams). Only courses with a grade of 80% or above will be considered for Audit.

Withdrawal

A student may voluntarily withdraw from the program at any time. Refunds require that the student submit a written withdrawal to the program coordinator (see refund policy).

Withdrawal request forms are obtained at Student Services.

Re-Admission to Program after Withdrawal

Students who voluntarily withdraw from the Practical Nursing Program may be granted readmission under the following conditions:

- Must reapply within 1 year of voluntary withdrawal
- Must have written recommendation of a primary faculty member
- Must demonstrate competency in selected nursing skills as deemed necessary by faculty
- Must retake any class failed with corresponding clinical time
- Must agree to abide by policies (academic and financial) that apply to the calendar year in which re-entry is anticipated
- Must have no outstanding balance owed for the previous period of study or be in default of a student loan

- May be required to take an NCLEX review class before taking the boards

Leave of Absence

Please see next page for CV-TEC Leave of Absence Policy and Request Form



Leave of Absence Policy

CV-TEC students enrolled in the Practical Nursing Program may be granted a Leave of Absence (LOA). The student must be in good academic standing. The student must apply in writing. The LOA may be extended into the next enrollment period only.

The student will incur no additional tuition charges for successfully completed coursework. Charges will be calculated based on remaining coursework to be completed. Additional fees may be incurred if additional instructional time is required outside of the normal school schedule.

Federal Regulations require students enrolled in this program of study to complete program requirements within 150% of the time of normal program completion. Failure to do so will require the student to apply for readmission and repeat the entire course of study.

REQUEST FOR LEAVE OF ABSENCE

I am requesting permission to file a Leave of Absence from the LPN Program

I understand that I may return only in the next school year for the purpose of completing requirements for graduation.

Student's Signature

Date

Health Careers Coordinator

Date

Student is in good academic standing: YES NO

SECTION 13: State Board Licensure

The program distributes information required for applying for state licensure. The Program Coordinator will fully review the application procedure during the final week of classes.

A candidate for licensure who has applied for New York State licensure and paid the license fee may be issued a limited permit to practice nursing in the state while meeting licensing requirements. The limited permit:

- Entitles the holder to practice nursing only under the supervision of a registered professional nurse currently registered in the state of N.Y. and with the endorsement of the employing agency.
- Expires one year from the date of issuance or ten days after notice to the applicant that the application for license has been denied.

State regulations vary. Therefore, if you plan to seek licensure or employment in another state, it is recommended that you contact that respective State Board of Nursing for its regulations concerning licensure. Addresses for each State Board of Nursing may be found on the National Council of State Boards of Nursing, Inc. web site at www.ncsbn.org.

Students with a past history of criminal behavior will be evaluated by the State Licensing Bureau before a license will be issued. **Certain crimes may preclude the issuance of a license.** Practical Nursing Students applying for licensure through the New York State Education Department will be asked the following questions:

- # Have you ever been convicted of a crime (felony or misdemeanor) in any state or country?
- # Have you ever been charged with a crime (felony or misdemeanor) in any state or country, the disposition of which was other than by acquittal or dismissal?
- # Have you ever surrendered your license or been found guilty of professional misconduct, unprofessional conduct, incompetence or negligence in any state or country?
- # Are charges pending against you for professional misconduct, unprofessional conduct, incompetence or negligence in any state or country?
- # Has any hospital or licensed facility restricted or terminated your professional training, employment, or privileges, or have you ever voluntarily or involuntarily resigned or withdrawn from such association to avoid imposition of such measures?

Students will be asked about the status of any student loans they may have. If a student answers “yes” to either having an outstanding loan or a loan in default, their name will be forwarded to the New York State Higher Education Services Corporation

****Students should familiarize themselves with the state licensing standards in the State/s they intend to practice. State Licensing Boards have full authority to deny a student a license. This is not the decision of CV-TEC nor does CV-TEC have any authority to intervene or change this process.
[NYS Nursing \(nysed.gov\)](http://nysed.gov)

SECTION 14: Student Affairs

Guidance Services

CV-TEC Guidance Services are available to all students during the school day of 8:30-3:00pm.

Library Services

Library Services are available through CVES.

National Technical Honor Society (NTHS)

Adult students are eligible for induction into The National Technical Honor Society that recognizes outstanding students in each program at CV-TEC. Generally, excellent grades, attendance, and performance in both the classroom and clinical are the criteria for consideration. Each classroom may have further criteria as appropriate to their program. Only 10% of each class is permitted to be nominated. Students are recognized at a ceremony in May and also at the CV-TEC Graduation in June.

Practical Nursing Student Club

Practical nursing students have the opportunity to continue on the tradition of raising money use as they decide through the Practical Nursing Student Club. The club has a history of participating in volunteer events, donating money to charity, and generally promoting nursing in the community. All students in the program are considered members and the activities are woven into The Issues and Ethics Course and The Leadership Project as a way to strengthen and promote teamwork and interdisciplinary skills.

***Please note that the student handbook is subject to change at any time and students will be updated and provided with a new copy if necessitated.**

**Student Enrollment Agreement and Handbook Acknowledgment
FOR
CV-TEC PRACTICAL NURSING PROGRAM**

The undersigned student will enroll in the **PRACTICAL NURSING** program from **September 2023** through **June 2024**, for a total program length of 1160 hours. The Conditions of Enrollment are as follows (initial each item):

1. _____ I am aware of the **academic requirements** and the consequences if I do not meet those standards.

2. _____ I am aware that I must maintain **satisfactory progress** in **clinical** and the consequences if I do not.

3. _____ I am aware of the standards for **attendance** and the consequences if I do not meet those standards.

4. _____ I will meet all **financial obligations** of the program regardless of unsatisfactory outcomes and source/s of funding.

5. _____ I will follow all aspects of **Standard/Universal Precautions** in clinical setting and in lab including **adherence to the CVES re-opening plan regarding COVID 19** at all times in the school building or premises.

6. _____ I am aware of the **conduct** expected by both CV-TEC in general and the Practical Nursing Program specifically, and the consequences for not following these guidelines.

9. _____ I have **received and reviewed** a **Practical Nursing Student Handbook** and I understand that I am obligated to follow the rules stipulated and understand the consequences if I do not.

10. _____ I agree to give CV-TEC the permission to release **Health Records** to Clinical Agencies if required for clinical purposes (Ex:Proof of COVID and Flu Vaccinations).

My signature below indicates that I have received a current LPN Program Student Handbook and that I understand and agree to follow the rules in the student handbook as well as the above conditions of enrollment.

Print Name

Student Signature

Date

Notes

