



**DIVISION OF ALLIED SCIENCES**

**PRACTICAL NURSING  
STUDENT HANDBOOK**

**DIVISION OF ALLIED SCIENCES**  
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**STUDENT HANDBOOK**

Dear Students,

Welcome to the UCNJ Union College of Union County, NJ (UCNJ) Practical Nursing (PN) Program. This handbook has been prepared to help you become familiar with the PN Program. It contains the policies and procedures that delineate the rights and responsibilities of UCNJ practical nursing students.

It is the responsibility of each student to review this handbook and refer to it as needed during their enrollment. All statements in the UCNJ Practical Nursing Student Handbook are announcements of present policies and guidelines and are subject to change at the end of each semester and as necessary. The Practical Nursing Student Handbook serves as a supplement to the College Catalog and UCNJ Student Handbook.

Failure to read this or other college publications does not exempt students from policies and procedures that are in effect. For the most current information, visit the [Practical Nursing web page](#). The UCNJ Student Handbook is available online at: <https://www.ucc.edu/campus-life/student-handbook/>

There has never been a better time to enter nursing. The current job market offers opportunity and variety. The faculty, staff and I are committed to helping you achieve your professional goals.

We wish you success in your pursuit of a nursing education at UCNJ Union College of Union County, NJ.

Sincerely,  
Practical Nursing Program

\*The PN Program reserves the right to change any of these policies or procedures on or before the first day of each term.

**DIVISION OF ALLIED SCIENCES  
PRACTICAL NURSING  
STUDENT HANDBOOK**

**Table of Contents**

New Jersey Licensing Regulations & Requirements	1
Program Mission Statement	2
Program Goals	2
Program Learning Outcomes	3
Program Curriculum Sequence	4
Course Descriptions	5
Alignment of Program Learning Outcomes with National Standards	7
Functional Accommodations	8
Essential Function Guidelines	10
General Clinical Education Requirements	12
Clinical Laboratory Requirements	12
Physical Examination	12
Criminal Background Check	12
Malpractice Insurance	12
CPR Certification	13
Student Health Requirements	13
Change of Name, Address, Phone Number	14
Program Policies	
PN Program Policies and UCNJ Policies	15
Academic Progress	15
Academic Integrity	16
Grading	16
Written Assessments	16
Test Review	17
Competency Testing	17
Unsatisfactory Performance	17
Attendance	17
Classroom Absences	17
Clinical Absence	17
Lateness	18
College Laboratory	18
Dismissal	18
Readmission	18
Fitness for Duty	19
Program Requirements	
Registration	20
Schedule and Program Changes	20
Cell Phones	20
Change in Health Status	20
Infection Control	20
Uniforms/Dress Code	21
Accreditation	23
Miscellaneous	
Communication	24
Students Rights and Obligations	24
Student Advisement	24
Student Records	25

**DIVISION OF ALLIED SCIENCES**  
**PRACTICAL NURSING**  
**STUDENT HANDBOOK**

Resources for PN Students	
National Council Licensure Examination	26
Nursing Skill and Simulation Laboratory Location	26
PN Program and Course Materials	26
Cooperative RN Programs	26
Student Assistance	26
Academic Advising	27
Library	27
Universal Accessibility Services	27
College Life	27
Program Directory and Hours	28
Forms	
Release Form	30
Photography & Videotaping Consent	31
Informed Consent	32
Fitness for Duty	33
Privacy and Confidentiality Agreement	34
Examination Confidentiality Agreement	35
Student Request for Test Question Review	36
Statement of Understanding	37
Practical Nursing Student Handbook Agreement	38

**DIVISION OF ALLIED SCIENCES  
PRACTICAL NURSING  
STUDENT HANDBOOK**

**NEW JERSEY LICENSING REGULATIONS & REQUIREMENTS**

**Licensing Requirements: New Jersey State Board of Nursing Requirements**

Applicants to the Nursing Program need to be aware of the New Jersey State Board of Nursing statute 45:11-26 and 27, Professional Nurses.

a. Qualifications of applicants.

An applicant for a license to practice professional nursing shall submit to the board evidence in such form as the board may prescribe that the applicant –

1. Has attained his or her 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 vult contendere or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs;
3. Holds a diploma from an accredited four-year high school or the equivalent thereof as determined by the New Jersey State Department of Education;
4. Has completed a course of professional nursing study in an accredited school of professional nursing as defined by the board and holds a diploma/certificate therefrom.

The application for licensure contains important directions and questions which you must answer. Please refer to the NJBON website for application for PN licensure at:  
<https://www.njconsumeraffairs.gov/nur/Pages/applications.aspx>

Please review the application and if you answer “Yes” to any of the questions on the application for state licensure, you must provide a complete explanation of the circumstances leading to the action, and supporting documentation, on separate sheets of paper.

# **DIVISION OF ALLIED SCIENCES**

## **PRACTICAL NURSING**

### **STUDENT HANDBOOK**

#### **PROGRAM MISSION STATEMENT**

The Practical Nursing Program transforms our community by preparing highly qualified, entry-level professionals who promote safe and ethical professional practices within the scope of Practical Nursing. The Program is committed to excellence in providing an evidence-based Practical Nursing education, encouraging graduates to continue the pursuits of lifelong learning and relevant professional contributions.

#### **PROGRAM GOALS & OUTCOMES**

The Practical Nursing (PN) Program at UCNJ Union College of Union County, NJ will:

1. Provide educational opportunities for students from all backgrounds.
  - a. Students enrolled in the PN program will reflect the community.
  - b. A minimum of 60% of students in the Practical Nursing Program will graduate within 150% of the timeframe allotted for the program.
2. Graduate as a beginning practitioner who is competent to assume an entry level nursing position and function within a variety of healthcare settings.
  - a. The goal of the Practical Nursing Program is that graduates will achieve a minimum pass rate of 80% on the NCLEX-PN licensure examination on the first attempt.
  - b. At least 80% of graduates who are interested will assume a position as an LPN within 6 months.
  - c. Employers of graduates will demonstrate satisfaction with the preparation for practice.
3. Promote continual learning and advancement within the profession by encouraging and facilitating articulation to RN programs
  - a. At least 15% of the graduates will be enrolled in RN programs within two years from completion of the PN Program.
4. Offer a career program within a college environment to allow access to resources and services that are available within this setting.
  - a. At least 80% of the students enrolled in the PN program will use one or more of the available academic resources and/or support services.
5. Partner with community agencies to provide educational experiences for students and healthcare services for the population.
  - a. Affiliation agreements are in place with a variety of healthcare agencies in the community that provide experiential learning opportunities that align with workforce trends.
  - b. At least 80% of the graduates identify that clinical experiences assist in their achievement of student learning outcomes.

**DIVISION OF ALLIED SCIENCES  
PRACTICAL NURSING  
STUDENT HANDBOOK**

**PROGRAM LEARNING OUTCOMES**

Upon successful completion of all program requirements, graduates will be able to:

1. Provide holistic care to patients from diverse multi-cultural backgrounds, experiencing a variety of needs, within the context of the nursing process.
2. Use effective verbal and written communication skills when interacting with patients, families, and other members of the health care team.
3. Incorporate contemporary knowledge and tools from nursing and the biological and social sciences into the care provided to patients at different developmental levels throughout the life span.
4. Collaborate with other members of the health care team.
5. Apply clinical reasoning in interactions with patients, families, and other members of the health care team.
6. Demonstrate accountability by practicing nursing within a legal and ethical framework.
7. Assume accountability for personal and professional growth.

**DIVISION OF ALLIED SCIENCES  
PRACTICAL NURSING  
STUDENT HANDBOOK**

**Practical Nursing, CT.  
Program Curriculum Sequence**

**Pre-Clinical Phase**

\*BIO 105 Anatomy and Physiology I 4 credits

<b>First Year Fall/Spring Semester</b>	<b>Theory Credits</b>	<b>Clinical/Simulation</b>	<b>Lab</b>	<b>Total Credits</b>
ENG 101 English Composition I	3			3
PSY 101 General Psychology <b>or</b> PSY 102 Psychology of Personality	3			3
BIO 106 Anatomy & Physiology I	3		1	4
PNU 192 Nursing Concepts/Foundations	4	1	1	6
<b>Total</b>				<b>16</b>
<b>Spring/Summer Semester</b>				
PNU 193 Adult Health I	7	3	1	11
<b>Total</b>				<b>11</b>
<b>Second Year Summer/Fall Semester</b>				
PSY 204 Lifespan Development	3			3
PNU 212 Adult Health II	6	3		9
<b>Total</b>				<b>12</b>
<b>Fall/Spring Semester</b>				
PNU 213 Adult Health III	6	3	1	10
<b>Total</b>				<b>10</b>
General Education credits				17
Nursing credits				36
<b>Total Program Credits</b>				<b>53</b>

\*Students must achieve a “C” or higher for BIO 105

The PN Program reserves the ability to manage the schedule based on clinical site availability, and/or student enrollment.



**DIVISION OF ALLIED SCIENCES**  
**PRACTICAL NURSING**  
**STUDENT HANDBOOK**

**COURSE DESCRIPTIONS**

**PNU 192 - Nursing Concepts/Foundations**

This course introduces the practical nursing student to the profession of nursing. Using the National League for Nursing (NLN) Competencies and Integrating Concepts, students are introduced to practical nursing practice and the roles and responsibilities of the Licensed Practical Nurse. Fundamental nursing concepts and practices including health promotion, communication, interdisciplinary collaboration, patient teaching, assessment, nutritional support, and pharmacological and safety principles are presented. Mental health is discussed with a focus on patient psychosocial needs while fostering open communication, mutual respect and shared decision-making. Trends in nursing practice, cultural implications of practice and the health care delivery system are also discussed. to achieve quality patient care. The content that is presented in the classroom will be reinforced with skills practice in the college laboratory and clinical experiences in patient care settings where students will apply basic nursing principles and techniques. Students will demonstrate beginning proficiency in selected skills and patient care based on the NLN Competencies and Integrating Concepts. Supporting the NLN Competencies and Integrating Concepts, the QSEN competencies and National Patient Safety Goals are discussed.

Prerequisite(s): BIO 105, all developmental course work, and GPA 2.5

Co-requisite(s): BIO 106, ENG 101, and PSY 101 or PSY 102

60 lecture hours, 45 clinical hours, and 45 skills lab hours per semester

6 credit hours

**PNU 193 - Adult Health I**

In this course, the student will continue to apply the National League for Nursing (NLN) Competencies and Integrating Concepts. Using the nursing process, students will assist patients in acute care, long term care, and maternal and child health settings. Emphasis will be placed on patient assessment and an understanding of the common conditions that alter an individual's state of wellness. Care of patients pre- and postoperatively, and those experiencing fluid and electrolyte imbalances, infectious diseases, and selected cardiovascular, respiratory, musculoskeletal, and endocrine deviations will be discussed throughout this course. Principles of clinical reasoning and therapeutic communication will support the acquisition of content will be stressed throughout the course. Content presented in the classroom will be reinforced with practice in the skills laboratory and clinical experiences in patient care settings where students will apply basic nursing principles and techniques. Supporting the NLN Competencies and Integrating Concepts, the QSEN competencies and National Patient Safety Goals are discussed.

Prerequisite(s): BIO 106, ENG 101, PSY 101, and PNU 192

105 theory hours, 135 clinical hours, 45 skills lab hours per semester

11 credit hours

# **DIVISION OF ALLIED SCIENCES**

## **PRACTICAL NURSING**

### **STUDENT HANDBOOK**

#### **PNU 212 - Adult Health II**

In this course, the student will continue to use the nursing process within the National League for Nursing (NLN) Competencies and Integrating Concepts framework. Knowledge and skills are focused on health promotion, therapeutic communication, application of growth and development principles, and incorporation of legal and ethical guidelines with patients and their families. Economic, sociocultural issues, and nursing trends that influence the patients and families will also be discussed. Clinical experiences will emphasize the application of the nursing process in providing care to patients with medical/surgical disorders. The nursing process, critical thinking, pharmacology, and mental health are reinforced in order to ensure students reflect evidence-based professional practices that address quality, equity, and safety in health care. Supporting the NLN Competencies and Integrating Concepts, the QSEN competencies and National Patient Safety Goals are integrated throughout the course.

Prerequisite(s): PNU 193

Co-requisite(s): PSY 204

90 lecture hours and 135 clinical/simulation hours per semester

9 credit hours

#### **PNU 213 - Adult Health III**

This course focuses on advanced concepts in Practical Nursing and maintaining optimal functioning of client with complex health conditions. Students will continue to incorporate the National League for Nursing (NLN) Competencies and Integrating Concepts into the delivery of care. In collaboration with the clinical instructor, patient and interdisciplinary team, the student will be given the opportunity to demonstrate the use of critical thinking skills in collecting subjective and objective information, meeting and prioritizing care, evaluating outcomes of care, and reporting and documenting care. Concepts introduced in previous nursing courses are expanded and integrated into clinical and theory experiences. Emphasis in theory will be placed on more complex, acute medical-surgical health deviations, mental health disorders, and the assessment of medical and nursing interventions. Students will articulate the promotion, restoration and maintenance of health and discuss end of life issues including organ and tissue donation. Students will interpret how their nursing actions and care delivery will impact economics and analyze economics from a health care delivery system perspective. The nursing process, critical thinking, pharmacology, math and mental health are reinforced to improve quality, equity and safety in health care. Concepts of role transition, accountability, management, and leadership will be discussed, as well as skills required for obtaining employment in a health care agency. Supporting the NLN Competencies and Integrating Concepts, the QSEN competencies and National Patient Safety Goals are discussed.

Prerequisite(s): PNU 212, PSY 204

90 lecture hours, 135 clinical hours, and 45 skills lab hours per semester

10 credit hours

**DIVISION OF ALLIED SCIENCES  
PRACTICAL NURSING  
STUDENT HANDBOOK**

**ALIGNMENT OF PROGRAM LEARNING OUTCOMES WITH NATIONAL STANDARDS  
AND COMPETENCIES**

Program Learning Outcomes	National League for Nursing Competencies	QSEN Standards	TJC National Patient Safety Goals
Provide holistic care to patients from diverse multi-cultural backgrounds, experiencing a variety of needs, within the context of the nursing process.	Human flourishing	Patient-centered Care Safety	Identify patients correctly Use medicines correctly Identify patient safety risks
Use effective verbal and written communication skills when interacting with patients, families, and other members of the health care team.	Nursing judgment	Teamwork and collaboration Informatics	Improve staff communication
Incorporate contemporary knowledge and tools from nursing and the biological and social sciences into the care provided to patients at different developmental levels throughout the life span.	Spirit of Inquiry Human flourishing	Evidence-based practice	Prevent infection Identify patient safety risks Use medicines safely
Collaborate with other members of the health care team.	Professional identity	Teamwork and collaboration Informatics	Improve staff communication
Apply clinical reasoning in interactions with patients, families, and other members of the health care team.	Nursing judgment	Patient-centered care Evidence-based practice	Prevent infection
Demonstrate accountability by practicing nursing within a legal and ethical framework.	Professional identity	Quality improvement Informatics	Identify patients correctly
Assume accountability for personal and professional growth.	Professional identity	Evidence-based practice Informatics	Use medicines safely

**DIVISION OF ALLIED SCIENCES  
PRACTICAL NURSING  
STUDENT HANDBOOK**

**FUNCTIONAL ACCOMMODATIONS**

Performance Abilities for Entry-Level Nursing Program

The following Core Performance Abilities have been developed for persons interested in nursing programs. These abilities are provided to let you know the type of things nurses need to do. Examples are provided but are not all-inclusive of the set skills. These are based on abilities that are compatible with effective performance in nursing programs and scope of practice as defined by the New Jersey Board of Nursing. Students who have a documented disability and request and are granted reasonable accommodations are eligible to pursue acceptance to the program by meeting the program criteria. Information about disabilities is handled in a confidential manner through Universal Accessibility Services. For information, please contact Universal Accessibility Services at 908-709-7164 or [disabilitysvc@ucc.edu](mailto:disabilitysvc@ucc.edu).

<b>INTELLECTUAL</b>		
Cognitive Perception	The ability to perceive events realistically, to think, clearly and rationally, and to function appropriately in routine and stressful situations. Students must be able to independently and accurately assess or contribute to the assessment of a client.	Identify changes in client health status. Prioritize multiple nursing activities in a variety of situations.
Critical Thinking Careful thought, reasoned judgment. Differentiated from opinion and superficial memorization of facts by the ability to obtain and use an appropriate quantity and quality of data for a given situation. Critical thinkers question assumptions, routines, and rituals, reconsider “known facts” when new information becomes available and develop new “rules” when old ones fall or unavailable.	Critical thinking skills demanded of nurses require the ability to learn and reason: to integrate, analyze and synthesize data concurrently. Students must be able to solve problems rapidly, consider alternatives and make a decision for managing or intervening in the care of a client.	Able to make effective decisions in the classroom and in the clinical sites. Develop/contribute to nursing care plans that accurately reflect client concerns. Able to make decisions reflective of classroom learning in the clinical sites.
<b>MOTOR SKILLS</b>		
Motor Skills	Ambulatory capability is sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client.	Position clients. Reach, manipulate, and operate equipment, instruments and supplies e.g. syringes, sterile equipment, monitors. Electronic documentation.

**DIVISION OF ALLIED SCIENCES  
PRACTICAL NURSING  
STUDENT HANDBOOK**

		Lift, carry, push and pull. Perform CPR.
Activity Tolerance	Ability to tolerate lengthy periods of physical activity.	Move quickly and/or continuously. Tolerate long periods of standing and/or sitting.
<b>COMMUNICATIONS</b>		
Communication	Communication abilities in English sufficient for appropriate interaction with others in verbal and written form. Able to communicate with clients and members of the health care team in order to plan and deliver safe care.	Utilize oral and written communication skills sufficiently for teaching/learning and for interaction with others. Read, understand, write and speak English. Explain treatment procedures. Initiate and/or reinforce health teaching. Document client responses. Clarify communications received.
Interpersonal Relationships	Interact with clients, families, staff, peers, instructors, and groups from a variety of social, emotional, cultural and intellectual background.	Establish rapport with clients, families, and colleagues. Respond in a professional/therapeutic manner to a variety of client expressions and behaviors.
<b>SENSES</b>		
Hearing	Auditory ability is sufficient to hear normal conversation and/or assess health needs.	Hears monitor alarms, emergency signals, auscultatory sounds, cries for help e.g. B/P, heart, lung and bowel sounds, and cries for help. Hears telephone interactions/dictation. Hears conversation with clients, families and colleagues.

# **DIVISION OF ALLIED SCIENCES**

## **PRACTICAL NURSING**

### **STUDENT HANDBOOK**

#### **ESSENTIAL FUNCTIONS GUIDELINES**

An individual must be able to independently, with or without reasonable accommodation, meet the following essential functions. Information about support services for students with disabilities is available at Disability Support Services. Individuals unable to resolve deficiencies in these essential functions, with or without reasonable accommodation, are counseled to pursue alternate careers.

##### Observation Skills:

Students must be able to acquire a defined level of required information as presented through educational experiences in both basic arts and sciences and clinical sciences. To achieve the required competencies in the classroom setting, students must perceive, assimilate and integrate information from a variety of sources. These sources include oral presentation, printed material, visual media and live demonstrations. Consequently, students must demonstrate adequate functional use of visual, tactile, auditory and other sensory and perceptual modalities to enable such observations and information acquisition necessary for academic and clinical performance.

##### Communication Skills:

Effective communication is critical for students to build relationships with faculty, advisors, fellow graduate students, coworkers, patients/clients and their families in the student's various roles of learner, colleague, consultant, educator and leader. Students must be able to gather, comprehend, utilize and disseminate information effectively according to professional standards. Students are required to communicate in the English language both verbally and in writing, at a level consistent with competent professional practice. Students are expected to use grammar and vocabulary proficiently. They must be able to elicit information, gather information and describe findings verbally and in writing. Communication should be comprehensible by faculty, peers, patients/clients, professionals, and laypersons.

Students must be able to communicate effectively and sensitively with patients/clients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients/clients and communicate clinical reasoning and decision making effectively. They should also be able to observe, recognize and interpret non-verbal communication, including body language, demonstrated by others. Students should be able to recognize non-verbal communication and body language of themselves, recognize the effect on others and adjust it as needed to meet professional standards and facilitate effective relationships.

##### Motor Skills:

Students must possess the motor functions needed to manipulate instruments or tools and to handle patients/clients. These functions will vary depending on the needs of everyone according to the patient/client management process (see additional standards below). The motor capacities usually include the physical strength and coordination to safely handle and move patients/clients, perform clinical procedures, and to manage and direct patients/clients in various practice settings.

##### Intellectual/Conceptual Abilities:

Students must demonstrate critical thinking skills so that they can problem-solve creatively, master abstract ideas, and synthesize information presented in academic, laboratory and fieldwork settings. Students must be able to measure, calculate, reason, analyze, process, integrate, synthesize, apply and retain facts, concepts, and data related to the art and science of health care. In some areas, this requires comprehension of three-dimensional relationships and spatial relationships of structures. Students

**DIVISION OF ALLIED SCIENCES**  
**PRACTICAL NURSING**  
**STUDENT HANDBOOK**

must develop and exhibit a sense of medical ethics and recognize and apply pertinent legal and ethical standards.

Behavioral and Social Skills:

Students must demonstrate emotional stability and acceptable communication skills as noted above, and be capable of developing mature and effective interpersonal relationships with other students, faculty and health care workers. Students must be able to tolerate physically and emotionally stressful workloads while also functioning under pressure. They must be able to adapt to changing environments, display flexibility and function in the face of the uncertainties inherent to the classroom and clinical setting.

Students must exhibit the ability and commitment to work with individuals in an intense setting, therefore, to meet the needs of people of diverse cultures, age groups, socioeconomic groups and challenges without bias. These individuals may be severely injured; they may be limited by cognitive, emotional and functional deficits that may create at times an adverse environment. The ability to interact with individuals with these impairments and dysfunctions without being judgmental or prejudiced is critical in establishing one's professionalism and therapeutic relationship. Compassion, integrity, interpersonal skills, interest and motivation are all personal qualities that are critical to complete the Practical Nursing Program.

# **DIVISION OF ALLIED SCIENCES**

## **PRACTICAL NURSING**

### **STUDENT HANDBOOK**

#### **GENERAL CLINICAL EDUCATION REQUIREMENTS**

Students who are planning to enroll in PN Program need to have the following prior to the student's first clinical lab:

- ✓ Student Health Documentation submitted to the Castle branch website
- ✓ Healthcare Insurance
- ✓ HIPPA Form
- ✓ Drug Testing
- ✓ First Aid/CPR certification for the Health Care Provider (American Heart Association AHA)
- ✓ Malpractice Insurance
- ✓ Criminal record history background check
- ✓ Satisfactory completion of prior semesters course work and competency skills

#### **CLINICAL LABORATORY REQUIREMENTS**

##### **Physical Examination**

Each student admitted to the program is required to complete a physical examination. The physical examination requirement will affirm that each student is able to meet the demands of the program without compromising the patient or themselves. A Mantoux test must be done annually.

The physician's exam and lab tests, which form the basis for the health status report, must have been conducted between August 1<sup>st</sup> and October 15<sup>th</sup> for the Spring term and between March 1<sup>st</sup> and May 15<sup>th</sup> for the Fall term. The physical examination will be performed by a physician/nurse practitioner of the student's choice. Students who do not submit a completed physical examination form prior to the beginning of the term will not be permitted to attend clinical laboratory.

##### **Criminal Background Check**

Clinical agencies mandate criminal background checks for all individuals engaged in patient care, and all students must undergo criminal history background checks. These checks are conducted by an external vendor, and the information is sent to the College and to clinical agencies. Agency personnel will evaluate the information they receive and, in their sole discretion, make the final determination as to each student's ability to continue to engage in patient care in their agency. If a student is denied clinical placement by any clinical agency due to criminal history information, that student will be dropped from the program.

If a student is convicted of a crime of any type, the student must notify the office within 30 days of the conviction. Failure to disclose all previous convictions, other than minor traffic violations, will be grounds for dismissal from the program.

Background checks must be completed prior to enrollment in PNU 192. Students will be informed of the vendor for the background checks.

A criminal history background check clearance, by fingerprinting, is required for licensure as a Practical Nurse in the State of New Jersey.

##### **Malpractice Insurance**

All students who are enrolled in a clinical nursing course are to carry their own malpractice insurance (minimum coverage of one million dollars any one claim, three million dollars any one annual period of insurance). To be admitted to clinical practice, proof of insurance coverage must be submitted to the Nursing Office via the third-party vendor Castle branch.



# DIVISION OF ALLIED SCIENCES

## PRACTICAL NURSING

### STUDENT HANDBOOK

Without proof of coverage, students will not be permitted to register for the subsequent class or attend class or clinical. It is the students' responsibility to maintain current coverage and provide documentation upon request. Malpractice insurance is renewed annually.

#### **Cardio-Pulmonary Resuscitation (CPR Certification)**

Students are required to be CPR-certified (BLS-Basic Life Support<sup>1</sup>). Students may contact the American Heart Association, Red Cross (CPR for Professional Rescuers) or other area providers to meet this requirement. The certification card is to be presented on a date specified prior to registration for the first clinical course, PNU 192. It is the students' responsibility to maintain current certification and provide documentation upon request.

#### **Student Health Requirements**

Students enrolling in their first clinical nursing course in the Practical Nursing Program, and those students who are resuming their nursing studies after an absence of a year or more, are to complete and satisfy health requirements through their personal health care provider. The student health requirements include:

1. Physical examination (within 3 months) then annually.
2. Laboratory studies (within 3 months): Urinalysis, complete blood count, blood chemistry panel, urine drug screening with confirmation from the laboratory (require the actual lab report from the laboratory)
3. Proof of immune status – **blood titers** are required for all the following:
  - a. Measles/Mumps/Rubella
  - b. Varicella-zoster titer
  - c. Hepatitis – full panel

Students **who do not** demonstrate immunity, will need to obtain a vaccination/booster, and may require a follow-up titer to see if immunity has developed.

4. Hepatitis C – presence of disease, blood titers **or** proof of series
5. Flu Vaccination (at the first available opportunity)
6. Tetanus/Diphtheria/Pertussis (Tdap) Vaccine or declination
7. Two-Step Mantoux skin test for tuberculosis<sup>2</sup>

<sup>1</sup>BLS CPR includes interventions for an adult, child, & infant for: CPR, use of the AED, foreign body airway obstruction removal, and use of a bag-valve-mask device. No other CPR classes, such as Community/Heart saver level or online offerings, are applicable.

<sup>2</sup>All current students must have an annual Mantoux skin test for tuberculosis or QuantiFERON Gold bloodwork, or T-Spot. A two-step Mantoux test is not required if proof of a negative Mantoux within 12 months is provided. Students who test positive to the Mantoux skin test or have received BCG will obtain a chest X-ray or pulmonary clearance. Mantoux testing or pulmonary clearance is required ANNUALLY. Chest X-rays are good for 3 years. Appropriate documentation is required to register for all clinical courses. Students who do not complete these health requirements will not be allowed to attend theory and clinical classes. A chest x-ray following a positive Mantoux test, or receipt of BCG vaccine is required.

**Students should have copies of ALL health records submitted to Castle branch** and for their personal files use. Health records are not released after submission to the Program. The health forms and reference sample are available on the PN website at:

**DIVISION OF ALLIED SCIENCES  
PRACTICAL NURSING  
STUDENT HANDBOOK**

Students who are not immune to measles, mumps, rubella, varicella, or hepatitis B will need to obtain the appropriate vaccination. A follow up titer is required following vaccinations.

Students who are not immune to the infectious diseases noted may be prohibited by the clinical agencies from participating in experiences in areas where disease transmission poses a high risk to patients, staff, visitors, and /or students.

NOTE – The State of New Jersey requires that all full-time students born after December 31, 1956 to be immunized against Measles, Mumps, Rubella, and Hepatitis B, or prove that they meet one of the exemption requirements. The PN program has more requirements than the College for student health information and immunization to meet the standards of our clinical affiliates.

Registration for nursing courses is dependent upon the completion of the health requirements.

**CHANGE OF NAME, ADDRESS, PHONE NUMBER**

The student is responsible for notifying the Director of Nursing and UCNJ Registrar of any change in name, address and/or telephone number. The Registrar's Demographic Change Form is available at:

<https://www.ucc.edu/registrar/>

# **DIVISION OF ALLIED SCIENCES**

## **PRACTICAL NURSING**

### **STUDENT HANDBOOK**

#### **PROGRAM POLICIES**

##### **PN Program Policies and UCNJ Policies**

The PN Program adheres to UCNJ's policies. There are instances, however, when the PN Program has established its own program policies and procedures to meet the special needs of the curriculum, accrediting bodies, and clinical affiliates that supersede College's policy.

##### **Academic Progress**

1. PN Student Handbook Waiver must be signed and submitted at new student orientation, indicating review and understanding of the Program's policies and procedures.
2. Fitness for Duty Contract must be signed, submitted and adhered to. Failure to adhere to this policy can result in a grade of F and dismissal from the program.
3. Release Form, Video and Photography Consent, Informed Consent, Privacy and Confidentiality Agreement and Examination Confidentiality Agreement must be signed and submitted at new student orientation.
4. Students must complete the entire program within three consecutive calendar years.
5. The program consists of a prescribed set of nursing and general education courses. The nursing courses are sequential and may be taken by students accepted into the program.
6. Students who fail a nursing course with a course average below 75% may retake the course at the next available offering. This occurrence may occur one time.
7. Students who fail PNU 192 are dismissed from the program and may submit a written appeal for readmission. An appeals checklist will be submitted by the student.
8. Students dismissed from the program for academic failure may apply once for readmission (refer to dismissal policy). A letter of appeal and checklist will be completed by student.
9. Students dismissed from the program for a clinical failure are not eligible for readmission.
10. Students who voluntarily self-drop or who are dismissed from the program will be readmitted under the current curriculum upon approval for readmission to the program by the committee.
11. A grade of C+ (75%) or higher must be earned in all nursing courses. Program course work includes didactic, laboratory and clinical practice.
12. Prior to readmission, students must validate clinical skills for all successfully completed courses.
13. Students must complete all examinations administered during the program.
14. Students are responsible for all written and verbal information that is shared in scheduled class.
15. Students are encouraged to seek assistance promptly from the Practical Nursing staff when and if they experience academic or personal difficulties.
16. Students who have an Accommodation Alert Form should provide a copy of the form to each instructor. The student will take the exams on the same day as the class.
17. Students may not be in clinical units outside of the scheduled clinical hours.
18. Students may not switch clinical assignments, labs or schedules without the written permission of the Program Director.
19. Students must always comply with all College policies and the policies of the Practical Nursing in the classroom, laboratory, and clinical practice.
20. Students readmitted for prior academic failures will attend conference(s) with their assigned mentor and follow directives outlined in their personal strategic plan for success.
21. Students who are readmitted to the program or return to the program after an absence must ensure that all health requirements are up to date for clinical placement.

# DIVISION OF ALLIED SCIENCES

## PRACTICAL NURSING

### STUDENT HANDBOOK

#### Academic Integrity

Any violation of academic integrity will result in dismissal from the Program without eligibility readmission. Please refer to the Academic Integrity Policy of the [UCNJ Student Handbook](#) (pp. 17-18).

#### Grading

1. The student must earn a minimum grade of 75% (C+) or higher in all PN courses in order to maintain good academic standing in the PN Program.
2. Student who are unable to maintain good academic standing in a professional course will be dismissed from the program.
3. Instructors will post grades on Canvas within a week from the assessment date.
4. The official final grade due dates will be determined by the College for each semester, as published on the academic calendar on the UCNJ website.
5. Final course grades will be posted by the faculty for student access in their Self-Service portal.

#### Grading Scale:

Numeric Grade	Grade
100-90	A
89-85	B+
84-80	B
79-75	C+
74-70	C
69-65	D+
64-60	D
Below 59	F

74.4 or below designates an unacceptable level of professional performance.

0.5> will be rounded up

0.4< will be rounded down

#### Written Assessments

1. All written requirements must be completed and submitted in order to take the final exam in a PN course.
2. Students must not leave their seats during an assessment/examination.
3. No communication between students is permissible during an assessment/examination.
4. Students may not share information about an assessment/examination with other students.
5. Students are expected to sit for all written testing assessments at the scheduled times. There are no re-takes for written examinations or quizzes.
6. Valid excused absences will be reviewed on an individual basis and missed exams will be rescheduled. The make-up exam may vary from the original test.
7. If the student does not notify the instructor of an absence for an exam, a zero grade will be given.
8. All clinical and classroom assignments must be handed in on time.
9. All written assignments, unless otherwise specified, are to be typed, double spaced, and presented in a neat and organized manner on the date specified by the course faculty.

# DIVISION OF ALLIED SCIENCES

## PRACTICAL NURSING

### STUDENT HANDBOOK

#### **Test Review**

1. Students are entitled to review an examination for the purpose of a learning experience.
2. Exams will be reviewed in a mutually respectful atmosphere.
3. Each student will sign and date the reviewed exam before handing it back to the instructor.

#### **Competency Testing**

1. Practical Nursing laboratory courses also include individualized competency testing for specified skills that have been identified as entry level skills.
2. Competency testing represents a method of assuring the clinical community that the PN student/learner is competent and safe to perform procedures and techniques with patients.
3. Competency testing will be conducted throughout the curriculum by the course instructor.
4. Students may retake a competency until entry level competency is achieved.
5. All competency testing is to be completed prior to the first Clinical Practice experience.

#### **Unsatisfactory Performance**

1. Student conferences are required for an unsatisfactory performance below 75% in any written test, assignment, practical examination, behavior) at any time within a semester.
2. Student conferences are scheduled with the instructor.
3. A success plan is completed to memorialize the academic strategies outlined for the student.
4. The success plan is signed by the instructor and student. Students will receive a copy for their records.

#### **Attendance**

Students are expected to attend all scheduled classroom and clinical experiences so that the course learning outcomes will be met. Students must arrive on time to class or clinical. It is the responsibility of the student to notify the course faculty members of lateness or absence from class.

#### **Classroom Absences**

Students are accountable for all information that is presented in class and outside resources (computer assisted learning, text and journal readings, etc.). Students who miss a scheduled class are responsible to obtain notes, handouts, and any other pertinent information provided during that time. Students on Financial Aid need to be aware of attendance requirements that may have an impact on their funding.

**Clinical Absence** - Clinical absences are not permitted. Students who are absent during a semester for an emergency or severe illness will be considered for make-up session. Following an absence, students need to provide documentation that supports the emergency. The Director will review the documentation to determine if the absence is justified. If the absence is approved, students are required to attend a scheduled make-up clinical day which may be on a day or at a time that is different from their regular clinical assignment during the semester. Faculty will determine clinical makeup and appropriate time and place in order to achieve course learning outcomes.

It is the responsibility of the student to arrange the clinical make-up time and achieve the learning outcomes. Students who do not complete the make-up requirements will not pass the clinical component of the course and will be dismissed from the program. Extenuating circumstances will be reviewed on an individual, case-to-case basis.

Students must demonstrate the ability to meet all the clinical learning outcomes for each course and participation in patient care experiences is crucial for learning the role of the Practical Nurse.

# **DIVISION OF ALLIED SCIENCES**

## **PRACTICAL NURSING**

### **STUDENT HANDBOOK**

#### **Lateness**

Clinical warnings will be issued to students who are repeatedly late for any scheduled clinical experience or skilled lab sessions.

#### **College Laboratory**

1. Attendance to all laboratory sessions is mandatory.
2. Students are expected to come to laboratory sessions prepared to perform the lab activities assigned for that day.
3. Open lab hours are available each week. A schedule is announced at the beginning of each semester. Students will sign in on the Open Lab Attendance Sheet.
4. Students are not to use Practical Nursing classroom and equipment without an instructor being present unless given prior permission.
5. Due to the necessity for scheduling adequate laboratory and class experiences, classes may be scheduled on evenings and/or Saturdays.
6. It is expected that students will work with their classmates and assist those who may need help.
7. All PN Program laboratory courses involve direct interaction between the students and the Practical Nursing faculty.

#### **Dismissal**

Students may repeat only one of the practical nursing courses during their enrollment in the program, whether it was the result of a withdrawal, or they were unsuccessful academically. Students who are unsuccessful in the theory component of a nursing course on their second attempt in any of the Nursing courses will be dismissed from the Practical Nursing Program.

Students who failed a clinical laboratory will receive a grade of 'F' in the course and will be dismissed from the program. Students who are dismissed as the result of a clinical failure are not eligible for readmission.

#### **Readmission**

Students seeking readmission to the PN Program must submit a letter requesting review of their status. Students should include information in the written request that identifies their plan for improved success in the Program. Students who were dismissed for academic failure are no longer eligible to continue in the program.

Students who have been on a leave of absence from the program for a year or more will be considered for readmission upon meeting the following criteria:

Completion of the readmission checklist items which include a current GPA of 2.5 or higher, transcripts, and acknowledgement of compliance with Castle branch health records criteria.

Requests for readmission will be reviewed when they meet broad parameters. Students who meet all the above criteria for readmission may be placed in the course in which they were enrolled at the time of the dismissal or where they would have been enrolled at the time of the student's absence.

Readmission to the program is not guaranteed, and may require completion of additional requirements, such as personal counseling or academic assignments. Specific issues relating to conduct may preclude the student's ability to be re-admitted. This behavior includes, but is not limited to, threatening behavior, weapons possession, theft, cheating, and substance abuse.

**DIVISION OF ALLIED SCIENCES  
PRACTICAL NURSING  
STUDENT HANDBOOK**

For students who meet the readmission criteria and return to the Program, any subsequent failure or withdrawal in a nursing course will result in a final dismissal from the Program and such students will not be eligible for readmission.

Students who attended the PN Program and have not been enrolled for two (2) years or more will need to start the curriculum sequence from the beginning at PNU 192.

**FITNESS FOR DUTY**

It is expected that students will come to class, laboratory and clinical practice in a condition fit for competent and safe performance of their duties. Instructors are held accountable for documenting impaired observation and subsequent emergent or non-emergent actions.

1. Impaired observations include, but not limited to, frequent absenteeism with no documentation, drowsiness and sleepiness, smell of alcohol, inability to meet schedules and deadlines, slurred incoherent speech pattern which is different than typical, aggressive behavior, erratic change in mood, change in appearance, decreased dexterity and coordination, inappropriate response to stimulus, unexplained injuries.
2. If impaired observations are detected, a request for the presence of a second instructor or staff to witness observations.
3. The instructor will initiate emergent or non-emergent actions depending on the situation with the appropriate referrals.
4. The instructor will fill out documentation of events for the student file.

# DIVISION OF ALLIED SCIENCES

## PRACTICAL NURSING

### STUDENT HANDBOOK

#### PROGRAM REQUIREMENTS

##### Registration

Students are expected to register for fall, spring, and summer classes during the designated terms established by the PN Program and outlined in the College Catalog. Students will be informed of registration dates. The academic calendar also includes registration dates and is available at: <https://www.ucc.edu/academics/academic-calendar/>. Student Accounts obligations need to be met to avoid cancellation of registration.

Students who need to register for college courses (English, biology, and psychology) may register online or with a College advisor. Upon notification of eligibility, students may register for nursing courses.

Students who have questions regarding their academic status and curriculum requirements are advised to discuss their concerns with the Program Director, UCNJ advisor, or faculty member prior to registration.

##### Schedule and Program Changes

Any schedule changes require approval from the Director of Nursing. Students wishing to withdraw from a PNU course must first meet with their advisor prior to withdrawing from the course. If the student has received a clinical failure prior to the withdrawal, a grade of "F" will be recorded, and the student will be dismissed from the program. Withdrawal from a nursing course will count as a repeat attempt. Students who wish to change their program may consult with a Student Services staff member.

##### Cell Phones

Use of cell phones is not permitted during class or clinical education. Cell phones must be turned off and secured away during classroom, laboratory, and clinical activities. Students may use their cellphones during scheduled breaks in classroom/lab and during clinical practice experiences.

##### Change in Health Status

Students who have a significant change in their health status during the semester due to injury, illness, or other circumstance, are to submit the health clearance form that is completed and signed by their personal health care provider. The clearance form is submitted to the course faculty member(s) and the Director of the program prior to returning to the classroom or clinical area. Health clearance forms are available on the Canvas course shell. Students' ability to participate safely in classroom and clinical activities are essential for continuation of or return to the PN Program.

Following a major illness or injury, health clearance must be obtained from the personal healthcare provider before students are able return to the classroom or clinical experience. The health clearance is submitted to the nursing course faculty member(s) and the Director of the program.

Students who have any questions about their health status should arrange to speak confidentially with the nursing course faculty member or with the Director of Nursing. Students with physical or learning disabilities are advised to contact the [Universal Accessibility Services](#) for further information.

##### Infection Control

While participating in classroom, laboratory and clinical practice experiences, students need to be aware of universal precautions and transmission specific precautions (droplet, airborne, contact). All equipment, linens, utensils, dressings, etc. that come in contact with a client's body fluids are



# DIVISION OF ALLIED SCIENCES

## PRACTICAL NURSING

### STUDENT HANDBOOK

considered contaminated and need to be handled accordingly. The following are some basic guidelines to follow:

1. Wash hands before and after client care.
2. Use barrier protection (eyewear, masks, gloves, gowns) when indicated.
3. Dispose of equipment and other materials appropriately (such as in designated hampers).
4. Report the presence of open lesions or infections to the instructor.
5. All students are to adhere to the standards of care and universal precautions.
6. All students are to abide by dress code policy to ensure safety and universal precautions.
7. In the event of contamination (eyes, mouth or cut) the students is to immediately report it to the faculty member and follow procedure as instructed by the faculty member.

Emergency alarm buttons, for immediate alert of Public Safety personnel, are located throughout the campus in restrooms, hallways and stairways. In the event of an exposure during classroom or laboratory session, the event will be reported to the Director of Nursing. The student will fill out an incident report form and provide copies to the Program Director and the UCNJ Public Safety Office. In the event of an exposure during a clinical affiliation, affiliation procedures will be followed as well as contacting the Director of Nursing and filling a PN Program incident report.

#### **Uniforms/Dress Code**

Students are expected to maintain a professional appearance. No visible body piercing, other than the ears, or tattoos are allowed. Students may be asked to remove jewelry or cover tattoos that present an unsafe or unprofessional appearance. Students who observe specific religious or cultural practices may consult with the Director to determine how the uniform policy may be maintained.

Students shall dress in a manner that will not jeopardize the safety of the patient or their professional relationship with the patient.

Agency dress codes must always be followed.

The definition of patient safety is at the discretion of the instructor.

Examples of **dress code violation** include but are not limited to:

- Any body piercing
- Body tattoos/painting that are visible.
- Artificial nails, acrylics, gels, wraps, or nail jewelry
- Skirts shorter than three inches above the knee.
- Flip -flops
- Lack of hosiery or socks.

#### **The clinical required uniform consists of:**

- White UCNJ Practical Nursing uniform
- White lab coat with UCNJ logo
- White nursing shoes (no clogs, no sneakers, no open toed shoes)
- White lab coat is required
- Student ID
- No open toed shoes, sandals, or high heels are permitted.

**DIVISION OF ALLIED SCIENCES  
PRACTICAL NURSING  
STUDENT HANDBOOK**

**Clinical Lab Uniform:**

- White lab coat
- Appropriate business casual dress
- No open toed shoes, no sandals, no high heels

**Simulation Clinical Lab Uniform:**

- Same as for clinical attire.

In addition to the official uniform, students are to have a stethoscope, sphygmomanometer (blood pressure device), bandage scissors, and watch with a second hand for lab and clinical experiences.

Official uniforms are available at: Uniform States of America, 920 Savitt Place, Union, NJ 07083  
Phone: (888) 963-3378

New uniforms are available online at: <http://www.medicallyequipped.com/ucc/>

**DIVISION OF ALLIED SCIENCES  
PRACTICAL NURSING  
STUDENT HANDBOOK**

**ACCREDITATION**

New Jersey Board of Nursing

The Practical Nursing (PN) Program at UCNJ received accreditation in April 2023 through October 2031, from the New Jersey Board of Nursing. The Board may be contacted at:

New Jersey Board of Nursing

124 Halsey Street

PO Box 45010

Newark, NJ 07101

(973) 504-6430

<https://www.njconsumeraffairs.gov/nur>

Applicants may contact the Board of Nursing with inquiries regarding the nursing program.

If a student's concerns are not perceived to have been resolved through the grievance process within the College, then students may address complaints about the Program to the Board of Nursing at the address above.

NLN CNEA

The PN program is also accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) effective 2019-2025. The NLN CNEA granted a good cause extension to the program's probationary status through June 30, 2025. This is a voluntary accreditation that recognizes the program's "ability to meet or exceed standards and criteria for educational quality."

NLN-CNEA- the National League for Nursing Commission for Nursing Education Accreditation

2600 Virginia Avenue, Washington, DC 20037

202-909-2526

[www.nln.org](http://www.nln.org)

# DIVISION OF ALLIED SCIENCES

## PRACTICAL NURSING

### STUDENT HANDBOOK

#### MISCELLANEOUS

##### **Communication**

Students must activate their UCNJ e-mail account for electronic communication. Students may communicate with program staff using UCNJ email, Canvas mail or phone. The PN program will respond within 24-48 hours of student's submission. All students are expected to have their UCNJ accounts active for receipt of notices from the Program Director, faculty, and staff. UCNJ expects all members of its community to use electronic communications in a responsible manner. The College may restrict the use of its computers and network systems for electronic communications, pursuant to the procedures and standards set forth in [UCNJ's Appropriate Use Policy](#).

Students are also required to obtain and use an ID card while enrolled at UCNJ. An ID card can be obtained at the Student Services Center. For more information, visit Student Services.

##### **Students Rights and Obligations**

Under guidance from the faculty members and their clinical colleagues, students in the Respiratory Care professional education program assume responsibility for their own ongoing learning as well as personal and professional growth. Students are responsible for their own educational plan. This means that they have a working knowledge of all course requirements and deadlines for their completion. Students are expected to maintain their own personal record of courses completed, including course grades and the accuracy of these records. The student with advanced standing is responsible for obtaining a written statement from UCNJ indicating courses and credits that have been accepted for transfer. Refer to the [UCNJ Student Handbook](#) for further information on student rights at the College.

##### **Student Advisement**

PN Program staff will schedule and post office hours for advisement, guidance and tutoring. Students may also schedule an alternate appointment convenient for both student and instructor. Under guidance of the instructional staff, students in the Practical Nursing professional education program assume responsibility for their own ongoing learning as well as personal and professional growth. Students are responsible for their own curriculum plan in completing ENG 101 English Composition I, PSY 101 or PSY 102, and BIO 105 Anatomy and Physiology I, BIO 106 Anatomy and Physiology II, and PSY 204, if not completed prior to admission. Students are expected to monitor their own personal record of courses completed, including course grades and the accuracy of these records, through their Self-Service portal.

To facilitate the sharing of information, student representatives from each class are chosen and can meet with instructional staff as needed. During these meetings, students may express their thoughts of their peers and offer possible suggestions for program improvement. Additional meetings with student groups may be scheduled during the year as necessary. Student representatives will be determined each semester by nomination and an election of the majority in each class.

Students are also encouraged to participate in the evaluation of the program by completing course/clinical and instructor evaluations at the end of each course. This input assists in the review and revision of the Practical Nursing curriculum.

Students have the right to express their concerns regarding academic and non-academic issues. Students are to convey their expressed concerns directly to the appropriate faculty member. If a student does not perceive a resolution to the issue, then they should contact the Program Director. Students are to submit a written statement addressed to the Program Director outlining the concern.

**DIVISION OF ALLIED SCIENCES**  
**PRACTICAL NURSING**  
**STUDENT HANDBOOK**

Every attempt will be made to resolve the concern. If the concern is not related to the course grade and cannot be resolved, the students should refer to the Grievance Policy and procedure in the [UCNJ Student Handbook](#).

**Student Records**

The PN Program maintains program documents in the Program's locked file cabinets. After graduation, the student's program documents will be moved to the Practical Nursing archive for 5 years then destroyed. Transcripts and other academic records are maintained by the College Registrar, Cranford Campus. Disciplinary records are maintained in the Office of the Dean of Students, Cranford Campus.

# DIVISION OF ALLIED SCIENCES

## PRACTICAL NURSING

### STUDENT HANDBOOK

#### RESOURCES FOR PN STUDENTS

##### **National Council Licensure Examination**

Students will receive information on application for state licensure and the National Council Licensure Examination (NCLEX-PN) for Practical Nurses during PNU 213. It is the responsibility of each student to complete and submit the appropriate forms and fees.

##### **Nursing Skill and Simulation Laboratory Location**

The Nursing Skill Laboratory is in Room 205 on the second Floor in the Health Science Building at the Plainfield Campus. Supervised practice of nursing techniques and tutorial services are available as well as sign-off on the completion of mandated skills.

The Nursing Simulation laboratory is in room 207 on the second floor in the Health Science Building at the Plainfield Campus. Nursing students actively participate in clinical nursing simulation as part of their clinical learning experience. This experience may be video or taped audio recorded for debriefing purpose only.

##### **PN Program and Course Materials**

Students enrolled in Practical Nursing have access to program and course materials through the Canvas course shells and program web page. Canvas course shells include the course syllabus, calendar, and tools. The public Practical Nursing web page is available at:

<https://www.ucc.edu/academics/academic-divisions/division-of-allied-sciences/practical-nursing-program/>

##### **Cooperative RN Programs**

Graduates are encouraged to continue with their nursing education after completion of the PN Program at UCNJ. Students in the PN Program complete 17 general education credits that may be applicable to the LPN to RN program. Practical Nursing course work is generally accepted for transfer, or credit is received through challenge examinations. Graduates also have options available for direct pursuit of a bachelor's degree in nursing.

In cooperation with Trinitas School of Nursing/RWJ Barnabas Health and JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging, UCNJ confers the degree of Associate in Science upon graduates of the Nursing Schools who have fulfilled the requirements for the degree specified by the College and who have received a Diploma in Nursing from one of the Schools. Graduates of the Schools of Nursing are eligible to sit for the National Council Licensing Examination for registered nurse licensure.

Admission to the cooperative Nursing programs is selective and competitive. For further information on the cooperative programs, visit:

[Nursing, JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging, A.S.](#)

[Nursing, Trinitas School of Nursing/RWJ Barnabas Health, A.S.](#)

##### **Student Assistance**

UCNJ provides a variety of services to help students achieve academic success. Please refer to the college [Catalog](#) for more information. Students encountering academic difficulties should speak with course instructors for assistance and visit the Academic Learning Center (ALC). The ALC offers free tutoring and other support services to all UCNJ students who are enrolled in credit bearing courses.

## **DIVISION OF ALLIED SCIENCES PRACTICAL NURSING STUDENT HANDBOOK**

An Academic Learning Center is conveniently located on each campus. For further information or to review the hours of operations and tutoring schedules, visit [www.ucc.edu/alc](http://www.ucc.edu/alc) or click on ALC Tutoring on your Canvas Dashboard.

Individuals who need to be connected to off campus resources such as, but not limited to, Mental Health Services, Rental/Utility Assistance, Emergency Housing, Local Food Pantries, or NJ State Benefits. Please contact [socialworkservices@ucc.edu](mailto:socialworkservices@ucc.edu) or 908.709.7139.

### **Academic Advising**

Academic advisement is available on all the College campuses. These services include assisting students with curriculum planning/advisement, career exploration, determination of academic status, and transfer information. Faculty and administration in the Aare also available to assist students in academic decision-making or referral for personal counseling. Students are encouraged to seek assistance with academic and/or personal issues as soon as possible. Exit interviews may be planned with students who withdraw from or fail nursing courses.

### **Library**

The primary library collection for the Practical Nursing program is located in the Plainfield Library, Annex Building, Plainfield Campus. Online and electronic resources are available through any networked college computer, and many others are also available from off-campus, with your Owl's Nest log-in. For more information about the UCNJ Libraries, visit the library web page at: <https://libguides.ucc.edu/LibraryHome>

### **Universal Accessibility Services**

UCNJ is committed to providing an inclusive educational experience for students with disabilities. Universal Accessibility Services (UAS) are designed to assist students with documented disabilities. The goal is to ensure that each UCNJ student is provided with equal access to the College's academic programs, activities, and awards without discrimination on the basis of a disabling condition.

Students who have documented disabilities may receive help with the following:

- Academic Accommodations
- Academic Advisement and Registration Assistance
- Testing Accommodations
- Interpreting Services
- Referral to Community Resources
- Assistive Technologies

UCNJ adheres to the requirements of the Americans with Disabilities Act, including the recent Amendments, and Section 504 of the Vocational Rehabilitation Act of 1973 which prohibit discrimination on the basis of disability.

To learn more about [Universal Accessibility Services](#), contact us at [disabilitysvc@ucc.edu](mailto:disabilitysvc@ucc.edu)

### **College Life**

The Office of College Life offers a wide range of diverse activities on all UCNJ campuses. These activities include entertainment and leadership programs, educational trips, international cultural festivals, lectures, films, and musical programs. For more information, please refer to the [UCNJ Student Handbook](#).

**DIVISION OF ALLIED SCIENCES  
PRACTICAL NURSING  
STUDENT HANDBOOK**

**PROGRAM DIRECTORY AND HOURS**

Program Office Health Science Building, Room 208- 225 Roosevelt Avenue, Plainfield, NJ 07060.  
Skill & Simulation Lab            Rooms 205 & 207

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**College Office Hours of Operation**

Fall and Spring Semesters:

Monday – Friday                    8:30 AM – 4:30 PM

Summer hours:

Monday –Thursday                8:00 AM – 5:15 PM

Program office hours are posted outside the department office. Office hours are subject to change to meet program needs. Please check with the Department Office or with the Director of Nursing for specifics. For College updates or closings, please check the college website at [www.ucc.edu](http://www.ucc.edu).



**DIVISION OF ALLIED SCIENCES  
PRACTICAL NURSING  
STUDENT HANDBOOK**

**FORMS**

Release Form  
Photography & Videotaping Consent  
Informed Consent  
Fitness for Duty  
Privacy and Confidentiality Agreement  
Examination Confidentiality Agreement  
Student Request for Test Question Review  
Statement of Understanding  
Practical Nursing Student Handbook Agreement

**DIVISION OF ALLIED SCIENCES  
PRACTICAL NURSING  
STUDENT HANDBOOK**

**RELEASE FORM**

The UCNJ Union College of Union County, NJ Practical Nursing (PN) Program consists of two components, didactic (classroom learning) and clinical/lab/simulation experiences. Upon completion of this program, a national examination is required for licensure.

To begin clinical experiences, it may be necessary for the student to have results submitted to a facility with regards to drug screening, HIV testing, criminal background, psychiatric illness and/or substance abuse, or academic concerns. Many of the affiliation sites require a copy of current information (no more than one year old). Students may be required to have two physical examinations completed by their own personal physician during the program. Some facilities may require additional screening such as a more in-depth drug screening and/or a two or three step Mantoux test for tuberculosis.

Students are required to make copies of these physical examination forms and submit them to clinical sites upon request. A copy of the documents is kept in a file at UCNJ and will be submitted to the clinical site upon request if a student has failed to do so or if the student is unable to do so for any reason.

I have reviewed and understood the information above and given the UCNJ administrators permission to release this information to the potential clinical affiliates.

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Please Print

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Student Signature

Date

**DIVISION OF ALLIED SCIENCES  
PRACTICAL NURSING  
STUDENT HANDBOOK**

**PHOTOGRAPHY AND VIDEOTAPE CONSENT FORM**

Periodically, the Practical Nursing (PN) Program at UCNJ Union College of Union County, NJ will utilize photography or videotaping of students, faculty and staff involved in classroom demonstrations. Students may also be videotaped during practical examinations if there is a question regarding a student performance on a practical examination. It will be used for student feedback and/or student assessment review by other professionals. Students enrolled in the PN Program consent to being filmed and understand that the film and images remain the property of the PN Program. In the case of a student being filmed during examinations, the images will be kept confidential.

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Name of Student (please print)

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Student Signature

Date

**DIVISION OF ALLIED SCIENCES  
PRACTICAL NURSING  
STUDENT HANDBOOK**

**INFORMED CONSENT**

I understand that the Practical Nursing (PN) Program will include academic, laboratory, clinical practice which will include direct contact with peers and patients with a variety of illnesses and diseases. I therefore understand that I may be exposed to these illnesses and diseases.

Additionally, laboratory courses will require considerable physical exertion, as when transferring student partner or in exercise training. Certain examination and treatment procedures can cause mild irritation and/or injury of known or unknown neuro-musculoskeletal conditions of the student examiner or model.

I fully recognize the dangers and hazards inherent in the health care field which may be present during my participation in the Program. I hereby agree to assume all the risks and responsibilities associated with my participation.

I agree to hold harmless, indemnify, release and discharge UCNJ Union College of Union County, NJ and all of its officers, agents and employees from and against all claims, demands and actions on account of damage to personal property, personal injury, disease or death which may results to me from my participation in this program.

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Please Print

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Student Signature

Date

**DIVISION OF ALLIED SCIENCES  
PRACTICAL NURSING  
STUDENT HANDBOOK**

**FITNESS FOR DUTY CONTRACT**

The UCNJ Union College of Union County, NJ Practical Nursing (PN) Program has a Fitness for Duty Policy. This policy is concerned with performance problems related to impairment and documentation of the same. Students are required to adhere to this program policy; noncompliance with the Policy will result in a diagnostic evaluation including supervised blood alcohol levels, urine studies, referral for treatment, and may result in dismissal from the PN Program.

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Please Print

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Student Signature

Date

**DIVISION OF ALLIED SCIENCES  
PRACTICAL NURSING  
STUDENT HANDBOOK**

**PRIVACY AND CONFIDENTIALITY AGREEMENT**

The Health Insurance Portability and Accountability Act (HIPAA) is a set of federal rules that defines what information is protected, sets limits on how that information may be used or shared, and provides patients with certain rights regarding their information. I understand that it is my responsibility to become familiar with federal and state laws regarding confidentiality as it is applicable to my responsibility as a student.

These rules protect information that is collected or maintained, (verbally, in paper, or electronic format) that can be linked back to an individual patient and is related to his or her health, the provision of health care services, or the payment for health care services. This includes, but is not limited to, clinical information, billing and financial information, and demographic/scheduling information. Any use or disclosure of protected information requires written authorization from the patient.

Any patient information you see or hear, directly or indirectly, must be kept confidential when attending your clinical education rotations to include but not limited to: charts and other paper and electronic records, demographic information, conversations, admission/discharge dates, names of attending physicians, patient financial information.

I understand and agree to the following:

I will access, use, and disclose such information as described within my scope of practice as a Practical Nursing Student.

I understand that any fraudulent application, violation of confidentiality or any violation of the above provisions will result in the termination of my privilege to observe and participate in the Practical Nursing Program's clinical education rotations, and I may be subject to legal liability as well.

My signature below indicates that I have read, accept, and agree to abide by all of the terms and conditions of this Agreement and agree to be bound by it.

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Please Print

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Student Signature

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Date

**DIVISION OF ALLIED SCIENCES  
PRACTICAL NURSING  
STUDENT HANDBOOK**

**EXAMINATION CONFIDENTIALITY AGREEMENT**

I understand that the contents of all examinations are confidential. I agree that I will not share any information related to any examination nor will I receive any information related to examinations from any individual. Any violation of the examination confidentiality may result in dismissal from the Practical Nursing Program.

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Please Print

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Student Signature

Date

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STUDENT HANDBOOK**

**STUDENT REQUEST FOR TEST QUESTION REVIEW**

If a student wishes to challenge a particular test item, the student must contact the faculty within 24 hours after the test to arrange a meeting. At the time of this meeting, the student must present written documentation regarding the test item from a required course textbook.

STUDENT NAME \_\_\_\_\_

COURSE \_\_\_\_\_

TEST \_\_\_\_\_

Test Question# \_\_\_\_\_

Rationale from textbook:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE



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PRACTICAL NURSING  
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**STATEMENT OF UNDERSTANDING**

I am in receipt of the Practical Nursing Student Handbook. I understand that I will be held accountable for all program policies and procedures. I further understand that I will be informed when policies and procedures are updated or changed.

I understand that clinical affiliates require current First Aid/CPR certification for the Healthcare Provider, complete up-to-date health records, criminal background check and drug testing in order to participate in the clinical practice experience.

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Please Print

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Student Signature

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Date

**DIVISION OF ALLIED SCIENCES  
PRACTICAL NURSING  
STUDENT HANDBOOK**

**PRACTICAL NURSING STUDENT HANDBOOK WAIVER**

I hereby certify that I have read and understood the contents of each page of Practical Nursing Student Handbook; that I am familiar with the contents of this document; and that I fully understand and agree to its terms and provisions. Any questions that I have about the Practical Nursing Program and the contents of the Practical Nursing Student Handbook have been fully explained to my satisfaction.

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Please Print

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Student Signature

Date