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Nursing Program Handbook

July 2021

Welcome to the Nursing Program at LaGuardia Community College. This program is fully accredited by the Accrediting Commission for Education in Nursing (ACEN) and approved by the New York State Education Department. The Nursing Student Handbook will familiarize you with the information pertinent to the program and nursing. You are responsible for knowing the material in this handbook and seeking clarification as needed. Each student should also have a current copy of the LaGuardia Community College Catalogue, available online.

Nursing is rich in opportunities and offers enormous flexibility in career development. New graduates must be able to identify and meet client needs according to the parameters of professional practice in a variety of settings, have solid communication skills and be familiar with computer technology.

There are approximately seventy-five different specialties in nursing. Nurses practice in hospitals, ambulatory care facilities, clients' homes, schools, long-term care facilities, and industry and community agencies. They are engaged in direct client cares, administration, education, and/or research. Nurses in advanced practice are prepared to assume greater autonomy in areas such as primary care, clinical specialties, anesthesia and midwifery.

Nationwide, there continue to be advances in health care technology, a consistently growing aged population, social changes, and ongoing restructuring of the health care system. The institute of Medicine encourage all nurses to work to a full scope of their practice. Faculty strongly encourage all graduates to continue their education in baccalaureate and graduate programs in nursing, as well as broadening the job search area. Combines, these will hopefully make the graduate nurse more marketable.

May you enjoy success and deep satisfaction in the pursuit of a nursing career here at LaGuardia.

Best,



Philip J. Gimber, PhD NP

Chairperson, Health Sciences Department

pgimber@lagcc.cuny.edu

Acknowledgment

**The City University of New York LaGuardia
Community College Health Sciences Department
The Registered Nursing Program**

RN Handbook Acknowledgment

This handbook contains important information and guidelines with which all students must become familiar. Students are responsible for reading, understanding and following all policies and procedures printed in the handbook. Application of these policies and procedures will not be waived because of negligence or other contradictory information received from other sources. The information and guidelines found in this handbook are in addition to those found in the College's Catalogue and should be used in conjunction with the College's Catalogue. Student must be aware that entry into the Registered Nursing establishes a contract governed by the policy and procedures discussed in this handbook.

I accept terms and conditions of the policies of the Registered Nursing Program contained in this Handbook.

STUDENT'S NAME (PRINT): _____

STUDENT'S SIGNATURE: _____

DATE: _____

Memorandum

To: Registered Nursing Students

From: Kathleen Karsten, PhD, RN, Director of Nursing Programs

Re: Nursing Handbook Addendum

Date: Thursday, January 16, 2020

Please be advised that Policies in the Registered Nursing Student Handbook are subject to change. Students will be notified of policy changes via email communication at least 30 days before the policy change goes into effect.

Overview of the Nursing Program

The Nursing Program at LaGuardia Community College offers a course of study leading to the Associate in Applied Science (AAS) degree. The Nursing Program is accredited by the Accrediting Commission for Education in Nursing (ACEN) and approved by the New York State Education Department. This program prepares men and women to function as registered nurses (R.N.'s) in acute and chronic care facilities. Graduates will possess the ability to:

- 1) Communicate effectively
- 2) Provide direct nursing care to clients of all ages who exhibit common, well-defined health problems
- 3) Teach clients
- 4) Manage client care
- 5) Practice within the legal and ethical framework of the profession

The program consists of 66 credits, with a balance between nursing and general education KEY COURSES required by the curriculum. If accepted into the clinical phase of nursing, courses begin in either the Fall or Spring, Each nursing course is offered twice a year. Classroom instruction for each clinical nursing course is complimented by campus laboratory experience and clinical practice in area health care facilities.

Graduates are eligible to take the National Council of State Boards Examination for Registered Nurses (NCLEX-RN). The faculty strongly suggests that the students take RN Assessment Exam for RN Licensure that is administered by ATI prior to the live NCLEX-Review at the end of the semester. This helps to evaluate you learning and identifies strengths and weaknesses to help you better prepare the NCLEX-RN.



LaGuardia Community College

31-10 Thomson Avenue - Long Island City, New York 11101—Health Sciences: (718) 482-5774

November 28, 2016

Dear Prospective Nursing Student,

LaGuardia Community College Nursing Program has agreements with many of the surrounding health care facilities to provide our nursing students with clinical rotations. Recently, Health and Hospitals Corporation is requiring that students and faculty attending clinical at their facilities undergo a criminal background check.

Current laws generally permit a state licensing board or agency to deny a license to practice nursing if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the Office of the Professions of the New York State Department requires that a criminal background check to be conducted prior to granting a license to practice nursing.

In order to facilitate the clinical experience for our students the Nursing Program at LaGuardia Community College will require students entering the clinical phase of the nursing program, starting in Fall 2017 to undergo a criminal background check. The cost of the background will be the responsibility of the student. The requirement will be an **annual** background check.

Presently Castle Branch- Student Screening Solutions, manages the nursing student/faculty documents (physical exam, immunization records, CPR etc). Castle Branch will facilitate the criminal background checks of all nursing students and faculty. Additional information can be found on the Castle Branch website: <https://www.castlebranch.com>

If you have any questions, please do not hesitate to contact me or come to E 300 and speak with a nursing faculty advisor.

Best regards,



Philip J. Gimber, PhD NP

Chairperson, Health Sciences Department

pgimber@lagcc.cuny.edu

Criminal Background Checks

As of Fall 2017, all Nursing students and Nursing Faculty will be required to have an annual criminal background check through Castle Branch.

If the criminal background checks identifies an issue, that individual will be required to meet with the Director of the Nursing Program and the legal representative for the college. Each case will be reviewed individually. Students should be aware that until the issue is reviewed/resolved they will not be able to continue in the program. Students will need to “STOP OUT” until the issue is resolved. For students in the program this will count against the Progression Policy. For students entering the first clinical course, the student will be required to adhere to all changes/requirements in the Nursing Program at the time that they enter their first Nursing Clinical Course.

Certificate of Relief from Civil Disabilities

Laws governing Certificates of Relief from Disabilities and Certificates of Good Conduct were enacted “to reduce the automatic rejection and community isolation that often accompany conviction of crimes” and “contribute to the complete rehabilitation of first offenders and their successful return to responsible lives in the community.” Additionally, Correction Law §753(1) (a) recognizes that it is the public policy of New York State to “encourage the licensure and employment of persons previously convicted of one or more criminal offenses.” Correction Law §753(2) further establishes that with respect to a “public agency” or “private employer”, a certificate “shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.” Such certificates are consistent with 2006 statutory change to the general purposes of the Penal Law (PL), specifically PL §1.05(6), which adds the concept of reentry and reintegration by referring to “the promotion of ... successful and productive reentry and reintegration into society...” of offenders.

New York State Unified Court System

25 Beaver Street

New York, NY 10004

1-800-COURTNY (1-800-268-7869)

CastleBranch

In order to manage student and faculty information in a manner that is compliant with HIPPA and FERPA regulations, the LaGuardia Community College Nursing Program employs the services of **Castle Branch**. **Castle Branch** is a company that manages student immunization records, medical records and healthcare certification needed for admission into the nursing program and documents required for the clinical placement.

The cost of this services is a one0time fee of approximately \$30. The student has life-time access to this service even after graduation form LaGuardia Community College. **Castle Branch** will send emails to notify students when documents are required for renewal and updates are required. All documents are located on a password protected secure server.

In addition, as of January 2015, the CUNY- Health and Hospitals Corporation (HHC) contract requires all students have a drug screen. Beginning in Fall 2015, the LaGuardia Community College Nursing Program Annual Physical document, for both students and faculty will require a 10-panel drug screen. This drug screen can be obtained through **Castle Branch** via Quest Labs for a fee.

The Nursing Program recommends Quest Laboratories for drug screens because of their collection process and handling.

Student and Faculty Immunization Records and Federal Law

FERPA/HIPAA

As outlined by the Family Policy Compliance Office (FPCO), student immunization records collected by schools are deemed education records, and are thus exempt from HIPAA, the HIPAA Privacy Rule, and the HIPAA Security Rule. Any educational institution receiving funds from any program administered by the U.S. Department of Education is subject to compliance with FERPA and is exempt from HIPAA. Faculty records are exempt from HIPAA, as well, as they are considered employment records due to the fact that they are required by the university (employer) as a condition of the faculty member's (employee's) employment.

CastleBranch offers Student Immunization Tracker, a web based data management system for collecting and managing student and faculty immunization records. Student Immunization Tracker follows federal guidelines concerning the protection of the privacy and individual rights of students and faculty when processing and handling immunization records. This paper provides an overview of these guidelines and describes the steps CastleBranch undertakes to follow them.

Family Educational Rights and Privacy Act (FERPA)

As per the Family Policy Compliance Office (FPCO), immunization records are considered education records and therefore fall under FERPA regulations. FERPA applies to education records "maintained by an educational agency or institution or by a person acting for such an agency or institution." 20 U.S.C § 1232g(a)(4)(A). FERPA provides two main protections to eligible college students:

- (1) The right to view, and seek to amend, their education records.
- (2) The right to prevent disclosure of those records to third parties without the eligible student's written consent. Eligible college students include any student who is at least 18 years of age or any student who enrolls in a post-secondary institution at any age.

Health Insurance Portability and Accountability Act (HIPAA)

HIPAA is enforced by the U.S Department of Health and Human Services. Only entities meeting the definition of "covered entity" must comply with HIPAA. A covered entity is any:

- (1) health care provider who transmits certain HIPAA standard transactions electronically;
- (2) health plans including insurers and other payers;
- (3) health care clearinghouses including entities such as bill services. 45 C.F.R. § 160.103.

CastleBranch is not a health care provider or health plan and does not meet the definition of health care clearinghouse contained in the HIPAA regulations at 45 C.F.R. § 160.103. Thus, CastleBranch is not a covered entity and is therefore not required to comply with HIPAA. Covered entities may receive "protected health information." The definition of "protected health information" specifically excludes (1) information contained in education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. § 1232g ("FERPA"); (2) information contained in records described at 20

U.S.C. § 1232g(a)(4)(B)(iv) (i.e., records on a student who is 18 years of age or older or is attending an institution of postsecondary education which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his professional or paraprofessional capacity, or assisting in that capacity, and which are made, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment); and (3) employment records held by a covered entity in its role as employer. 45 C.F.R. § 160.103.

Health Information Technology for Economic and Clinical Health Act (HITECH Act)

The HITECH Act promotes the adoption and meaningful use of health information technology. HITECH only applies to HIPAA regulations and not FERPA regulations.

Student Immunization Tracker Compliance

Student Immunization Tracker handles student and faculty records.

Student records managed by CastleBranch are considered education records and are thus covered by FERPA and exempt from HIPAA.

Faculty records managed by CastleBranch are considered employment records and are thus exempt from HIPAA. Even if the university is a covered entity under HIPAA, the employment records of faculty and staff that it shares with CastleBranch would not be covered under HIPAA.

Student Immunization Tracker follows FERPA guidelines in the following ways:

- (1) Written or electronic authorization from all students is required prior to disclosure of any education record or personally identifiable information (PII). Students consent to FERPA rules and regulations when they upload immunization records to Student Immunization Tracker.
- (2) Students give permission to the parties permitted to view their education records. Immunization records are only available to physicians or other professionals providing treatment to the students, unless the student authorizes the information to be shared with others.
- (3) Students have the right to review records and make corrections as needed. Eligible students have the right to review education records and have them amended in certain instances.
- (4) Information technology policies, procedures, and strict Internet security restrict unauthorized access to student data.
- (5) Physical security policies and procedures at CastleBranch's physical site restrict unauthorized access to student data.

For more information on FERPA regulations, please visit:

www.ed.gov/policy/gen/guid/fpc/ferpa/index.html

For more information on HIPAA regulations, please visit:

www.hhs.gov/ocr/hipaa/ or www.hipaa.org

For more information on HITECH Act regulations, please visit:

www.hhs.gov/ocr/privacy/hipaa/administrative/enforcementrule/hitech-enforcement.html



Community College

Order Instructions for **CUNY - LaGuardia Community College - Nursing**

1. Go to <https://mycb.castlebranch.com/>
2. In the upper right hand corner, enter the Package Code that is below.

Package Code **UK68**: I am an incoming student and I need to order my Drug Test, Medical Document Manager, and Criminal Background Check. Total price: \$190.75

About

About CastleBranch

CUNY - LaGuardia Community College - Nursing has partnered with CastleBranch, one of the top ten background check and compliance management companies in the nation to provide you a secure account to manage your time sensitive school and clinical requirements. After you complete the order process and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements.

You will return to your account by logging into castlebranch.com and entering your username (email used during order placement) and your secure password.

Order Summary

Payment Information

Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us

For additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.



IRONSHORE INDEMNITY INC.

(A Stock Company)
175 Berkeley Street
Boston, MA 02116
Toll Free: (877) IRON411

Endorsement

Policy Number: HC6NACAYJV001

Effective Date of Endorsement: July 01, 2021

Insured Name: People of the State of New York and The City University of New York

NOTICE: THESE POLICY FORMS AND THE APPLICABLE RATES ARE EXEMPT FROM THE FILING REQUIREMENTS OF THE NEW YORK INSURANCE LAW AND REGULATIONS. HOWEVER, THE FORMS AND RATES MUST MEET THE MINIMUM STANDARDS OF THE NEW YORK INSURANCE LAW AND REGULATIONS.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED ENDORSEMENT

In consideration of the premium charged, solely with respect to the coverage afforded under INSURING AGREEMENT (B) of this Policy:

1. The term "**Insured**," as defined in Section II DEFINITIONS of the Policy, is amended to include:
 - a. Any student enrolled on a full time or part time basis with the City University of New York, performing a supervised clinical rotation as part of formal course work, including but not limited to internships and services provided by student volunteers at University clinics; and
 - b. Any hospital, clinic or institution affiliated with the City University of New York, but only with respect to liability arising out of contracted affiliated programs for students as described in clause a. above for which a contract between the City University of New York and the affiliate entity is in full force and effect.
2. Coverage for any **Insured** described in clause b. above shall not apply to liability arising out of the negligence of such **Insured** or any other affiliated entity. Any such coverage provided shall be excess over any other valid and collectible insurance, whether such insurance is issued on a primary, excess or contingent basis.

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS OF THIS POLICY REMAIN UNCHANGED.



Authorized Representative

July 1, 2021

Date

Nursing Program Philosophy

The philosophy of the Nursing Program is consistent with the mission statement of the college (see Catalog) and expresses faculty's beliefs about human beings, health, nursing education and the role of the associate degree nurse.

We believe that human beings have intellect and free will and are capable of self-direction and of assuming responsibility for their own behavior. They do not exist alone but as members of a family, the community, and society. Their social, religious, and cultural beliefs exert influence upon their development, self-image and health. Individuals have certain basic needs which the faculty have identified as rest and activity, elimination acceptance and belonging, safety and comfort, oxygen, and nutrition. These basic needs are affected by each stage of a person's development.

Health is a dynamic state of being which can be viewed as a continuum ranging from wellness to illness. An individual is in a state of wellness when basic needs are met. Each individual possesses various strengths and limitations that affect the ability to meet basic needs. Failure to meet any of these needs may create a health problem for which an individual and the family may require varying degrees of assistance from health care providers.

Professional nursing represents that segment of the health care team that diagnoses and treats human responses to actual or potential health problems. Nursing encompasses a wide range of independent and dependent functions and responsibilities which are shared with other health care disciplines. The spectrum of nursing functions ranges from assisting with activities of daily living, to the performance of complex skill requiring the high level of clinical judgement, to the establishment of independent practice.

Nursing is directed toward the delivery of preventative, supportive, and restorative aspects of health care. Nursing practice applies scientific principles to the use of the nursing process which consists of a systematic assessment of client needs, determination of nursing diagnoses, and the development, implementation and evaluation of individualized plans of care. The goal of nursing is to assist human beings to attain or regain a state of optimal physical, psychosocial and spiritual wellness during the life process. When this goal is not possible, nursing lends dignity and meaning to death.

The faculty believe that nursing education should be accessible to diverse segments of society and take place in institutions of higher education. Associate degree nursing education, offered in a two year community college, has its foundation in the natural sciences, social sciences, and social and cultural activities selected to enhance the learner's understanding of human beings.

The Nursing Program includes classroom teaching, campus laboratory instruction with computer based interactive programs and clinical experience, which are founded upon clearly stated behavioral objectives. The program has been developed incorporating faculty beliefs about the goal of education, manner in which learning occurs and associate degree nursing education.

The faculty believe that the major goal of education is the acquisition and transfer of knowledge through the development of inquiry and critical thinking skills. The educational process is an on-going one, which is manifested by measurable change in behavior of the learner in the cognitive, psychomotor and affective domains. These changes in behavior are best achieved in a democratic environment in which there is mutual student-faculty interaction. The student is an active participant in the learning process. Students are encouraged to utilize self-directed learning materials made available in the internet-based nursing computer laboratory. We believe student develop understanding of the health needs of human beings through guided learning experiences.

Faculty believe that learning which proceeds from the simple to the complex increases understanding and that reinforcement of desired behavior contributes to retention of learning. Nursing faculty cultivate partnerships in the community and work in concert with other educators in the college community to aid and assist student with learning difficulties. Faculty are committed to support, encourage and assist all students to assume responsibility for learning and are responsive to the special needs of culturally and ethnically diverse students.

Associate degree nursing graduates are prepared to seek employment in entry level nursing positions, continue formal education in upper division nursing programs and further their professional development through continuing education courses, workshops and individual study. The faculty believe that the associate degree nurse functions in three interrelated roles: provider of care, manager of care and member within the discipline of nursing.

Functioning in the role of provider care and using the nursing process, the associate degree nurse provides health care by working within established protocols. Care is administered in acute extended care facilities and in the community. Faculty maintain trended theoretical content and clinical rotations in response to current changes in health care. The nursing care provided by the associate degree nurse demonstrates a high level of skill based upon principles from an ever-expanding body of scientific knowledge. The care is directed toward client's responses to health problems as well as the impact such responses might have on their personal relationships within the family and community, and within the context of developmental levels and cultural background. Supplemental experiences for delivering direct client care include on campus pharmacological administration experiences and low/high fidelity clinical simulation. These additional simulation experiences augment skill acquisition reinforcing the role of provider of care while increasing the level of safety when delivering client care.

In the role of manager, the graduate is prepared to collaborate with the interdisciplinary team, to organize and delegate client's care and to serve as an advocate for clients. Accountability and respect for the other members of the interdisciplinary health care team are inherent in this role. The associate degree nurse collaborates with the multidisciplinary health team in situations requiring their expertise.

As a member within the discipline of nursing, the associate degree nurse is prepared to practice within the ethical and legal framework of nursing and to maintain high standards of nursing practice. The concept expressing faculty's belief that every person has six basic needs that must be met to achieve wellness are fashioned for students into a mnemonic as follows:

R—rest and activity

E—elimination

A—acceptance and belonging

S—safety and comfort

O—oxygen

N—nutrition

Mission Statement

In accordance with the mission of LaGuardia Community College, the mission of the Nursing Program is to prepare graduate professional nurses to use clinical reasoning to provide safe, evidence-based, and patient-centered care for the benefit of the global community, with a focus on the underserved. This is accomplished through transformation education and clinical practice, with a focus on life-long learning.

Legal Definitions of Nursing

Definition of the practice of nursing as it appears in the New York State Nurse Practice Act follows:

6901. Definitions. (As used in Section 6902)

1. "Diagnosing" in the context of nursing practice means that identification of and discrimination between physical and psychosocial signs and symptoms essential to effective execution and management of the nursing regimen. Such diagnostic privilege is distinct from a medical diagnosis.
2. "Treating" means selection and performance of those therapeutic measures essential to the effective execution and management of the nursing regimen and execution of any prescribed medical regimen.
3. "Human Responses" means those signs, symptoms and processes which denote the individual's interaction with an actual or potential health problem.

6902. Definition of practice of the profession of nursing.

The practice of the profession of nursing as a registered professional nurse is defined as diagnosing and treating human responses to actual or potential health problems through such services as case-finding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being, and executing medical regimens prescribed by a licensed or otherwise legally authorized physician or dentist. A nursing regimen shall be consistent with and shall not vary any existing medical regimen.

Conceptual Framework

The concepts of the Nursing Program philosophy give direction to the structure, content and guided learning experiences of all nursing courses. The Nursing Program faculty has chosen to use three major concepts from the philosophy, which undergird professional practice in nursing on every level, to frame the nursing courses in the clinical phase of the curriculum. The faculty believes that when these concepts are integrated throughout the educational process, the graduating student will possess an understanding that he or she is a pivotal health care professional with discipline-specific knowledge, skills and caring behaviors. This is in keeping with the program educational objectives that graduates will be able to provide competent care, utilizing critical thinking, in a variety of structured setting and function in a culturally diverse society.

The three major philosophical concepts which form the foundation of nursing courses relate to persons, health and nursing. They are used to forge a view of, and a rational method for, practicing nursing on a professional level.

Human beings have common basic needs which have varying characteristics based on the stage of growth and development and cultural background. The basic needs have been identified as rest and activity, elimination, acceptance and belonging, safety and comfort, oxygen and nutrition. Each stage of development, cultural background and ability to communicate uniquely affects basic needs. The state of health is typified by a continuum ranging from wellness to illness. Wellness is that state of being which exists when needs are met. Any interference in the ability to meet needs can result in health problems and/or subsequent illness.

Nursing is the diagnosis and treatment of human responses to actual or potential health problems. Such problems reflect an interference in the ability to meet needs. In order to assist human beings to meet needs, the associate degree nurse functions in three interrelated roles: provider of care, manager of care and member within the discipline of nursing.

The steps of the nursing process, which include assessment diagnosis, planning, implementation and evaluation, are used to diagnose and treat actual or potential health problems. The expectations of the student within this structure become increasingly complex with successive courses, thus preparing the associate degree graduate to meet the educational objectives of this program.

Program Educational Objectives

Following successful completion of the Nursing Program, graduates will achieve the identified educational objectives:

1. Provide competent care, utilizing critical thinking, in a variety of structured settings.
2. Function in a culturally diverse society.
3. Pursue opportunities for professional growth.

The faculty believe that in order to provide competent nursing care in a variety of structured settings as an associate degree nurse, the graduate must possess the ability to assume the following roles:

1. Provider of care in acute, extended care and community facilities using the nursing process to aid clients, families and significant others with a variety of health problems, who are at any point along the wellness-illness continuum.
2. Manager of care within the health care within the health care setting and in the community, serving as a liaison between the client and other health care providers.
3. Member within the discipline of nursing demonstrating accountability for professional registered nursing practice within the profession's ethical and legal framework.
- 4.

Program Outcomes

Program effectiveness is measured by the following outcomes:

1. The annual pass rate of graduates on their first attempt at taking the NCLEX-RN will meet or exceed the New York State first time pass rate for all candidates.
2. Within one year of graduation, at least 75% of the graduates will be:
 - a. Employed as registered nurses.

OR

 - b. Enrolled in upper division institutions to continue their nursing education towards their baccalaureate degrees

OR

 - c. Employed as registered nurses and enrolled in baccalaureate degree completion programs.

Admission of Nursing

All students are admitted directly to the pre-clinical phase of the Nursing Program as Undeclared Pre-Health/ RN. Progression to the clinical phase is competitive and students must be aware that a high GPA is necessary (see policy under Progression to Clinical Phase).

I. New Freshmen

Applicants who have never attended college are admitted to the pre-clinical phase provided they meet the college criteria pertaining to the admission of any new freshman applicant to LaGuardia, i.e.: possess a high school diploma or its equivalent GED (General Equivalency Diploma). The acceptable GED scores are established by the college.

II. Transfers from other Colleges (Advanced Standing)

LaGuardia accepts applicants who have previously attended or graduated from another accredited college or university provided they meet the same basic requirements for new freshmen.

Applicants must have a minimum general GPA of 2.75.

- A. Applicants may, upon submission of official college transcripts, receive transfer credit only for the following general education courses which are required in the LaGuardia Nursing Program curriculum:

ENG101 Composition I	3 Credits
ENG102 Composition II	3 Credits
SSY101 General Psychology	3 Credits
SSY240 Developmental Psychology	3 Credits
SCB203 Human Biology I	4 Credits
SCB 204 Human Biology II	4 Credits
SCC 110 Foundations of Chemistry	4 Credits
SCB 260 Microbiology	4 Credits
MAT119 Statistics with Elementary Algebra/MAT120 Elementary Statistics	3 Credits

- B. **The Nursing Program follows the transfer policy of the College as it appears in the College Catalog .**

Credit for the above courses taken and passed elsewhere may be granted only if the courses are deemed comparable to those which meet the degree requirements of the LaGuardia Nursing Program. Transfer credit will be determined by the Admissions/Transfer Credit Office (**C-102**) through the appropriate academic departments according to established College policies and procedures.

- C. Applicants who have earned fewer than 24 college credits must submit a high school diploma or its equivalent (GED) as well as any official college transcripts.
- D. If students are not accepted into the clinical phase of the program or decide to change their majors, a maximum of 30 transfer credits may be granted toward any other degree in the College.
- E. If more than one transfer course equally meets a requirement has been passed, credit will be granted for the course with the highest grade.

- F. As of Fall 2014, **SCC210 Foundations of Chemistry has be re-numbered SCC110. SC110 is the required key course to satisfy Chemistry.**
- G. Transfer credit for clinical phase nursing courses will not be awarded. Transferring Science courses SCB203, SCB204 need to within 7 years and SCB260, SCC110 needs to be within 10 years for Nursing Candidacy.
- H. Courses finalized for permanent transfer credit may not be retaken unless the course grade is a “C” or lower. (See policy under Progression to Clinical Phase.)
- I. All grades earned in the required course which have been transferred to LaGuardia will be included in calculations to determine eligibility for movement from the pre-clinical to the clinical phase of the generic Registered Nursing Program.
- J. TRANSFER STUDENTS **MUST FILE FOR CANDIDACY (NUR 000.4399) WITHIN THE 12 WEEK SEMESTER PRIOR THE SEMESTER THEY PLAN TO ENTER INTO THE CLINICAL PHASE.** This is done by completing an application that can be obtained by contacting the Health Science Department via email, healthsci@lagcc.cuny.edu.

CHANGE OF MAJOR (#470-Undeclared Pre-Health Major) DOES NOT AUTOMATICALLY APPLY CANDIDACY. THIS IS THE STUDENT’S RESPONSIBILITY!

Students must provide documentation required nu CUNY prior to applying for CANDIDACY. (See policy under Progression to Clinical Phase.)

III. **Transfers from Other Majors within LaGuardia (In-House Transfer)**

Beginning Fall 2010, LaGuardia students interested in applying for candidacy in Nursing (RN) will no longer be enrolled as a Nursing Major until they have successfully been accepted following candidacy. New students who wish to apply for Candidacy must enroll as “Undeclared Health majors (Code #470)” or may file for a change of major to “Undeclared Health” provided they have been a student at LaGuardia for at least one enhanced semester and have a **minimum GPA of 2.75.**

For preclinical/clinical nursing courses and sequence please see “Nursing curriculum”.

Progression into the Clinical Phase

To be considered eligible for progression to the first nursing course (SCR110), a student must have met EACH of the following requirements:

- a. **Beginning Fall 2010**, registered at LaGuardia as a pre-clinical “Undeclared Health Major.” (CODE 470).
- b. Registered at LaGuardia Community College and successfully passed the ATI TEAS exam with an overall of 58.7% and a minimum of 58.7% in each category.
- c. Registered for **Nursing Candidacy (NUR000.4399)** in either the Spring I session (for entrance in the Fall) or the Fall I session (for entrance in the Spring).
- d. **Key courses must be completed by the end of the 12-week session in which you are applying for Nursing Candidacy or prior.**
- e. **SCB204 is a pre-clinical requirement, but NOT A KEY so it can be completed in the 6-week session just prior to beginning the first clinical course.**

As of Fall 2009 semester in order to advance into nursing clinical coursework, (Application for candidacy in RN or PN programs), students must provide documentation in one of the following categories to the Office of the Registrar (C107):

1. U.S. Citizenship
2. Permanent Residency
3. International student with F1 status
4. Granted asylum, Refuge Status, Temporary Protected Status, Withholding of Removal, Deferred Enforced Departure, or Deferred Action Status by the U.S. government,
*CUNY has added several additional categories of student status for entry into the Nursing program. Please contact the Registrar for a complete list.

Please Note: the CUNY Citizenship and Immigration Project provides free counseling and assistance to all CUNY students who need help with their immigration status.

For more information, visit: <http://web.cuny.edu/about/citizenship.html>.

THERE IS A **DEADLIN TO APPLY FOR NURSING CANDIDACY EACH 12 WEEK SESSION**. IT IS THE STUDENT’S RESPONSIBILITY TO CHECK THE ACADEMIC CALENDAR FOR THIS DATE. THE STUDENT CAN **ONLY** REGISTER CANDIDACY THROUGH THE HEALTH SCIENCES DEPARTMENT. THE DEPARTMENT CAN BE REACHED VIA EMAIL AT, [healthsci@lagcc.cuny.edu/](mailto:healthsci@lagcc.cuny.edu)

CHANGE OF MAJOR DOES NOT AUTOMATICALLY APPLY CANDIDACY.

- f. Earned **at least a 2.75 GPA** (Grade Point Average) in the four “Key” pre-clinical courses listed below:

SCC110	Foundations of Chemistry
SSY101	General Psychology
ENG101	Composition I
SCB203	Fundamentals of Human Biology I

While **GPA of 2.75** in the key course is the **minimum requirement for consideration, IT DOES NOT GUARANTEE PROGRESSION TO CLINICAL COURSES**. Seats are competitive and they are determined by a rank order scoring system and the number of seats available in the Program.

CONFIGURING YOUR RANK:

The maximum ranking score is twelve. The score is determined by:

1. Doubling the GPA (calculated to two decimal places) of the four key courses.
2. Adding to this the GPA of all general education courses taken to date, which are required in the nursing curriculum: (This includes the “Key courses” which are calculated into the score for the **third time!** **See bolded courses below and APPENDIX C-Sample of Scoring System**):

NURSING PROGRAM REQUIRED GENERAL EDUCATION COURSES

ENG101 Composition I (KEY)	3 Credits
ENG102 Composition II	3 Credits
SSY101 General Psychology (KEY)	3 Credits
SSY240 Developmental Psychology	3 Credits
SCB203 Human Biology I (KEY)	4 Credits
SCB 204 Human Biology II PRE-CLINICAL COURSE!**	4 Credits
SCC 110 Foundations of Chemistry* (KEY)	4 Credits
SCN 195 Community Health	2 Credits
SCB 260 Microbiology	4 Credits
MAT119 Statistics with Elementary Algebra/MAT120 Elementary Statistics	3 Credits

No grade lower than “C” will be accepted for the required Math (MAT 119/120) and science courses (SCC 110, SCB 203, SCB 204, SCB 260) throughout the Nursing Program.

If the student achieves a C-, D+, D, D- grade in MAT 119/120 or any of the required science courses, these may be repeating **only with permission** from the Academic Chair of Department related to the requested course to be repeated. **When key courses with grades of C-, D+, D, D- and F are repeated, the C-, D+, D, D- and F grade and the repeated course grade will be calculated in the key course average.**

Grades for any courses other than those required by the Nursing Program will not be included in the candidacy calculation.

The computer will calculate, for each candidate, the GPA of key courses and the GPA of all required courses taken. The key course GPA will be multiplied by 2 and the GPA of all general education courses taken will be added to that figure to determine a point score for every candidate. (See Example of Scoring System, Appendix C).

Candidates who attain the maximum score of 12.00 will be the first to be admitted to the clinical phase, with other admitted in descending order of points scored until the class space is filled.

The number of seats varies from semester to semester. The stronger the group of candidates in any given semester, the higher the point score that will be needed for admission.

The selection of candidates for the clinical phase of nursing will be completed at the end of each 12-week session. **STUDENTS WHO WISH TO BE CONSIDERED FOR NURSING MUST REGISTER FOR CANDIDACY (NUR000.4399) IN EITHER THE FALL OR SPRING 12 WEEK SESSION IMMEDIATELY PRECEDING THE SEMESTER THEY PLAN TO BEGIN THE CLINICAL NURSING COURSES.**

For LPNs who wish to be considered for the advanced standing via **the LPN TO RN PATHWAY** (SCR100, LPN to RN BRIDGE entry course).

See asterisk () under Admission to Nursing II. **Transfers from other Colleges (Advanced Standing), page 17**

** As of Fall 2009, SCB 204 will be a PRE-CLINICAL Nursing Program course and REQUIRED to apply for Nursing Candidacy (Both PN & RN Programs).

When students are notified that they have earned a seat in SCR110 (and SCR 100, LPN to RN Bridge), additional requirements must be met by specified due dates in order to register. The medical form including lab results and immunization dates must be submitted, as well as a current CPR (BCLS for the Professional Rescuer) card. The student must be capable of purchasing ATI and the Live Review (See Fees, Appendix F).

Nursing education involves intellectually and physically challenging activities, and moreover, involve critical decisions that will affect the well-being of patients, it is essential that every candidate meet these standards so as not to endanger other students, faculty or patients. The American with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants to public institutions have the ability to pursue program admission. Students will not be barred from admission on the basis of color, religion, sex, sexual orientation, age, national origin, disability, Acquired Immune Deficiency Syndrome, or status as a disabled or Vietnam Era Veteran as long as they are capable of meeting the Essential Nursing Program Performance Standards (see Appendix D). All nursing Students must meet these Essential RN Nursing Performance Standards for admission and progression to each nursing course.

Those students who are not accepted into the clinical phase and wish to apply for a second time may continue to take other general education courses which are required in the curriculum.

When students re-apply for entrance into the clinical phase, they will again be ranked according to the previously described scoring system. **Students may only apply for candidacy twice for entrance into the clinical phase, excluding Official Withdrawal and Medical Leaves of Absences.** Therefore, it is important for students to officially withdraw from candidacy if they have a change of plans or need to withdraw from a required pre-clinical KEY COURSE.

Students who apply for candidacy and are unsuccessful in gaining admission to the clinical phase should seek support and counseling. They may ask for a re-evaluation of their transcripts, including transfer credits, to assist in planning their future course of study and possible change of major.

Please Note:

Beginning in October 2016, science courses required for the Registered Nursing and Practical Nursing Program (SCB 203, SCB 204) will only be accepted for 7 (seven) years and SCC 110, SCB 260 will only be accepted for 10 years from their completion date. Any student who enters the major Undeclared Health (470) or the LPN (431) will be subject to the 7 (seven) year science course requirement.

Nursing Program Progression Standards

1. A student must complete each nursing course with a clinical component with a minimum grade of **75 (> 74.5*)**. If not, they must apply for permission to re-register for the course in the subsequent semester based on complete the required form and present it to the course instructor within 7 days from the Grade & Attendance date listed on the college academic calendar.

***Grades will be rounded to the nearest tenth.**

For example: 74.4 = F; 74.48 = F; 74.5 = C.

There will be no exceptions to the grading/rounding policy.

2. Exception: In order to repeat SCR100 - Bridge Course or SCR110 - Fundamentals of Nursing, a student must achieve a minimum grade of 70% (**no rounding**). A student who fails SCR100 / SCR110 with a grade lower than 70% (**no rounding**) will not be permitted to repeat the course and will be ineligible to continue in the nursing program.

Students may only withdraw from SCR 100 / SCR 110 if they have a cumulative course average of 70% (no rounding) at the time of the withdrawal. If a student withdraws from SCR 100 / SCR 110 with a cumulative course average below 70 (**no rounding**), the student is not eligible to repeat the course and is ineligible to continue in the Nursing Program.

3. A minimum GPA of 2.00 (C) must be maintained throughout the clinical phase.

Failure of either the clinical or theoretical component of any course requires that the entire course be repeated. Students are required to repeat a failed course (SCR) in the subsequent semester. Students are required to obtain a minimum grade of 78% to pass the course on the second registration.

As of Fall 2018, students who officially withdraw (W) from any clinical course will be required to obtain a minimum grade of 78% to pass the course on the second registration.

4. Students are expected to complete the clinical phase of the Nursing Program within two (2) years following admission to the clinical phase of the Program, and not to exceed four (4) years.
5. Any student who fails, withdraws, "STOP OUT" (take a semester off) or takes a medical leave of absence (MLOA) from any 2 nursing courses (SCR and/or SCL 103) is ineligible to continue. Students who take a MLOA must provide medical clearance from a medical doctor or Nurse Practitioner, clearing them full participation in lecture & clinical activities prior to returning to the clinical phase of the nursing program. As of Spring 2021, **students who take a MLOA from any clinical course will be required to obtain a minimum grade of 78% to pass the course on the second registration.**

Exception: Because SCR 210 / SCL 103 and SCR 200 and SCR 270 are co-requisites, if a student withdraws during that semester, they must withdraw from both courses. A student will have an opportunity to retake both SCR 210 / SCL 103 and SCR 200 / SCR 270 in the subsequent semester. If a student withdraws from any other SCR course in the in program, they will be ineligible to continue in the nursing program.

To clarify: A student may not register for the same nursing course (SCR/SCL) more than two (2) times.

6. If a student fails, withdraws or takes a medical leave of absence, the student must fill out a “Student Tracking Form” and submit one copy to the instructor and one copy to the nursing program secretary.

7. A student who “Stops Out” for any reason (for example medical leave of absence, withdrawal, etc.) for more than 2 consecutive semesters is ineligible to continue in the Registered Nursing Program.

8. ATI is a clinical course requirement. Students who do not make the installment payment by the deadline, for any semester, will forfeit 5% of the course grade.

Student Testing Policy

Students should read this document before taking their exam.

The Registered Nursing Program reserves the right to offer exams in both computerized and/or paper/pencil format. Exams may be given during lab or lecture hour.

It is the student's responsibility to arrive on time for the exam. If the student arrives late for an exam, the student forfeits the time they are late. No extra time will be given for students arriving late.

Use the restroom before the exam is given out. For a unit exam the student will not be permitted to use the restroom.

For the final exam, the student may use the restroom only if accompanied by the second faculty or staff member.

The following items may not be accessed at all during the exam (including restroom break):

- Any educational, test preparation or study materials.
- Cell/mobile/smart phones, tablets, cameras, pagers, jump drives or other electronic devices and weapons of any kind.

Turn off cell phones completely (do not put them on vibrate).

No borrowing or sharing calculators.

No using cell phones or PDAs as a calculator.

The student will refrain from engaging in any disruptive behavior during the exam, including but not limited to, walking around, talking, and standing up, etc.

A student must raise their hand before asking a question.

No wearing of electronic devices including, but not limited to, watches, electronic bracelets and/or wrist bands may not be worn during an exam.

Hats, gloves, hoods, scarves, jackets, coats or dark glasses may not be worn during an exam.

All Nursing Students should be aware that any disclosure of examination items before, during or after the examination is a violation of the college's Academic Integrity Policy.

The only material that can be used during your exam will be provided by faculty.

Please note that all scrap paper must be turned into faculty with the completed quiz/exam.

All personal belongings will be placed in front of the room. This includes:

- Cellular, mobile, smart phones, PDA
- Any electronic devices including, but not limited to, pens, calculators, watches, electronic wrist bands, eyeglasses, etc. bags, purses, wallets
- Books, study materials
- Cameras
- Coats, hats, scarves, gloves
- Food or drink
- Gum or candy
- Lip balm

For Paper and Pencil exams:

Give a thorough review of your exam and scantron before turning it in. Answers written on written exam papers, but not placed on the scantron, will not be scored.

When the student is finished with their exam:

Either bring the scantron to the desk in the front of the room and immediately leave the room or the student can raise their hand and a faculty member can pick the exam and scantron.

For Computerized exams:

When you are finished with your exam log off the exam site and immediately leave the room unless instructed otherwise.

For Remote Testing:

Exams given via Zoom, Blackboard, ExamSoft or any online platform, are subject to remote proctoring. Students must be able to take the exam on a computer with a working camera to enable remote proctoring.

Make Up Exam Policy

Any student who is absent for an exam is required to provide a doctor's note (for either themselves or their child). All make up exams will be given during Finals week (as documented on the academic calendar for that semester). Faculty have the right to provide an exam in an alternate format (including, but not limited to fill in the blanks, matching column, short answer, etc). **Under no circumstances** will a make- up exam be given for the second time in any one clinical course in one semester. Students will receive a zero (0) for a second missed exam. In the event of a death in the family the student should speak directly with their faculty and the course coordinator.

Students have two weeks, at the conclusion of each unit exam, to review their own exam. Students will be allowed to review **ONLY** the questions they answered incorrectly. Rationales for the incorrect answers will be provided. Students will not have access to complete exams. All individual exam review is by appointment only and under faculty supervision.

Students will not be allowed to review the final exam until after grades and attendance have been posted in accordance with date posted on the academic calendar. Instructors will hand score the final exam at the request of any student who fails the course.

Math Requirement

Medication calculation competency examination (Pass/Fail):

Students will have two (2) opportunities to meet the math requirement for each clinical course. Any student who fails the math exam for a second time will receive an incomplete for that course. The student will be required to attend a 1-day remedial Math course in the following Fall II or Spring II semester. Students must pass the math exam after the remedial course in order to progress in the program. Any student who fails the math exam for a third (3) time will receive an F grade for that clinical course. Please note the passing score for any math exam is a minimum of 80%.

Graduation Requirements

Students must register for Intent to Graduate (GRD000.6999/97) along with SCR290 and SCR 280. In order to graduate, students must have successfully completed all course requirements, have a minimum GPA of 2.0. **STUDENTS CANNOT REGISTER IN THE SESSION TWO FOLLOWING THE 12 WEEK SEMESTER IN WHICH THEY ARE GRADUATING, BECAUSE THE GRADUATION DATE MUST BE POSTED BY THE COLLEGE IN ORDER TO PROCESS STATE BOARD EXAM APPLICATIONS.** Students wishing to take courses in the 6-week session following their last nursing course (SCR) must complete the required NYS application before the end of the 12-week semester and present the appropriate letter requesting delay of graduation to the Director of Nursing.

International students, who might consider obtaining licensure outside the United States after graduating from LaGuardia Community College, should retain ALL course syllabi (both General Education courses and Nursing Courses) as required documentation for licensure. It is encouraged that students notify the Nursing Program of their intent to apply for licensure outside the US. The Nursing Program requires a minimum of 12 weeks to gather the required information, complete the paperwork and have all documents certified by the Registrar. If you have any questions, please come to E 300.

LPN to RN Advanced Standing Pathway

The Nursing Program has formulated the following Advanced Standing LPN to RN Pathway for licensed practical nurses utilized as of Fall II of 2006.

LPN's may be admitted to the Registered Nurse Program after meeting the following criteria. All applicants are required to:

- 1) (Have a current LPN registration (licensure)
- 2) Complete admission (or readmission if LaGuardia graduate) to LaGuardia Community College with identified major Undeclared Pre- Health/RN.
- 3) Receive academic advisement assure that the applicant meets the admission requirements of the Associate Degree Registered Nursing Program (RN).
- 4) Complete CUNY on-line admissions application to LaGuardia, and transfer or complete the clinical pre- requisite courses: ENG 101, SSY 101, SSY240, SCC110, SCB 203, SCB 204, SCB 260 and MAT 119 / 120
- 5) upon completion of the pre-requisite courses, a GPA of 2.75 is the minimum requirement to apply for candidacy LRN000.4799) for the LPN to RN Bridge course (SCR 100) *

The LPN TO RN Bridge course (SCR100) will include advanced Medical-Surgical Nursing and Pharmacology content. Students who enter the clinical phase of nursing at SCR200/SCR 270 level will be required to complete all other nursing requirements in sequence.

Students who enter the Nursing Program will be expected to adhere to the "Nursing Program Progression Standards"

Credits That May Be Transferred into the LPN to RN Advanced Pathway:

ENG101 Composition I (KEY)	3 Credits
ENG102 Composition II	3 Credits
SSY101 General Psychology (KEY)	3 Credits
SSY240 Developmental Psychology	3 Credits
MAT119 Statistics with Elementary Algebra/MAT120 Elementary Statistics	3 Credits
SCB203 Human Biology I (KEY)	4 Credits
SCB 204 Human Biology II PRE-CLINICAL COURSE!**	4 Credits
SCC 110 Foundations of Chemistry* (KEY)	4 Credits
SCB 260 Microbiology	4 Credits

Upon successful completion of all of the above requirements, the Registered Nursing Program will evaluate and select students applying for the LPN to RN Bridge course based on GPA (minimum of 2.75) and available space. Seventy-five percent of the applicant pool will be candidates from LaGuardia Community College's LPN Program. Twenty-five percent of the pool will be candidates from outside the college.

Student ranking for admission into the LPN to RN Advanced Pathway:

- 1) Transfer pre-requisite course grades from outside colleges will be calculated in the GPA ranking.
- 2) Both general education and nursing clinical course grades will be calculated in the GPA ranking for students who have graduated from the LGCC PN program.

STUDENTS SELECTED WILL RECEIVE 11-14 EXEMPTION CREDITS GRANTED TOWARD AAS DEGREE UPON COMPLETION OF THE FOLLOWING COURSE: **Bridge Course (SCR100)**

- Total 14 Exemption Credits: Fundamentals of Nursing [SCR 110], Medical Surgical Nursing 1 [SCR 210], Pharmacology and Nutrition [SCL 103].

LPN to RN ADVANCED STANDING PATHWAY COURSE SEQUENCE

PRE-CLINICAL PHASE

COURSE CODE	COURSES	CREDITS
HSF090	First Year Seminar for Health Sciences	0
ENG 101	Composition I	3
SSY 101	General Psychology	3
SSY 240	Developmental Psychology	3
SCC 110	Foundations of Chemistry	4
SCB 203	Human Anatomy I	4
SCB 204	Human Anatomy II	4
SCB 260	Microbiology	4
MAT 119 / MAT120	Elementary Statistics	3
LRN 000	LPN to RN Candidacy – <i>Student must apply before the deadline listed on the College Academic Calendar. Please email HealthSci@lagcc.cuny.edu for the Candidacy Application</i>	

CLINICAL PHASE OF NURSING COURSES - YEAR ONE

FALL I / SPRING I

SCR 100	LPN to RN Bridge Course	3
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SPRING I / FALL I

SCR 200	Psychiatric Mental Health Nursing	4
SCR 270	Parent Child Nursing	4
ENG102 pre/co-requisite	Writing Through Literature	3

FALL II / SPRING II

SCR 280	Leadership & Delegation	2
SCN 195 pre/co-requisite	Community Health	2

CLINICAL NURSING COURSES YEAR TWO

SCR 290	Medical Surgical Nursing II	9
GRD000	Intent to Graduate <i>Student must apply before the deadline listed on the College Academic Calendar</i>	

All Registered Nursing Courses (SCR) must be taken in sequence. All course descriptions, as well as pre- and co-requisites, can be found in the college catalog.

Articulation Agreements

LaGuardia Community College has provided graduates of our program opportunities to continue their education for a baccalaureate degree without interrupting their careers. This has been accomplished by initiating transfer articulation agreements with institutions offering upper division degree programs that promote easy transfer of courses taken at LaGuardia to fulfill course requirements at the various institutions. Therefore, it is possible for graduates of the Registered Nursing Program to enter upper division nursing programs at senior colleges and achieve a BSN after two years of full time study providing all of the prerequisites have been met.

The following baccalaureate institutions presently have articulation agreements with the LaGuardia Community College Registered Nursing Program and course comparisons are available on file in the Nursing Program Office and through the LaGuardia Community College Transfer Services Web at <http://www.lagcc.cuny.edu/transferservices>.

- | |
|--|
| <ul style="list-style-type: none">• CUNY Hunter College |
| <ul style="list-style-type: none">• CUNY York College |

*Please contact Office of Transfer Services (718)482-5185 located in B-215 for the most up to date information.

LaGuardia Community College-CUNY School of Professional Studies Dual/Joint Program:

A seamless progression has been formulated between LaGuardia Community College and the School of Professional Studies. Upon completing an AAS in Nursing at LaGuardia Community College and passing the NCLEX, students who meet the criteria below are eligible for this unique opportunity. Students may apply for this seamless progression after completing SCR110.

Please review the requirements below:

Criteria for selection of candidates for dual enrollment:

- B or better in SCR110
- Overall GPA \geq 3.0
- Working less than 20 hours weekly
- Clinical Instructor Recommendation (see attached rubric)-Waived at present
- Completion of application on reverse side.

Criteria for retention in the dual program once accepted:

- Maintain overall GPA of 3.0 upon graduation.
- Required participation in program advisement, and the application process.
- Enroll consecutively each semester at LaGCC, complete and receive associate degree in nursing uninterrupted and without repeating a nursing course.
- Attend Dual/Joint program immediately following LaGCC graduation.

General Information and Policies

Study Time:

It is expected that students spend at least two hours in outside study for each hour spent in class. In nursing, it is also important for students to practice skills in order to perform them safely in the hospital. Therefore, students who carry a full credit load each semester must be prepared to spend 30-40 hours per week in class or studying.

Syllabi and Blackboard:

It is expected that all readings and assignments will be completed before the lecture or laboratory related to the designated course content. Students who need assistance should contact their faculty advisor as soon as they experience difficulty.

The faculty recommend that students retain all required nursing textbooks. Not only will this enable students to study for NCLEX but will also provide the beginning of a professional library.

Grading:

Grading policies for each course are included in the course syllabi. The following grading system for the clinical component is in effect:

92.5 - 100 = A	79.5 -82.4 = B-
89.5 - 92.4 = A-	76.5 -79.4 = C+
86.5 - 89.4 = B+	74.5- 76.4 = C
82.5 - 86.4 = B	0- 74.4* = F

❖ **Grades will be rounded to the nearest tenth.**

For example: 74.4 = F; 74.48 = F; 74.5 = C. There will be no exceptions to the grading/rounding policy.

Students must achieve a minimum grade of “C” (75) to pass the nursing courses (SCR) and achieve a satisfactory grade on the Clinical Performance Evaluation Tool.

Any student who is repeating a nursing course (SCR) due to a failing final grade or withdrawal is required to achieve a minimum grade of 78% (77.5%) to pass the course on the second registration. Students who obtain a medical leave will also be required to obtain a minimum grade of 78% to pass the course on the second registration.

Regardless of grade computation, any failure in clinical performance will be recorded as an automatic F grade for the course.

If students knowingly register for clinical courses after receiving a grade of a “C” or lower in Nursing Program courses, required general education courses, pre-requisite or co-requisite science courses, or Math 119/120, they will be expected to withdraw from the clinical course. Failure to do so voluntarily, will result in Nursing Program action through the Registrar to remove the student from the course.

ePortfolio

Colleges and universities around the nation, are assisting students in participating in a digital revolution called ePortfolios. This are educational tool allows students to create websites that represent their educational goals and achievements that can be shared with upper division universities when applying or potential employer. Each course has assignments that are required to be entered into the students ePortfolio.

ATI

ATI is mandatory and will be utilized throughout the nursing program. Content specific exams will count for 5% of the students final grade in SCR 100, SCR 110, SCR 200, SCR 210, SCL 103, SCR 270, SCR 290. Mandatory participation is required for the NCLEX-RN Live Review. Students who do not comply with the payment scheduled will receive an incomplete for the course.

The Campus Learning Laboratory: E-358, E-351, E-352, E-361, E-360

The learning laboratory is used by students to practice and perfect skills after they have been taught by their instructor in the regularly scheduled campus lab. The learning laboratory is open to all nursing students during the hours posted. Students should feel free to come to practice any skills necessary. No appointment is required. A college laboratory technician is available to answer questions or review students' demonstrations. The campus media laboratory was renovated in August 2007 through a grant of \$100,000 from HIP Health Plan/Centralized Laboratory Services LaGuardia Community College. The computer and media resource facility provides academic support through computerized internet access, software and video tutorials utilizing state-of-the-art drop-down computers, with integrated live instructor conferencing and smart board interfacing.

Attendance

Attendance policies for lecture and campus laboratory sessions in the Registered Nursing Program are congruent with the Attendance Policy stated in the LaGuardia Community College Catalog.

Attendance for the hospital clinical experience is mandatory. Nursing students are required to complete the total number of clinical hours in accordance with the registration of the Nursing Program with the New York State Education Department. Students who are too ill to report for clinical assignments must notify the clinical faculty or Nursing Office (718) 482-5774 before the start time on the scheduled clinical day. A doctor's note is required for all clinical absences.

Any student who is absent for a second clinical day in the same semester will receive an "F" grade for the course.

Clinical Laboratories:

Children are not permitted in the clinical practice laboratory. No exceptions.

Lateness:

Students who are more than 15 minutes late for clinical will be sent home and will be considered absent for that clinical day.

Students are expected to arrive on time for lecture and lab. Students who are more than 15 minutes late will be considered absent.

Jury Duty:

Students who receive Jury Duty Summons (either to serve in person or by phone) should notify their Course Coordinator as soon as possible. Students are eligible to postpone Jury Duty. A letter will be provided by the nursing program. DO NOT ignore Jury Duty Summons. Jury duty is not considered an excused absence for students who do not attempt to postpone their jury service.

Disabled Students:

Disabled students are admitted to the program and progress through the program provided they are able to meet all required course objectives and the LaGuardia Community College Essential Nursing Program Performance Standards (**SEE APPENDIX D**).

Under Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, LaGuardia Community College has an implicit responsibility to ensure that students with disabilities have equal access to its programs and services, and that the rights of students with disabilities are not denied. The Office of Accessibility provides advocacy to ensure access to all college programs and facilities to college life for students with disabilities. All students are required to register with supporting documentation. Appropriate accommodations and services are determined and include:

- academic, career and personal counseling
- priority registration
- academic advisement
- support services such as assistive technology and tutors; proctoring exams for students.

How to Obtain Accommodations:

Students must initiate a request for accommodations by contacting the Office of Accessibility the student must provide documentation of the disability. Accommodations may be provided on an interim basis while the student is obtaining documentation, at the Counselor's discretion. If you have a documented disability and want to request accommodations, please:

1. Contact the Office of Accessibility more information.
2. Make an appointment with the Counselor to determine what accommodations are right for you. Documentation of the disability will be needed at this time.
3. Any difficulty in receiving accommodations is to be reported immediately to the Office of Accessibility.

Online students with documented disabilities may be eligible for extra time on tests and books in alternate formats.

Faculty must receive the letter of accommodation at least 24 hours before the nursing exam.

Advisement:

Student-faculty conferences will be scheduled once during each semester and as needed. In addition, full-time faculty members will post office hours indicating times available to meet with students. Times other than those posted may be arranged by mutual agreement. It is the student's responsibility to make and keep appointments. If unable to keep an appointment, the student is expected to notify faculty.

Financial Aid:

In view of the many hours that are required to be successful in nursing, outside employment is discouraged. Students should make every effort to seek financial aid if necessary. The LaGuardia Financial Aid Office is located in C -107.

Wellness Center / Counseling Services:

Counseling services are available to students in Room C-249. A counselor-on-duty is available for immediate, pressing problems. Students should not hesitate to make use of this confidential service which is designed to make the college experience easier. Use of this service will not jeopardize a student's position in the nursing program.

Veteran Service:

Veterans can receive assistance with their academic planning at the Veteran's Service Office which is located in room C-371 and may be reached at (718)482-5386 or 5231, E-mail: vets@lagcc.cuny.edu

Verification of Education for Foreign Licensure:

Students requesting verification of education for CGFNS, International must complete the required form from the Nursing Program and submit it with a copy of their unofficial transcript and the CGFNS form. Please allow up to 12 weeks for completion of the CGFNS form. Once the form is completed by the Director of Nursing, it will be sent to the Registrar form the Official School Seal and mailed directly back to CGFNS from there.

STUDENT ORGANIZATIONS:

Nursing Club

The Nursing Club is comprised of pre-clinical and clinical nursing students, a faculty advisor, and any other interested students attending LaGuardia Community College. The purpose of the club is to provide students with extracurricular experiences at LaGuardia that will enhance their transition into the profession of nursing. It also provides opportunities for prospective nursing students and the larger student body at LaGuardia Community College to learn about nursing and health care issues. All students are encouraged to become members.

Criteria for Nursing Student Leadership Award

A Leadership Award, sponsored by the Nursing Club, is given to a member of the graduating class at their Pinning Ceremony. The criteria are listed.

1. Character: The graduating student is a role model; mentors fellow students with emotional support, promotes harmony and unity among fellow students, and is motivated towards service to others.
2. Academics: The graduating student is in good academic standing in the Nursing Program.
3. Service: The graduating student is a self-starter with strong organizational skills who promotes the Nursing Club and/or is an active participant of the Faculty-Student Committee.

National Student Nurses' Association (NSNA)

The Nursing Program strongly supports and encourages students to join the National Student Nurses' Association in their first semester of Nursing at LaGuardia Community College. Joining this pre-professional association provides the student with an opportunity to become involved in political action for nursing. Benefits include receiving NSNA's professional journal, **Imprint**, information regarding the NCLEX-RN exam, career counseling and job searching, reduced rates on products and services (i.e. malpractice insurance, health benefits), scholarships, conventions, awards, leadership programs, continuing education, mentoring and involvement in New York State Nurses Association's activities.

Ethical Behavior:

Professional obligations are a part of ethical codes that govern the behavior of the members of a profession. Ethical behavior goes beyond the actual client setting. It should be a part of one's life. In addition to nursing students' rights, there are nursing students' responsibilities. These responsibilities require student behavior that maintains the integrity of the profession and the safety of clients.

THE FOLLOWING STUDENT BEHAVIORS MAY LEAD TO PROGRAM DISMISSAL (INVOLUNTARY PROGRAM WITHDRAWAL):

- Unexcused absences beyond the maximum according to college policy (see College Catalog).
- Any performance or negligence which causes, or puts the patient at risk for, physical or emotional injury.
- Unprofessional conduct (See Rules of the NYS Board of Regents, Part 29, Unprofessional Conduct at <http://www.op.nysed.gov/part29.htm>).
- Failure to immediately report a patient care error to clinical instructor and /or responsible staff nursing personnel.
- Being under the influence of alcoholic beverages, drugs which impair judgement, or illegal drugs.
- Fraudulent or untruthful charting in a medical record.
- Dishonesty, e.g., stealing from the college or a clinical agency, plagiarism, cheating on examinations (see Policy on Academic Integrity).
- Failure to improve unsatisfactory clinical performance following counseling.
- Determination of any "direct threat" - This condition consists of a significant risk to the health or safety of a student(s) or patient(s) with a high probability of substantial harm that cannot be eliminated by reasonable accommodation.
- Use of foul language in the classroom, laboratories and/or clinical facility.
- Disrespectful or aggressive behavior towards faculty, staff, other students and personnel at the Health Care facilities, including all Nursing Program vendors.
- Inappropriate communication including but not limited to; verbal communication, written notes, emails, bodily gestures.
- Disruptive behaviors on Zoom, Blackboard Collaborate, or any remote platform.

Policy On Academic Integrity:

- I. When there is evidence of a student cheating on examinations or written assignments, the student in question will receive an automatic zero for the examination or assignment if it is the first offense.
- II. When there is evidence of falsifying records during a clinical assignment, the student in question will receive an automatic Unsatisfactory for the clinical day, which will be reflected on the Faculty Student Conference form and placed in the student's file, if it is the first offense.
- III. When there is evidence that any of the aforementioned activities occur for a second time, the student in question will be dismissed from the Nursing Program.
- IV. **Students who have been dismissed from the Nursing Program for a violation of Academic Integrity will not be considered for readmission to the Nursing Program.**

Student Rights and Responsibilities

Student Opinions:

The suggestions and opinions of students regarding all aspects of the Nursing Program are highly valued. At the conclusion of every semester, students are given the opportunity to anonymously evaluate the nursing course they have just completed in relation to the theory, campus laboratory and clinical learning experiences offered. Based on this student input, faculty have incorporated significant changes into the program.

In addition, when students complete the entire Nursing Program, they are asked to evaluate the total curriculum, rating the value of all courses in relation to their applicability to nursing. This has helped faculty to make curricular adjustments to best meet the needs of students.

The ideas and opinions of graduates are also solicited in order to ensure that the Nursing Program is adequately preparing its students for the work situations they will experience.

Group Concerns:

STUDENTS WHO FACE PROBLEMS OR HAVE ISSUES TO RAISE DURING A COURSE SHOULD NOT WAIT UNTIL THE END OF THE SEMESTER TO VOICE CONCERNS. At the start of each semester, every class or section of a class will elect a representative to bring any concerns of that group to the nursing faculty. These representatives may attend regularly scheduled meetings of the nursing faculty to present and discuss issues and concerns brought to them by their students. Faculty decisions will be made known to the class by the representatives who met with the nursing faculty. The Director of Nursing Programs will make the dates of faculty meetings known to the representatives. Representatives must inform the Director of Nursing Programs in advance of any meeting they wish to attend in order to be allotted time on the agenda.

Individual Grievances (Due Process)

The student is entitled to the following due process. It is the intent of the faculty and administration to seek a speedy resolution of student problems. The following procedure will be followed in the event that a student is dismissed from the Nursing Program for any of the conditions described previously (See page 24).

1. The student will be sent a written notice describing the issue and the Nursing Program's consideration of involuntary withdrawal.
2. An opportunity will be provided for the student to present evidence to a faculty committee of at least 3 Nursing Program faculty (Number based on the Rules of the NYS Board of Regents, Part 28.5 Hearing) on his/her behalf.
3. A written notice of the decision by the committee will be sent to the student within 30 days of the presentation of evidence (Time frame based on the Rules of the NYS Board of Regents, Part 28).
4. If the committee upholds the involuntary withdrawal and if the student chooses to appeal, it must be done in writing to the Health Sciences Department Chairperson within one year of the original dismissal notice.
5. If the Health Sciences Department Chairperson upholds the involuntary withdrawal, the student may then appeal, in writing, to the Vice President for Academic Affairs or Vice President – Enrollment Management and Student Development (depending on the nature of the problem).
6. Finally, if additional appeal is required, the student can appeal to the President of the College.

Student Responsibilities in the Clinical Area

Nursing students are legally responsible for their own actions during clinical experiences. Students must be assigned appropriate activities and be given reasonable guidance and supervision while carrying out those activities. In order to fulfill their responsibilities to their assigned clients, nursing students must:

- be prepared to carry out previously learned skills in a competent manner,
- ask for help and supervision when needed,
- document completely and accurately,
- be familiar and comply with the policies of the agency and
- be familiar and comply with the policies of the Nursing Program.

Know the Law

In order to practice as a registered nurse (R.N.) an individual must complete and officially graduate from a certified registered nursing education program. Upon successful completion these requirements, the graduate can then file an application for licensure with the State Board for Nursing.

The application for licensure requires that the individual state whether he/she has ever been convicted of or has charges pending for a crime (felony or misdemeanor) in any state or country or ever been found guilty of or has charges pending for professional misconduct, unprofessional conduct or negligence in any state or country.

Nursing students who answer “yes” to any of these questions must be apprised that it is the prerogative of the State Board of Nursing, upon recommendation of the Office of Professional Discipline, to deny an application for licensure even though a student has successfully completed the program’s curriculum. It is also the prerogative of the Board to withhold licensure upon investigation of a case, even if the candidate has successfully passed the licensure examination.

International students must maintain their official government documentation throughout the program.

If any of these documents expire, NYS Education Department Office of Professions who provide the NCLEX and State Board licensure may prevent processing of your application until your status is clarified. **Please Note:** the CUNY Citizenship and Immigration Project provides free counseling and assistance to all CUNY students who need help with their immigration status. For more information, visit: (<http://web.cuny.edu/about/citizenship.html>).

Any student who anticipates difficulty with the application for licensure for any of these reasons may discuss this matter, in confidence, with the Director of Nursing Programs.

Check the following web sites for further information regarding licensure and regulations by the NYS Board of Nursing (<http://www.op.nysed.gov/nursing.html>) and the NYS Board of Regents (<http://www.op.nysed.gov/part28.html>)

Clinical Information and Policies

Clinical Facility Rotation Experiences:

Students can be expected to be assigned to any health facility in the Greater Metropolitan area. All students are required to provide their own transportation to and from these facilities. Students may be expected to submit to drug testing and/or background checks in order to comply with requirements of the clinical facilities. ***In addition, the Director of Nursing Programs may be requested to release student's social security numbers to affiliating agencies related to these requirements STUDENTS MUST PRESENT OFFICIAL PHOTO IDENTIFICATION OTHER THAN SCHOOL ID FOR DRUG TESTING!*** **PLEASE NOTE:** If for whatever reason, students are unable to complete drug testing/background checks, they may not be eligible to utilize the clinical facilities and hence may not be eligible to complete the Nursing Program or sit for the State Licensing Exam.

CPR Certification:

All students must have current CPR certification prior to being assigned to the clinical area.

Malpractice Insurance:

CUNY has purchased professional liability coverage for all clinical students. All Nursing students are insured by "Ironshore Insurance Services LLC" with a professional liability coverage of \$3,000,000 per claim with \$3,000,000 aggregate limit. The policy term is effective as of July 1st, 2021, through July 1st 2022.

Physical Examination:

All students must have completed the required physical examination prior to being assigned to the clinical area. Physical exams must be done on an annual basis. If you are pregnant, please alert the examining physician before you receive any immunizations or x-rays. Do not submit to a rubella vaccination if there is any chance that you are pregnant.

Health Status:

Students must inform their clinical instructor of any change in health status or pregnancy before accepting a clinical assignment. The faculty will consider the health and safety of both students and clients when determining assignments. The college and nursing faculty reserve the right to require a physician's statement regarding students' health status.

Submission of Forms and Lab/Drug Test Results:

All necessary forms, laboratory results and required drug testing results must be uploaded to Castle Branch at least one month before the first clinical day. **STUDENTS WHO DO NOT SUBMIT COMPLETE DOCUMENTATION WILL BE UNABLE TO ATTEND THE CLINICAL COMPONENT OF THE COURSE AND WILL BE ASKED TO WITHDRAW.** Students will be expected to withdraw from the clinical course. Failure to do so voluntarily, will result in course failure if the student is unable to attend the clinical portion of the course (See page 30 & 39, Grading).

Health Center:

Located in room MB40, the Health Center Staff provide health counseling, first aid and emergency care. Telephone: (718)482-5280.

LAGUARDIA CC - ADN / RN

ORDERING YOUR UNIFORM

1. ONLINE:

To view uniform options, pricing, and shop year-round, visit:

www.flynnohara.com/school/NY413

2. IN STORE:

Visit us at our closest servicing retail location:

80-40 Cooper Ave (lower Level) Bldg 4
Glendale NY 11385
718-894-6561

OR

3. OVER THE PHONE:

FlynnO'Hara's Customer Service Department is available Monday through Saturday year-round to answer questions, track returns, and place orders:

Call us toll-free at: (800) 441-4122

ORDER DEADLINES:

Fall Students- 8/5

ABOUT FLYNNOHARA

FlynnO'Hara Uniforms is a Philadelphia-based supplier and retailer of high-quality school uniforms and gym wear. We are family owned and operated, servicing over 1500 schools across the United States.

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We're so confident in our products that we offer a School Year Guarantee: If you're not satisfied with the way an item is holding up within a year of purchase, we'll replace it.

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WWW.FLYNNOHARA.COM

Uniform-Dress Code

Women Top:

Female Zipper Top w/Collar - With Patch -----OR----- Unisex V-Neck Top - With Patch

Uniform Jacket: This will be the only jacket allowed on the unit.

Women Pants:

Female Elastic Waist Pants - Cargo Pkt -----OR----- Unisex D-String Waist Pant - Cargo Pkt

If a dress is chosen, its hem must be below knee length "A-line Skirt Elastic Waist, 2 side pockets" Only white shoes and stockings/socks are acceptable. Clogs, sneakers, or high heels are not acceptable. Females may wear any neat white long sleeved jersey (crew neck) shirt under their white uniform blouse.

Men Top:

Male Zipper Top w/Collar - With Patch

Uniform Jacket: This will be the only jacket allowed on the unit.

Men Pant:

Unisex D-String Waist Pant - Cargo Pkt

Male students may wear any neat white long sleeved jersey (crew neck) shirt under their uniform top.

Sweaters are not considered part of the uniform and must not be worn during client care. All uniforms should be neat, clean pressed and presentable (Iron as needed.)

Students are held responsible for good personal hygiene as they are working closely with patients. Hair should be contained, worn off the face and collar. Head wear worn for religious reasons should conform with the uniform colors (white or navy). Men are to be clean shaven or have a neatly trimmed beard and/or mustache. Permissible jewelry includes plain post earrings and plain wedding band. No other jewelry is to be worn. Nails are to be short and free of polish. Each student must carry a pen with black ink, bandage scissors, penlight, stethoscope and a watch which clearly indicates seconds. ***Students who come to the clinical setting improperly attired or unprepared for their clinical assignment will be dismissed by their clinical instructor and counted absent.***

Students are required to be in full uniform for all performance exams.

Students must have a valid LaGuardia Community College identification on their person while on campus. In addition, students must have a valid LaGuardia identification visible at all times while at the clinical site unless an alternative ID has been provided by the clinical institution.

PLEASE NOTE: Students are not permitted to wear any facial and/or eye covering that would interfere with student nurse-patient communication process.

Nursing Curriculum

<u>PRE-CLINICAL COURSE</u>		CREDITS
HSF 090	First Year Seminar For Health Sciences	0
SCC 110	Foundations of Chemistry (KEY)*	4
SSY101	General Psychology (KEY)*	3
SCB203	Human Biology I (KEY)*	4
ENG101	Composition I (KEY)*	3
SCB 204	Human Biology II (<i>As of Fall 2009</i>)	4
<u>CLINICAL NURSING COURSES</u>		
YEAR ONE		
FALL/SPRING		
SCR 110	12 Week Session Fundamentals of Nursing	6
MAT 119/120	Statistics with Elementary Algebra/Elementary Statistics	3
6 Weeks Session		
SSY 240	Developmental Psychology	3
SPRING/FALL		
SCR 210	12 Week Session Medical Surgical I (6 Week Clinical)	5
SCL 103	Pharmacology & Nutrition	3
SCB260	General Microbiology	4
YEAR TWO		
FALL/SPRING		
SCR 200	12 Week Session Psychiatric Mental Health Nursing (6 Week Clinical)	4
SCR 270	Parent-Child Health Nursing (6 Week Clinical)	4
ENG 102	Writing Through Literature	3
6 Week Session		
SCR 280	Leadership and Delegation	2
SCN 195	Community Health	2
SPRING/FALL		
SCR 290	12 Week Session Medical Surgical II	9
GRD 000	Intent to Graduate	0
	<i>Student must apply before the deadline listed on the College Academic Calendar</i>	
	TOTAL	66

*All nursing courses must be taken in sequence. All course as well as pre- and co-requisites, can be found in the college catalog. Upon entering the clinical phase of the Nursing Program, the student should be able to in the four semesters (2 years).

Appendix C: Example of Scoring System

Each grade has a numerical value which is used to compute the grade point average (GPA)

A=4	B=3.0	C=2	D=1
A-=3.70	B-=2.70	C-=1.70	D-=0.70
B+=3.30	C+=2.30	D+=1.30	F=0

Step 1: Computing the Key Course GPA for student receiving all A's.

<u>Key Courses</u>	<u>Credits</u>		<u>Numerical Value of Grade</u>	<u>Grade Points</u>
SCC110	4	X	4	=16
SSY101	3	X	4	=12
ENG101	3	X	4	=12
SCB203	<u>4</u>	X	4	<u>=16</u>
	14			=56

$56 \div 14 = 4.00 = \text{Key Course GPA}$

Step 2: Doubling the Key Course GPA

Key Course GPA = 4.00

Doubled $\begin{array}{r} \times 2 \\ \hline 8.00 \end{array}$

Step 3: Computing the Required General Education courses GPA for students receiving all A's (Including key courses).

<u>Other Courses</u>	<u>Credits</u>		<u>Numerical Value of Grade`</u>	<u>Grade Points</u>
ENG 102	3	X	4	=12
SSY240	3	X	4	=12
SCB204	<u>4</u>	X	4	<u>=16</u>
	10			40

$40 \div 10 = 4.00 + \text{GPA of all general education requirements taken to date}$

Step 4: Adding the GPA of all Required General Education Courses to the Doubled GPA of the Key courses:

8.00 Key Course GPA
+ 4.00 Gen Ed. Course GPA
12.00 Maximum Point Score Attainable

Appendix D:

LaGuardia Community College LaGuardia Community College Essential Nursing Program Performance Standards

All PN Certificate and Registered Nursing students must meet the following Essential Nursing Performance Standards* for admission and progression to each program course. Since a nursing education involves intellectually and physically challenging activities, and moreover, involve critical decisions that will affect the wellbeing of patients, it is essential that every candidate meet these standards so as not to endanger other students, faculty or patients.

The American with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants to public institutions have the ability to pursue program admission however, the applicant must meet certain essential skills as listed below. Every student in the clinical phase of the RN and PN Certificate Programs will be held to the same standards with or without reasonable accommodations.

1. Observation/Assessment:

When caring for a patient, nursing students must be able to

- a. use observational skills to recognize non-verbal patient responses including facial expressions and body language and react to patient signals (gestures or verbal calls) close by and from a distance (up to 10 feet away).
 - b. react and respond to equipment alarms and other displays (i.e., apneic/cardiac monitors, or call bells) indicating immediate patient need.
 - c. utilize tactile, visual and auditory ability to monitor and assess health needs:
- assess pertinent body systems by directly performing palpation (feel for pulses, lumps) and percussion (listen for sounds elicited by short quick blows by the fingers to determine size, density and position) usually to chest or abdomen.
 - visually inspect respiratory status (including changes in skin color) and read thermometers, and calibrated equipment including syringes, BP manometers, oxygen analyzers and pumps.
 - auscultate (listen for) cardiac, lung and abdominal sounds and be capable of hearing patient and team member verbal communications and telephone communications.

2. Communication:

Student nurses must be able to communicate well in English, not only in speech but also in writing and reading. They must be able to:

- a. demonstrate appropriate communication skills when interacting with patients, peers, family members and other professionals.
- b. explain treatment procedures, initiate health teaching, respond to and interpret health care provider orders, and direct assistive staff.
- c. write legibly and correctly, document and interpret nursing care actions and client outcomes, utilize computerized documentation skills and read documentation in a patient chart from other health care personnel.

3. Mobility:

Nursing students must possess physical abilities sufficient to move from room to room, maneuver in small spaces, and navigate stairwells. They must be able to

- a. sit, stoop, bend, twist, stand, reach and move around in patient's rooms, workspaces and treatment areas throughout the day (5-8hours).
- b. walk and balance well enough to assist patients with safe ambulation and transfer with or without equipment on even and uneven surfaces (stairs, ramps and curbs).
- c. lift (at least 30 lbs.), bathe, position and transport patients.

* Criteria vary with PN Certificate Program and RN Program.

4. Nursing Actions, Motor Skills and Social Behaviors:

Students must demonstrate socially appropriate behavior, remain calm and rational and be capable of physically functioning effectively in all patient related situations.

They must be able to

- a. utilize tactile ability sufficient to successfully assess and treat patients.
- b. provide care to male and female patients without biases regarding gender, culture, religion, race, ethnicity, color or disease.
- c. perform nursing actions and procedures efficiently enough to meet the needs of several patients in a timely manner.
- d. function professionally in emergency and non-emergency situations.
- e. give injections, insert and/or maintain patient catheters/tubes, effectively operating equipment and devices such as IV pumps and ventilators, and frequently realign and reposition patients.
- f. effectively evaluate patient responses.
- g. possess the emotional health and stability to manage all patients and exercise good judgment.
- h. attend to patients with compassion, integrity and a concern for others.
- i. identify and manage stress in a mature and healthy manner.
- j. maintain cleanliness and personal grooming consistent with close personal contact.

5. Academic Proficiency/Critical Thinking: *

Nursing students must

- a. maintain a minimum overall GPA (PN Certificate Program GPA of 2.5; RN GPA 2.0) after entering the clinical phase. *
- b. attain satisfactory ratings in all Nursing Program clinical course performance evaluations.
- c. achieve a minimum grade of 73% (C) in didactic written portions of all science, math, and 75% (C) clinical core courses in the RN Program, and all core courses in the PN Certificate Program. *
- d. utilize sound, clinical judgment to relate, integrate and analyze information (critical thinking) from several sources correlating classroom theory with clinical patient care to document utilizing the clinical problem-solving process (Nursing Process), and RN students must additionally develop nursing care plans utilizing the Nursing Process. *
- e. validate the ability to calculate drug dosages, measure medications & analyze drug data within allotted time.
- f. demonstrate safe practice at all times within the context of the Nursing Process.
- g. display professional behavior expected of a practical nurse or registered nurse based on written performance objectives.

* Criteria vary with PN Certificate Program and RN Program.

Appendix E

Students will be expected to pay on their own for the following items:

1. Complete physical examination
2. CPR Certification
3. Uniform
4. Watch, stethoscope, bandage scissors, and penlight
5. Textbooks
6. Application for RN licensure
7. LaGuardia Graduation Pin (Price depends on quality and number ordered)
8. ATI
9. NCLEX-RN Review Total Program Support

The cost of the above items varies. Students can contact the nursing program for approximate cost.

Upon accepting admission into the Nursing Program, students must realize that additional costs may be incurred for Nursing Program support and NCLEX-RN Live Review coursework/materials that are intended to ensure your successful completion of the National Council of State Boards NCLEX-RN.

Additional information regarding the Nursing Program may be gained by contacting:

Nursing Program E-300
LaGuardia Community College
31-10 Thomson Avenue
Long Island City, New York 11101 (718) 482-5774

Applications for admission may be obtained from:

Admissions Office Room C-102
LaGuardia Community College
29-10 Thomson Avenue
Long Island City, New York 11101 (718) 482-7206

CUNY Office of Admission Services
1114 Avenue of the Americas
New York, New York 10036
(212) 290-5678

Appendix G: Nursing Program Important Websites & Other Information

ACEN

Accreditation Commission for Education in Nursing

Contact Info:

3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Phone: (404) 975-5000
Fax: (404) 975-5020
Email: info@acenursing.org
Web: www.acenursing.org

American Nurses Association

www.nursingworld.org
1-800-274-4262

New York State Education
Dept., Office of Professions

www.op.nysed.gov
www.nysed.gov/prof
1-518-474-1593

National Council of State Boards for Nursing

www.ncsbn.org
1-518-474-3871 x120

New York State Nursing Association
(Has links to just about every important fact you
need including nursing practice issues and
continuing education on-line)

www.nysna.org
1-800-724-NYRN

Practice-Related Issues

For answers to questions concerning practice issues, contact:

NYS Education Department
State Board of Nursing Office of Professions
State Education Building, 2nd Floor
Albany, NY 12234
Phone (518) 474-3817
Fax (518) 473-3706
E-mail: nursebd@mail.nysed.gov

Website www.op.nysed.gov phone (518)474-3817 ext 120 – nursebd@mail.nysed.gov

On web- applications for professional licensure, disciplinary action, online form to file a complaint, consumer's bill of rights, state board meetings, direct links, professional practice updates, CE requirements, professional misconduct information.

Important Websites

City University of New York
(<http://www.cuny.edu>)

CUNY TIPPS for Transfer Information and Program Planning
<http://www.tipps.cuny.edu>

CUNY JOBS & CAREERS
<http://www.cuny.edu/student/career.html>

LaGuardia Community College Official Web Site
<https://www.laguardia.edu/>

Nursing Programs Website
<http://www.laguardia.edu/nursing>

Appendix H: COVID-19 Memo

To: Clinical Students
From: Health Sciences Department
Date: May 2021
Re: **COVID-19 Vaccine Required for In-Person Fall Classes**

On May 11th, Governor Cuomo announced that the COVID-19 vaccine will be required for all students attending in-person classes beginning this Fall 2021 (pending FDA full approval of vaccine).

The COVID-19 vaccine will be required for all clinical students attending in-person classes beginning Fall 2021 semester. Please note: All clinical students will be required to attend in-person classes, which includes, clinical/field placement and on campus labs.

In order to be fully vaccinated by the first day of class on September 9, 2021, individuals must have received their last dose of the vaccine on or before August 25, 2021.

The CDC defines “fully vaccinated” as individuals as someone who is 2 weeks past the 2nd dose of the Pfizer/Moderna vaccine, or two weeks past the Johnson and Johnson 1-dose vaccine. **Proof of vaccination will be required.**

All vaccination sites in New York City allow walk-ins, meaning you do not need an appointment in advance, though you can still make one if you’d prefer. If you need a COVID vaccine, please check the link provided for available appointments in your area <https://vaccinefinder.nyc.gov>

You can even visit one of our CUNY campuses to get your COVID vaccine. Sites are located at Medgar Evers College, York College, City College, Lehman College, Queensborough Community College.

For more information about the vaccine and where to get it, visit our [#VaxUpCUNY webpage](#).

3/12 KK/JF
7/12 KK/JF
02/13 KK/JF
07/13 KK/JF
01/14 KK/JF
07/14 KK/JF
01/15 KK/JF
6/15 KK/JF
1/16 KK/JF
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7/17 KK/JF
1/18KK/JF
1/19KK/JF
1/21KK/JF
7/21PG/JF/AV