



Wayne-Finger Lakes BOCES
Adult and Continuing Education

315-332-7374

Main Campus
Regional Support Center

Health Careers
121 Drumlin Court
Arcadia Building
Newark, NY 14513

Instructional Service Center

Monroe Community Hospital
435 East Henrietta Road
Rochester, NY 14620

www.wflboces.org

School of Practical Nursing

2019-2020 Catalog

2019-2020 CLASS SCHEDULES

Semester Start Date	Semester End Date	Hours
September 9, 2019	February 4, 2020	450
February 5, 2020	June 22, 2020	450
June 23, 2020	August 20, 2020	225

HOURS

Monroe Community Hospital (Evenings)

<u>Classes:</u>	September –January:	Monday - Thursday: 4:00pm-9:30pm
	January – August:	Monday & Tuesday: 4:00pm-9:30pm
	September-August:	Friday: Assigned 2 hour block between 8:00am-4:30pm
<u>Lab:</u>	September –February:	Monday – Thursday (One assigned day per week) 9:30pm-11:30pm Saturday: Assigned 2 hour block between 8:00am-4:30pm
<u>Clinical:</u>	January-August:	Wednesday & Thursday: 4:30pm-11:00pm & Assigned Fridays/Saturdays: TBD

Monroe Community Hospital (Days)

<u>Classes:</u>	September – January:	Monday - Thursday: 8:30am-2:15pm
	January – August:	Monday & Tuesday: 8:30am-2:15pm
	September-August:	Friday: Assigned 2 hour block between 8:00am-4:30pm
<u>Lab:</u>	September –February:	Monday – Thursday: (One assigned day per week) 2:30pm-4:30pm Friday: Assigned 2 hour block between 8:00am-4:30pm
<u>Clinical:</u>	January-August:	Wednesday & Thursday: 7:00am-3:30pm

Newark Days

<u>Classes:</u>	September –January:	Monday - Thursday: 8:30am-2:15pm
	January – August:	Wednesday & Thursday: 8:30am-2:15pm
	September-August:	Friday: Assigned 2 hour block between - 8:00am-4:30
<u>Lab:</u>	September –February:	Monday – Thursday: (One assigned day per week) 2:30pm-4:30pm Friday: Assigned 2 hour block between 8:00am-4:30pm
<u>Clinical:</u>	January-August:	Monday & Tuesday: 7:00am-3:30pm

**** Clinical days may need to be adjusted per health care facility scheduling. Adjusting means potential for clinical days to be completed on a Friday, Saturday or Sunday.**

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WAYNE-FINGER LAKES BOCES ADULT AND CONTINUING EDUCATION

OUR VALUES

We make success possible.

- *We maximize opportunities for students to achieve or surpass high standards.*
- *We measure ourselves based on the achievement of all students educated in component districts' and BOCES' programs.*
- *We consider student needs foremost when making decisions.*
- *We seek student input and opinions.*
- *All partners collaborate to remove obstacles in order to provide each student with a quality learning experience.*

We recognize and support staff as our most important resource.

- *We pursue and hire a well-qualified and diverse workforce.*
- *We foster an atmosphere which supports the personal and professional well-being of our staff.*
- *We set the conditions for professional growth opportunities and expect individuals to take responsibility for their learning.*
- *We believe it is the responsibility of each staff member to resolve conflict.*
- *Each individual demonstrates commitment to the regional vision, values, and strategies.*

We promote and deliver quality services within a cooperative.

- *We develop and organize systems by listening and create multiple opportunities for receiving input.*
- *We address budgetary and program issues in an open, collaborative environment.*
- *We create cost-saving services and seek alternative funding sources to make more dollars available to student needs.*
- *We create and nurture partnerships with public and private agencies.*
- *We are recognized as a critical partner by our component school districts.*



Wayne-Finger Lake BOCES is fully accredited by the Council on Occupational Education (COE). The Council on Occupational Education (COE), originally founded in 1971 as a regional accrediting agency of the Southern Association of Colleges and Schools, is the successor to the Commission on Occupational Education Institutions (COEI). In 1995, the Council became a national accrediting agency. In 2016, the Council celebrated its 45th year of assuring quality and integrity in career and technical education. The Council's education process is conducted on behalf of more than 181,000 students across the nation who pursue careers in a variety of technical fields.

The Wayne-Finger Lakes BOCES Practical Nursing Programs are credited and registered with the New York State Education Department, Albany, New York. The programs are governed by the Office for the Professions. Johanna Duncan-Poitier, Senior Deputy Commissioner of Education P-16, is responsible for the re-registrations of each Practical Nursing Program. Additionally, the program is approved by the *New York Division of Veterans' Affairs* for the training of Veterans and approved by the *New York State Education Department* for the training of Individuals with Disabilities.

NOTE: Every effort has been made to ensure that this catalog is accurate and current. Information in the catalog is correct according to information available to the Wayne-Finger Lakes BOCES School of Practical Nursing administration as of August 2019.



WAYNE - FINGER LAKES

Board of Cooperative Educational Services

ADMINISTRATION

Dr. Vicma Ramos	District Superintendent
Keith Henry	Assistant Superintendent for Administration
Quinn Smith	Director of Human Resources
Erin Fairben	Director of K-12 and Interim Director of Adult, Continuing Education

BOARD MEMBERS

O. J. Sahler, MD, President	Anne Morgan
Michael Ellis, Vice President	Pamela Pendleton
Lynn Gay	Philip Rose
Joseph McNamara	Nancy Scher
Terrie Meyn	Cindy Murray, Clerk

SCHOOL OF PRACTICAL NURSING

Amy Archey, MSN, BS, RN;	Coordinator for Health Careers St. John Fisher College, Rochester, NY
Deidre Abbott, MS Ed, BS, RN	Coordinator of Practical Nursing Nazareth College, Rochester, NY

SUPPORT STAFF

Theresa Laird, Case Manager
Laura Wesche, Financial Aid
Marilyn Schreiber, Secretary

HEALTH CAREERS, MAIN OFFICE
Phone: 315-332-7374 Fax: 315-332-7364

AFFILIATED INSTITUTIONS

Monroe Community Hospital

435 E. Henrietta Road
Rochester, NY 14620

Rochester Regional Health System

- Rochester General Hospital
1425 Portland Ave
Rochester, NY 14621
- Unity Parkridge Hospital & TCC
1555 Long Pond Road
Rochester, NY 14626
- Newark-Wayne Community Hospital
1200 Driving Park Ave
Newark, NY 14513
- DeMay Living Center
100 Sunset Drive
Newark, NY 14513
- Clifton Springs Hospital and Clinic
2 Coulter Road
Clifton Springs, NY 14432

FF Thompson Hospital

350 Parrish Street
Canandaigua, NY 14424

St. Ann's Community

1500 Portland Avenue
Rochester, NY 14621

St. John's Home

150 Highland Ave
Rochester, NY 14620

Finger Lakes Health

North Street
Geneva, NY 14456

Finger Lakes Addictions Counseling & Referral Agency (FLACRA)

28 E Main Street
Clifton Springs, NY 14432

PHILOSOPHY

The faculty believes that the practical nursing curriculum should be consistent with the philosophy of career and technical education.

Education is an ongoing process that leads to the growth of the individual. We will prepare the practical nursing student by promoting self-awareness to accept responsibility, and by imparting to the student the knowledge necessary that will enable him/her to fully practice the art and science of Practical Nursing.

Our mission at Wayne-Finger Lakes BOCES, emphasizes the pursuit of excellence. In today's highly technical, fast-paced, global economy, it is essential that our focus not only be on the educational needs of all our students, but on the workforce needs of our region, country and the world. Students in our region need the skills to access global information, acquire the knowledge and understanding necessary to analyze data, and achieve mastery of a topic, skill or craft. We recognize that students are the heart and soul of what we do. Our organization recognizes and supports staff as its most important resource. We promote delivery of quality services within a cooperative.

We believe that the primary role of a Practical Nurse is the art of giving assistance to the persons under his/her care by meeting their physical, emotional, social, and ethical/spiritual needs.

We believe it is the responsibility of the instructional staff to create a learning atmosphere conducive to the development of the skills, knowledge, understanding, habits and attitudes that the practical nurse will need to function effectively as a whole person and a productive member of society.

THE PRACTICAL NURSING PROGRAM OBJECTIVES

Graduates of the Wayne-Finger Lakes BOCES Practical Nursing program will:

- Demonstrate the ability to recognize and respect the worth, dignity and rights of the individuals entrusted to their care.
- Demonstrate the ability to identify basic human needs and to assist clients of all age groups to meet those needs in wellness, illness and rehabilitation while maintaining patient confidentiality.
- Demonstrate, through use of the nursing process, the skills necessary for the entry-level practitioner to administer safe, effective nursing care in a variety of nursing disciplines.
- Function within the parameters of the Nurse Practice Act, while following an established code of ethics for practical nurses.
- Function as an effective member of the health care team in a hospital, home care agency, medical office, clinic, or community agency.
- Function as a resource person for individuals needing information about community agencies and health/illness prevention practices.
- Identify professional organizations and their objectives; state the advantages membership may bring to the individual nurse and his/her profession.
- Be prepared to a level of competency that will enable him/her to pass the state licensing exam.

- Utilize critical thinking/clinical reasoning and the nursing process when assisting individuals to reach their maximum level of wellness.
- Communicate and collaborate effectively with clients, families, and members of the health care team.
- Recognize the concept that learning never ends and that continuing education is a personal and professional responsibility.
- Identify opportunities for career advancement, through continuing education and matriculation agreements with area colleges.

COMPETENCIES OF THE LICENSED PRACTICAL NURSE (OUTCOMES)

The Council of Practical Nursing Programs of New York State has defined the competencies for the Licensed Practical Nurse within the framework of CASE FINDING, HEALTH TEACHING and HEALTH COUNSELING (Article 6-902 NYS Education Law Definition of the Practice of Nursing).

Case Finding

- Collaborates with other members of the health team to evaluate data and formulate the nursing diagnosis.
- Compiles data gathered.
- Observes common physical deviations.
- Observes gross mental and emotional deviations.
- Relates basic communication skills in interviewing, observing, reporting, and recording.

Health Teaching

- Assists in the formulation of an individualized teaching plan with other members of the health team, patient and family.
- Documents implementation and results.
- Demonstrates therapeutic interpersonal relationships.
- Determines patient/client knowledge base.
- Implements a teaching plan in collaboration with other members of the health team.
- Utilizes appropriate communication skills.
- Utilizes principles of medical/surgical asepsis.

Health Counseling

- Demonstrates therapeutic interpersonal relationships.
- Identifies patient/client perceptions of a need.
- Identifies the need for and initiates appropriate referrals.
- Utilizes appropriate resources.
- Utilizes basic communication skills (i.e., listening, interviewing, reflecting, and accepting).

Admissions

ADMISSIONS POLICIES

Wayne-Finger Lakes BOCES Practical Nursing Program admits students whose ability, preparation and character indicate potential for success in the program. The selection of students is based on review of credentials, references, pre-entrance test scores (TEAS®) and health status, without regard to race, sex, age, national origin, religion, marital status or political affiliation.

Admissions Requirements

To be **considered** for admissions into the Wayne-Finger Lakes BOCES Practical Nursing, applicants must:

- Provide the admissions office with a copy of your high school transcript or GED/EDP scores.
- Demonstrate academic proficiency with satisfactory scores on the **ATI Practical Nursing Career Placement Exam**.

Admissions Process

Wayne-Finger Lakes BOCES will begin accepting applicants for fall classes after April 1st when all admission requirements have been satisfied. **Admission to the Practical Nursing certificate program is selective.** Applicants are accepted as classroom space permits. To be considered for admissions, applicants must:

- **Register for the ATI Practical Nursing Career Placement Exam**
Complete a PN Registration Form and submit with the required \$75 fee.

Applicants whose exam scores demonstrate academic proficiency will be notified and forwarded an application packet. Applicants will be required to:

- **Complete an Application for Admission**
- **Submit Proof of High School Graduation or Equivalent**
Applicants must submit a **high school transcript** or GED/EDP certificate verifying high school graduation or equivalent.
- **Submit Two (2) Professional References**
The information you provide on this form will be carefully reviewed and given considerable weight as part of our selection process. Wayne-Finger Lakes BOCES is looking for individuals who are of good moral character and have the attributes and abilities to contribute to the profession.
- **Complete a Waiver and Release for Continuing Education Student Background Check**
Applicants permit Wayne-Finger Lakes BOCES to verify and investigate all statements made on their *Application for Admissions* and related materials including permission to contact their professional references. Additionally, students authorize Wayne-Finger Lakes BOCES to conduct a criminal history background check if necessary.

➤ **Attend Information Session**

Applicants will be provided important information on Practical Nursing as a Career, program curriculum and graduation requirements, tuition and fees, and the financial aid process. Applicants will also be required to complete a Personal Inventory describing his/her interest and preparedness for academic success in the Practical Nursing program.

SELECTING CANDIDATES

The Admissions Committee will review and rank applicants taking into account the *ATI Practical Nursing Career Placement Exam* scores, reference information, and the student's *Personal Inventory*. Based on the student's ranking and available space, offers of admission will be made to successful applicants. Accepted students will be required to complete the remaining steps: **(Wayne-Finger Lakes BOCES reserves the right to withdraw any offers of admissions for failure to complete these step in a timely manner).**

AFTER YOUR ACCEPTANCE

➤ **Submit Enrollment Agreement and \$250 Deposit**

An enrollment deposit of \$250, \$100 of which is non-refundable, is due ten days after the student has been accepted to Wayne-Finger Lakes BOCES Practical Nursing program. The enrollment Fee will secure the student's seat in the class and is deducted from the student's first term's tuition upon his/her starting classes.

➤ **Attend an Individual Financial Planning Session**

All applicants are required to attend an *Individual Financial Planning Session* to design a payment plan to cover their program's direct costs of attendance. Financial Aid information, application assistance and individual financial planning are provided by the Financial Aid Office to help students and their families fully understand their financial obligations prior to their enrollment.

➤ **Provide Physical Examination and Proof of Immunization**

Students enrolled in the Licensed Practical Nursing program are required to submit a Wayne-Finger Lakes BOCES *Student Health Form* (included in the student's acceptance packet) completed by a Physician, Nurse Practitioner, or Physician's Assistant.

Meeting the minimum admission requirements does not guarantee admission to the Practical Nursing program.

Immunizations

The immunization requirements are as follows:

- Everyone born after January 1, 1957, must show documentation of two live vaccinations for rubeola, two for rubella, and one for mumps. Students can also provide blood tests (titers) demonstrating immunity to any of the diseases. A minimum of 90 days before first clinical rotation registration would be needed for rubella vaccine administration and recheck of titer level if initial titers indicate non-immunity.
- Anyone born **BEFORE** 1957 must provide a documented history of disease **OR** administration of one live vaccine for each disease **OR** titers showing immunity to each disease.
- Students must show documentation of a negative Mantoux (TB) test. If the test is reported as positive, follow-up studies must be done to determine the student's health status.
- PPD testing is required every 12 months.

- Area hospitals strongly recommend that students have the Hepatitis B vaccine to participate in clinical experiences. After receiving instruction on Hepatitis B, each student will sign an Acknowledgment form indicating either having received the vaccine or a declination of the immunization. Students will be given instruction on occupational exposure, Universal Precautions and infection control. If a student desires to receive the Hepatitis B vaccine, he/she may make arrangements to do so with a physician/clinic at his/her own expense.
- **All PN students are required to provide documentation of a current influenza vaccination prior to November 1st.** Students with medical circumstances preventing them from being vaccinated will need to provide a statement from their health care provider explaining their need for a medical waiver.

ADMISSIONS DEADLINES

In order to be considered for program admission, testing and all admissions materials must be submitted prior to July 1st. Applications received after this date, will be reviewed on a space-available basis.

CONDITIONS OF ENROLLMENT

- Upon Enrollment (unless the school is notified in writing of the student's desire not to be included) students give Wayne-Finger Lakes BOCES permission use their image and/or voice for promotional and recruitment purposes, which may include publications, print and broadcast advertisements, the Wayne-Finger Lakes BOCES web site, and other purposes that support the mission of the School of Practical Nursing.

Students also agree to allow Wayne-Finger Lakes BOCES to use their name, and/or biographical material information for promotional and recruitment purposes, which may include publications, print and broadcast advertisements, the Wayne-Finger Lakes BOCES web site, and other purposes that support the mission of the school.

- The student acknowledges that Wayne-Finger Lakes BOCES has a right to any and all materials, data and/or files obtained, sent, stored, received, searched, attained, etc. via the Internet on Wayne-Finger Lakes BOCES equipment. Additionally, any material, data and/or files so obtained or created are the property of Wayne-Finger Lakes BOCES.

To participate in clinical experience(s) students must be able to perform the following activities with **NO** restrictions:

- Ability to lift 50 pounds
- Ability to repetitively lift, push, roll, turn, position, transfer patients, move/lift equipment and supplies
- Ability to reach, stoop, stretch, bend, crouch and kneel
- Ability to stand and walk for prolonged periods of time
- Repetitive hand and wrist flexion, coordination of finger and hand movement
- Gross & fine motor skills to calibrate and use equipment and write legibly
- Auditory ability to sufficiently monitor health needs of the patient, emergency signals, and equipment alarms.
- Near and far visual acuity sufficient for observation, implementation of assigned regimen, observe patient responses, read patient records and computer screens, administer cares, read gauges, and use color discrimination.

- Ability to communicate sufficiently for interaction with others in verbal and written form. Explain care procedures; interpret clinical assignments, medical terminology, document and report with complete accuracy patient responses.
- Ability to read, interpret and explain health care provider orders.
- Tactile ability sufficient for basic assessment of patient's physical health status.
- Perform functions of complete data collection on patients/clients/residents.
- Olfactory senses sufficient for maintaining environmental and client safety
- Ability to work in an environment with temperature changes, frequent contact with water and other liquids, noise distractions, and hazards to body or health.

TRANSFER ADMISSIONS

Due to the non-traditional delivery of our curriculum at Wayne-Finger Lakes BOCES we are unable to accommodate transfer credit or advance placement in our Practical Nursing Program. Applicants who have attended another nursing program must complete the same specified admissions requirements and meet the school's general admissions criteria.

Financial Aid

TUITION & FEES

Tuition for the **2019-2020** Practical Nursing Program is **\$17,350**. Tuition includes: textbooks, clinical supplies, uniforms, NCLEX review class, NCLEX exam and licensing fee.

2019-2020 Payment Schedule

Tuition and related expenses are due in full prior to the start of each term.

Enrollment Deposit (due upon acceptance, \$100 of which is non-refundable)	\$ 250.00
Orientation:	\$ 7,080.00
Prior to February 5, 2020:	\$ 6,680.00
Prior to June 23, 2020:	\$ 3,340.00

Wayne-Finger Lakes BOCES may defer payment based on estimated financial aid or pending agency funding if applications are filed with the financial aid office prior to the first day of classes. Students are responsible for any expenses deferred and not covered by Financial Aid.

NET PRICE CALCULATOR

Check out our "on-line" Net Price Calculator: wflbocesadulted.org/adult-and-continuing-education/healthcareers/practicalnursing/financial-aid/calculator. It will provide you and your family with an early "estimate" of the financial aid for which you might qualify. Based on the information you provide regarding your family's financial situation and your education preferences, the calculator will return a net price. That price reflects your estimated costs of attending Wayne-Finger Lakes BOCES, less your estimated financial aid.

STUDENT ACCOUNTS

ANY BALANCE DUE WAYNE-FINGER LAKES BOCES MUST BE PAID IN FULL PRIOR TO THE START OF CLASSES. Wayne-Finger Lakes BOCES may defer payment based on estimated financial aid or pending agency funding if completed applications and all supporting documentation are on file with the Financial Aid Office. Estimated financial aid is pending official notification from the US Department of Education and completion of the verification process, if required.

Students who leave class prior to the end of the term, may not be eligible for the full amount of financial aid estimated and may owe a refund to the federal student financial aid programs or a tuition payment to Wayne-Finger Lakes BOCES.

Wayne-Finger Lakes BOCES applies awarded financial aid received towards student tuition and fees. Financial aid refunds will not be issued until all tuition and fees have been satisfied. Funding from all financial aid sources must be received by Wayne-Finger Lakes BOCES before a student refund can be issued.

Student Payments

Cash, personal checks, money orders and some credit cards are accepted. (Wayne-Finger Lakes BOCES accepts MasterCard, Visa and Discover cards). Checks can be mailed to:

Wayne-Finger Lakes BOCES
Business Office
131 Drumlin Court
Newark, NY 14513-1863

Credit card payments may be called into: 315-332-7374

Please identify the student and class with your payment.

Returned Checks

Personal checks will be accepted for tuition payments. When a bank refuses to honor such a personal check, Wayne-Finger Lakes BOCES will charge the student's account a service fee of \$15.00.

REFUND POLICY

Tuition and related expenses are due in full prior to the start of each term. Wayne-Finger Lakes BOCES may defer payment based on estimated financial aid or pending agency funding if applications are filed with the financial aid office prior to the first day of classes. Students are responsible for any expenses deferred and not covered by Financial Aid.

Students who withdraw or who are terminated prior to the end of any enrollment period, will be eligible for a tuition refund (less \$100 of the \$250 enrollment deposit) for the term for which they withdraw according to the following schedule:

Clock Hours Scheduled	Percent of Tuition Refund	Clock Hours Scheduled	Percent of Tuition Refund	NO REFUND AFTER 24 SCHEDULED CLOCK HOURS
0	100%	12-17	50%	
1-11	75%	18-23	25%	

Students who leave class prior to the end of any term, may be subject to a proration of any federal aid estimated on their *Individual Financial Plan* and may owe a refund to the federal student financial aid programs or a tuition payment to Wayne-Finger Lakes BOCES.

RETURN OF TITLE IV FINANCIAL AID (R2T4)

Federal financial aid recipients who are terminated or voluntarily withdraw from the School of Practical Nursing before completing more than 60% of their enrollment period, are subject to a proration of any federal aid (Federal Pell Grants and Federal Direct Loans) awarded.

The percentage of **earned aid** is calculated by the **number of clock hours scheduled** as of the student's *Last Date of Attendance* (according to the official school attendance records) divided by the **total number of clock hours in the enrollment period**.

Once the student has completed more than 60% of their enrollment period, he/she has earned all of the federal financial aid for which they were entitled.

Wayne-Finger Lakes BOCES takes all or a portion of the student's earned federal financial aid to pay any outstanding charges that remain on their school account. In accordance with federal regulations, any unearned federal financial aid funds determined in the R2T4 calculation are returned (within 45 days of the student's withdrawal date) in the following order, if applicable:

1. Federal Direct Loan, Unsubsidized
2. Federal Direct Loan, Subsidized
3. Federal Direct Loan, PLUS
4. Federal Pell Grant
5. Other state, private and institutional aid
6. Student

*The student **may also be** responsible for returning a portion of the aid. Federal Direct Loans are to be repaid to the loan servicers according to the terms of the borrower's promissory note(s).*

FINANCIAL AID

Applying for Financial Aid at Wayne-Finger Lakes BOCES

- **Apply for an FSA ID:**

Go to [FSAid.ed.gov](https://fsaid.ed.gov) to apply for your FSA ID. An FSA ID gives you access to Federal Student Aid's online systems and can serve as your legal signature.

Your FSA ID can be used to sign your FAFSA application electronically, make electronic corrections to your FAFSA, authorize the IRS Data Retrieval process, sign your Master Promissory Note (MPN) for Direct Loans electronically, complete your Direct Loan Entrance Counseling and access your financial aid records online at the NSLDS website.

At least one parent of a dependent student will be required to have a FSA ID to sign the FAFSA electronically.

- **Complete Your 2019-2020 FAFSA:**

In order to receive Federal Financial Aid (Federal Pell Grants and Federal Stafford Loans) at Wayne-Finger Lakes BOCES, students must complete a Free Application for Federal Student Aid (FAFSA) each academic year.

- **Complete Your Wayne-Finger Lakes BOCES Supplemental Financial Aid Form:**

This form collects important information and provides the student with an opportunity to notify the Financial Aid Office of any special circumstances that might affect his or her eligibility for financial assistance.

- **Attend An Individual Financial Planning Session:**

All accepted students are required to attend an Individual Financial Planning Session to design a payment plan to cover their program's direct cost of attendance. Financial Aid information and application assistance are provided by the Financial Aid Office to help students and their families fully understand their financial obligations prior to their enrollment.

- **Federal Direct Student Loan Borrowers:**

If your *Individual Financial Plan* included a Federal Direct Student Loan, you must complete the following steps online at studentloans.gov:

- Federal Direct Student Loan Master Promissory Note
- Entrance Counseling For Student Loan Borrowers

General Information

A basic premise of Federal regulations for awarding financial aid is, that the student and his/her family are expected to contribute to his/her educational expenses. The Free Application for Federal Student Aid (FAFSA) determines the Expected Family Contribution (EFC) for each financial aid applicant. Once a student accepts federal funds, the total of all financial aid (including scholarships, agency funding and student loans), cannot exceed a student's need.

FINANCIAL AID ELIGIBILITY

In order to be eligible for financial assistance at Wayne-Finger Lakes BOCES, the applicant must:

- Be a U.S. citizen or eligible non-citizen
- Have a high school diploma or GED certificate
- Not be in default on a student loan, nor have borrowed in excess of established Title IV loan limits
- Not owe a refund on a Federal grant received at any previously attended school(s)
- Be registered with Selective Service, if a male
- Be enrolled full-time in an approved Title IV program of studies
- Complete the required Federal and Institutional financial aid applications
- Meet the academic progress and program pursuit standards for the purposes of determining eligibility for student aid at Wayne-Finger Lakes BOCES

Pell Grant Lifetime Limit

Federal law limits the amount of Pell Grant funds a student may receive over his or her lifetime. Students are limited to the equivalent of 12 semesters (or 600%) of Pell Grant eligibility. You may view your percentage of Pell Grant used by logging into **NSLDS.ed.gov**. Your 'Lifetime Eligibility Used' percentage will be displayed in the 'Grants' section.

Unusual Enrollment History

Students receiving Federal Financial Aid at multiple educational institutions during the past four (4) years may be selected for verification by the US Department of Education.

If selected, students will be required to provide academic transcripts (official or unofficial) for all institutions attended. If it is determined that the student did not earn academic credit at one or more of the previously attended institutions they will be required to provide documentation explaining why they student failed to earn academic credit. Federal Student Aid (Federal Pell Grants and Federal Direct Loans) cannot be processed until documents are received and reviewed.

Failure to provide this information may jeopardize your eligibility for federal student aid.

Direct Subsidized Loan Time Limitations (SULA)

For students receiving their first federal student loan **after June 30, 2013**, there is a limit on the maximum period of time that they can receive Federal Direct Subsidized Loans.

In general, students may only receive Direct Subsidized Loans up to 150% of the published length of your program. The Department of Education will determine loan usage and the student's maximum eligibility based on the length of your program measured in years.

If it is determine that the student is unable to receive all or a portion of their requested Federal Direct **Subsidized** Loan, they may borrow the difference in a Federal Direct **Unsubsidized** Loan. (Assuming they have not reached their lifetime Federal student loan borrowing limits.)

DETERMINING THE STUDENT'S FINANCIAL NEED

The financial aid administrator develops a **Cost of Attendance (COA)** budget at each campus for students living off campus or living with their parents as indicated on the student's FAFSA. Each Cost of Attendance budget includes the direct expenses of tuition, fees, books and supplies. In addition, Cost of Attendance budgets include allowances for the indirect expenses of transportation, personal expenses, and room & board. It is important to note these figures are averages, and a student's actual cost will almost certainly be lower or higher. Student budgets are updated annually and available upon request.

The **Expected Family contribution (EFC)** is the amount that the federal processor determines a student and his/her parents (for dependent students) can contribute to the student's educational costs. The EFC is calculated from the information on the student's FAFSA. Thus, the equation for determining a student's financial need is as follows:

$$\text{Cost of Attendance} - \text{Expected Family Contribution} = \text{Financial Need}$$

If financial need is shown, the student will receive an award letter indicating what amount of aid the student may receive in grants, scholarships and federal student loans. Award amounts listed are tentative based on current data available for the student. Award amounts may change pending verification and/or completion of each student's financial aid file. Most federal financial aid programs, but not all, require a student to have financial need.

FINANCIAL AID VERIFICATION REQUIREMENT

If a student is selected for verification by the Department of Education, or if the Student Aid Report (SAR) has conflicting information, the Financial Aid Office will verify the information by requesting additional information from the student/parent. The Financial Aid Office's Recipients of Title IV funds who are selected for verification or whose SAR displays conflicting information, should submit the required documents to the Financial Aid Office prior to orientation.

If you are required to confirm the tax information reported on your FAFSA, you can use the *IRS Data Retrieval Tool* available on *FAFSA on the Web* (the school can use the information transferred from the IRS to complete the "verification process"). Otherwise, you will be required to provide an IRS Tax Return Transcript.

A recipient, who fails to provide required documentation within the specified period, will be responsible for payment of all charges incurred.

Federal Student Financial Aid Penalties for Drug Law Violations

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid, shall not be eligible to receive any federal or institutional grant, loan, or work assistance.

SUMMARY OF STUDENT CONSUMER RIGHTS AND RESPONSIBILITIES

A student who receives financial aid from Wayne-Finger Lakes BOCES has the following rights:

To know the costs of attendance to the institution; to know all available sources of financial aid; to speak with a Financial Aid Advisor who evaluates the student's need; to be informed of all aspects of the financial aid package awarded including special dispersal of aid; and to know the academic expectations of the institution.

A student who receives financial aid from Wayne-Finger Lakes BOCES also has the following responsibilities:

To apply for financial aid by the established deadline as determined by Wayne-Finger Lakes BOCES; to report to the Financial Aid Office any awards received from agencies outside the College; to maintain satisfactory academic progress; to comply with established loan repayment schedules; to report to the Financial Aid Office any changes in family or student financial status.

The student's financial aid awards may be cancelled or reduced if:

Any of the information on the financial aid applications is erroneous; requested documents are not provided to validate eligibility; enrollment status changes; the student's program of study changes.

FINANCIAL AID OFFICE

The Financial Aid Office is located at the Wayne-Finger Lakes BOCES Regional Support Center in Newark. Students and families may contact the Financial Aid Office directly at 315-332-7463 (Fax: 315-332-7364).

FEDERAL STUDENT AID PROGRAMS

Federal Pell Grants

This Federal entitlement program provides **grants** to those students who meet the eligibility and need criteria established by the U.S. Department of Education. For the 2019-2020 school year, grants range up to \$6,195. The exact amount of your Federal Pell Grant is determined from the information you provided on the Free Application for Federal Student Aid (FAFSA), your enrollment status and the program you are enrolled in. Federal Pell Grants will be applied directly toward your tuition and fees and do **not have to be repaid**.

Federal Direct Student Loans (Subsidized and Unsubsidized)

Federal Direct Loans are low-interest loans provided by the U.S. Department of Education. The federal government "guarantees" the loans and pays interest (subsidizes) on qualified portions of the loans while the student is still in school on at least a half-time basis. Students may be eligible for in-school interest benefits for all or part of their loans if they can demonstrate financial need. Repayment begins six (6) months after the student leaves school.

Loan Fees

Direct Subsidized and Unsubsidized loans with a first disbursement on or after October 1, 2019 and before October 1, 2020, have a 1.059% origination fee. Interest rates for Federal Direct Loans (**subsidized** and **unsubsidized**) disbursed on or after July 1, 2019 and before July 1, 2020 **are fixed at 4.53%**.

		Base Loan (Annual Limit)	Subsidized	Unsubsidized
1st year: Terms 1 & 2	(Dependent)	\$5,500	\$3,500	\$2,000
	(Independent)	\$9,500	\$3,500	\$6,000
2nd year: Term 3	(Dependent)	\$1,625	\$1,125	\$500
	(Independent)	\$2,625	\$1,125	\$1,500

Interest and loan fees for federal student loans are determined by federal law. Students will be notified of any future legislative changes affecting federal student loan interest rates.

Direct (Parent) PLUS Loans

Federal PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses. The borrower must not have an **adverse credit history** and may borrow the student's cost of attendance (as determined by the school) minus any other financial aid received. Federal Direct PLUS Loan enter repayment once the loan is fully disbursed. The parent borrower may request a deferment while the student (or parent) is enrolled at least half-time and for an additional six months after the student (or parent) ceases to be enrolled at least half-time. **If a parent borrower is unable to secure a PLUS loan, the student may be eligible for additional unsubsidized loan.**

Loan Fees*

Interest rates for Federal PLUS Loans disbursed after July 1, 2019 **are fixed at 7.08%**. Additionally, there is a 4.236% loan origination fee deducted from each loan disbursement on or after October 1, 2019 and before October 1, 2020.

Credit Checks

PLUS Loan eligibility is contingent on the parent's approved credit check. If the parent is denied, the student may submit a request for an additional \$4,000 unsubsidized loan (in their own name).

DIRECT LOAN COUNSELING REQUIREMENTS

All First-Time Federal Direct Student Loan borrowers at Wayne-Finger Lakes BOCES School of Practical Nursing are required to complete **Entrance Loan Counseling** before any Federal Direct Loans can be disbursed.

During Federal Direct loan entrance counseling, borrowers are provided important information with regard to their rights as well as the responsibilities they assume when borrowing a student loan. In an effort to provide this information when it is most convenient to the borrower, all students wishing to borrow a Federal Direct Loan are asked to complete this requirement online **StudentLoans.gov**,

Federal regulations and Wayne-Finger Lakes BOCES policy requires that students who used Federal Student Loans to cover their educational expenses must complete an online **Exit Counseling Session** upon leaving school.

Students may sign on to the Federal Student Loan web site, **StudentLoans.gov**, to begin their online *Exit Counseling*.

The Exit Counseling includes a series of short quizzes that you will be required to complete and a *Student Information Verification* section that allows you to verify and update your permanent address, references, and employer information (if available).

Graduation Information will not be released to the NYS Education Department until we have confirmation from that you have completed your Exit Counseling and all financial obligations with Wayne-Finger Lakes BOCES have been satisfied.

ADDITIONAL FUNDING SOURCES

Veterans Programs (GI Bill®)

The GI Bill®, “*providing educational benefits, namely, financial assistance such as accelerated payment and tuition assistance for institutions of higher learning, non-college degree programs, on-the-job training and apprenticeship training, flight training, independent training, distance learning and internet training, correspondence training, national testing programs, licensing and certification; entrepreneurship training, work study programs, and co-op training to Veterans, Service members, National Guard members, Selected Reserve members, and eligible dependents.*”

Honorably discharged veterans who served more than 181 days of active service, may be eligible for Department of Veterans Affairs Educational Benefits. Eligible veterans can be full-time or part-time students and can receive up to thirty-six months of entitlement.

Dependents of veterans who are deceased or 100% disabled due to military service, may be eligible for Department of Veterans Affairs Assistance for up to forty-five months. The student must be between 18 and 26 years of age. Selected reservists and National Guardsmen who enlist for six years or more, may be eligible for educational benefits through the Department of Veterans Affairs.

In accordance with Title 38 US Code 3679 subsection (e), Wayne-Finger Lakes BOCES adopts the following additional provisions for students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

Wayne-Finger Lakes BOCES will not:

- Prevent nor delay the student’s enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Submit a Certificate of Eligibility by the first day of class; and
- Provide written request to be certified; and
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

The GI Bill® is a registered trademark of the US Department of Veterans Affairs (VA) More information about education benefits offered by the VA is available at the official US government Web site at www.benefits.va.gov/gibill.

Workforce Development Programs

Training services are available to eligible individuals who have not been able to obtain or keep employment and have met the requirements of their local Workforce Development Office for services. Individual Training Accounts are established to finance training based upon the individual's choice of selected training programs. workforcenewyork.com

ACCES-VR, Adult Career and Continuing Educational Services-Vocational Rehabilitation (formally VESID)

ACCES-VR, within the New York State Education Department, promotes the development of students with disabilities to be lifelong learners. ACCES-VR provides funds to students who have significant disabilities and who need training to meet their employment goals as agreed upon with the rehabilitation counselors for the agency. Funding is provided based on income and severity of need of education. acces.nysed.gov/

Employer Tuition Reimbursement

A number of local health facilities and unions provide financial assistance for tuition and educational expenses. For information regarding tuition reimbursement, you will need to contact your individual employer, as tuition reimbursement policies vary dramatically from each location. The best place to start is the facility's Human Resources Department. Students are responsible for payment of all tuition and fees and for submission of documentation to their employer for any applicable reimbursement.

PAYMENT PLANS

Students with a remaining balance after all eligible Financial Aid has been applied to their account, may qualify for a payment plan to cover their balance.

All tuition and fees must be paid in full prior to the end of the student's program of study. Failure to submit required documentation or make scheduled payments in full prior to the start of each semester, may result in the student being administratively dismissed from school.

Until all amounts due and owing are paid in full, Wayne-Finger Lakes BOCES may withhold grades, transcripts, and/or diplomas and prohibit students from registering for any subsequent classes.

SCHOLARSHIP SEARCHES

The best way to search for private scholarships is to use a personalized search that compares your background with a database of awards that fit your profile. The following list of [free scholarship search sites](#) is updated constantly, offering the most current, relevant and accurate college scholarship opportunities. Visit these websites, create a profile, and get personalized information on college scholarships and grants that match you:

fastweb.com

collegeboard.com

scholarships.com

Consumer Information

LICENSED PRACTICAL NURSING AS A CAREER

Licensed practical nurses (LPNs), care for people who are sick, injured, convalescent, or disabled under the direction of physicians and registered nurses. The nature of the direction and supervision required, varies by state and job setting.

LPNs care for patients in many ways. Often, they provide basic bedside care. Many LPNs measure and record patients' vital signs; such as, height, weight, temperature, blood pressure, pulse, and respiration. They also prepare and give injections and enemas, monitor catheters, dress wounds, and give alcohol rubs and massages. To help keep patients comfortable, they assist with bathing, dressing, and personal hygiene, moving in bed, standing, and walking. They might also feed patients who need help eating. Experienced LPNs may supervise nursing assistants and aides.

As part of their work, LPNs collect samples for testing, perform routine laboratory tests, and record food and fluid intake and output. They clean and monitor medical equipment. Sometimes, they help physicians and registered nurses perform tests and procedures. Some LPNs help to deliver, care for, and feed infants.

LPNs also monitor their patients and report adverse reactions to medications or treatments. LPNs gather information from patients, including their health history and how they are currently feeling. They may use this information to complete insurance forms, pre-authorizations and referrals, and they share information with registered nurses and doctors to help determine the best course of care for a patient.

LPNs often teach family members how to care for a relative or teach patients about good health habits.

Most LPNs are generalists and work in all areas of health care. However, some work in a specialized setting, such as a nursing home, a doctor's office, or in home health care. LPNs in nursing care facilities help to evaluate residents' needs, develop care plans, and supervise the care provided by nursing aides. In doctors' offices and clinics, they may be responsible for making appointments, keeping records, and performing other clerical duties. LPNs who work in home health care may prepare meals and teach family members simple nursing tasks.

In some states, LPNs are permitted to administer prescribed medicines, start intravenous fluids, and provide care to ventilator-dependent patients.

EMPLOYMENT OPPORTUNITIES

Graduates of the Practical Nurse program must pass the NCLEX examination to become licensed. Licensed practical nurses provide direct patient care under the supervision of a registered nurse, physician assistant or physician. Potential employers include hospitals, long-term care facilities, health care clinics, doctor's offices, schools, home health agencies and homes for special populations.

Occupational Wages

These wage estimates reflect New York State's employment and wage data based on the Occupational Employment Statistics (OES) survey, which collects information from approximately 52,000 businesses. Occupational employment and wages are presented for New York State and labor market regions.

Rochester, NY Area Wages (Counties of Livingston, Monroe, Ontario, Orleans, Wayne and Yates)

Title	Employment	Annual Mean Wage	Median Hourly Wage	Mean Hourly Wage
Licensed Practical and Licensed Vocational Nurses (29-2061)	3,820	\$42,210	\$20.24	\$20.29

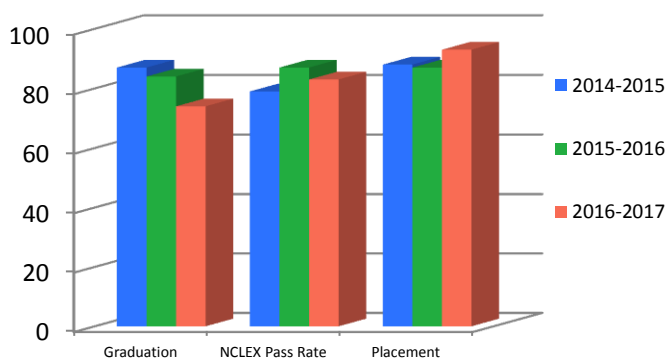
Additional Career Information

For information about practical nursing and specialty credentialing, contact the following organizations:

- **National Association for Practical Nurse Education and Service, Inc.**, 1940 Duke St., Suite 200, Alexandria, VA 22314. Internet: napnes.org
- **National Federation of Licensed Practical Nurses, Inc.**, 605 Poole Dr., Garner, NC 27529. Internet: nflpn.org
- **National League for Nursing**, 61 Broadway, 33rd floor, New York, NY 10006. Internet: nln.org

PRACTICAL NURSING OUTCOMES

Wayne-Finger Lakes BOCES strategically considers completion data on each class and uses this information in its quality assessment process. This on-going process continually assesses the program's standards, delivery system and content, to ensure the highest quality training and to improve retention rates.



Graduation data of degree-seeking, full-time undergraduate students and retention rate information for Wayne-Finger Lakes BOCES students is available at the IPEDS Data Center nces.ed.gov/ipeds.

Information on the NCLEX-PN licensing exam is available from:

National Council of State Boards of Nursing

111 East Wacker Dr.
Suite 2900
Chicago, IL 60601
Internet: ncsbn.org

CRIME STATISTICS

In accordance with [The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#) (20 U.S.C. § 1092(f)), Wayne-Finger Lakes BOCES is providing crime statistics and policies concerning campus security to current students and staff members, and potential applicants for enrollment or employment. Wayne-Finger Lakes BOCES may also provide this information to the United States Department of Education. Crime statistics, which reflect offenses on Wayne-Finger Lakes BOCES instructional facilities *reported* to the administration during the three preceding calendar years, are listed below.

Activity or Category	2015-2016			2016-2017			2017-2018		
	Newark	Monroe Community Hospital	Non-Campus Property	Newark	Monroe Community Hospital	Non-Campus Property	Newark	Monroe Community Hospital	Non-Campus Property
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses Non-forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Drug-related Violations	0	0	0	0	0	0	0	0	0
Drug-related Arrests	0	0	0	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0	0	0	0
Weapons Possession Arrests	0	0	0	0	0	0	0	0	0
Hate Crimes									
Based on: Race	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Ethnicity/ National Origin	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0

Reporting Crimes

Crimes and emergencies occurring on any Wayne-Finger Lakes BOCES instructional facility are to be reported directly to the Coordinator for Health Programs at 315-332-7222.

DRUG SCREENING POLICY

A number of Health Care Facilities are now requiring that students have a negative drug screen prior to beginning the clinical experience at their facilities. To ensure student compliance, Wayne-Finger Lakes BOCES may require Health Career students to submit to and pass a drug screening at any time during their enrollment.

Additionally, students are subject to drug screening if reasonable suspicion is reported by any Wayne-Finger Lakes BOCES faculty, administrator or employee of any participating Health Care Facility. Drug testing will be conducted at a lab, certified to conduct drug testing, selected by Wayne-Finger Lakes BOCES at the student's expense.

Reasonable Suspicion will be determined by any reliable observation of substance use or physical symptoms or displays of impairment, incoherency, or erratic, inexplicable conduct on or off school property.

Students found to be in violation of the school's drug or alcoholic beverage policies and/or who refuse to submit to a request for drug testing will be subjected to disciplinary action, which could result in termination of enrollment.

DRUG-FREE SCHOOLS AND ALCOHOL POLICY

Wayne-Finger Lakes BOCES complies with the Drug-Free Schools and Communities Act Amendments of 1989. In compliance with federal and state laws at Wayne-Finger Lakes BOCES, the following will apply:

Drugs

In compliance with state and federal law, it is illegal to possess, consume, use, manufacture, or distribute (or intend to distribute or use) any drug controlled by federal or state laws on the campus of Wayne-Finger Lakes BOCES, Instructional Service Centers, or at any event sponsored or supervised by the school.

Alcoholic Beverages

No person may consume, possess, or sell any alcoholic beverages, containers, or bottles on the campus of Wayne-Finger Lakes BOCES, Instructional Service Centers, or at any event sponsored or supervised by the school.

Students found to be in violation of the school's drug or alcoholic beverage policies, will be subjected to disciplinary action, which could result in termination of enrollment.

Tobacco/Smoking Policy

Tobacco/smoking is not permitted by students at affiliated agencies/education centers and BOCES campuses. There will be no smoking at or on any clinical campus during scheduled clinical hours and when in student uniform.

WEAPONS/FIREARMS

Possession or use of weapons/firearms by students any time during school hours, on school grounds, or at health care facilities, is a violation of BOCES Standards of Performance. Weapons/firearms include, but are not limited to, guns, knives, and other implements intended to inflict harm.

CRIMINAL BACKGROUND CHECK

Wayne-Finger Lakes BOCES does not require background checks for potential students prior to acceptance into our program. However, the NYS Department of Education does require disclosure on criminal convictions at the time of application for licensure.

Additionally, many health care facilities have the right to establish criteria that would exclude a student from placement on their properties and require student nurses to comply with their requirement for criminal background checks. If required:

- Criminal background checks will be conducted through the clinical facility at their expense.
- Record keeping for the criminal background information will be confidential. Access to these files will be available only to facility requesting the criminal background check.
- All summary statements will be maintained during the student enrollment at Wayne-Finger Lakes BOCES and deleted/destroyed upon graduation or termination of enrollment.
- Students will sign a waiver and release of liability agreeing to allow Wayne-Finger Lakes BOCES to share the results of the background check with the clinical site(s) requesting the criminal background check.

At the discretion of each healthcare facility, student nurses **may be unable** to participate at their facility for appropriate reasons, including but not limited to the following convictions:

- Murder,
- Felony assault,
- Sexual offenses/sexual assault/ Registered sex offenders,
- Abuse,
- Felony possession and furnishing (without certificate of rehabilitation),
- Other felonies involving weapons and/or violent crimes,
- Class B and Class A misdemeanor theft,
- Felony theft,
- Fraud,
- Misdemeanor convictions/deferred adjudication or felony convictions/deferred adjudications involving crimes against persons (physical or sexual abuse),
- Misdemeanor convictions/deferred adjudications related to moral turpitude (prostitution, public lewdness/exposure, etc.),
- Felony convictions/deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substance.

Every effort will be made to place a student at an alternative Wayne-Finger Lakes BOCES clinical facility if possible. If Wayne-Finger Lakes BOCES is unable to place a student at a participating healthcare facility it could impact the student's ability to complete their program and/or to be licensed as a Practical Nurse.

PREGNANCY

If pregnancy is suspected, it is the student's responsibility to notify the Case Manager as soon as possible. A physician's statement and release will be required. Forms are provided by the school. The student will be relieved of clinical/lab duties with loss of program clock hours until such form is on file. Any pregnancy during the school term, may result in non-completion of the program due to physical restrictions and/or inability to meet state mandated hours, academic or clinical requirements.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA), affords students the following four (4) rights with respect to their education records:

1. ***The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.*** A student should submit to Health Careers Secretary or Case Manager an official written request that identifies the record he/she wishes to inspect.
2. ***The right to request the amendment of the student's education record that the student believes is inaccurate or misleading.*** Students may ask the college to amend a record that they believe is inaccurate or misleading. They should notify the Coordinator for Health Programs in writing identifying the part of the record that they would like changed, and specify why it is inaccurate or misleading. If the college decides not to amend the records as requested by the student, the college will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment.
3. ***The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.*** One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, or support staff position; a person or company with whom the college has contracted; a person serving on the BOCES Board. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. ***The right to file a complaint with the U. S. Department of Education concerning alleged failures by Wayne-Finger Lakes BOCES to comply with the requirements of FERPA.*** Students may file a complaint by contacting The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Unless the student states otherwise in writing, he/she grants permission to Wayne-Finger Lakes BOCES to release grades, attendance and college references to employers, high schools, colleges and government offices without any notice to him/her, except that no release of the foregoing will take place if any payment due is outstanding and payable, or the student is in default of a student loan.

REQUIREMENTS FOR A LICENSE AS A LICENSED PRACTICAL NURSE (NYS)

To qualify for a license as a licensed practical nurse, an applicant shall fulfill these requirements:

- **Application:** file an application with the department,
- **Education:** have received an education including completion of high school or its equivalent, and have completed a program in practical nursing, in accordance with the commissioner's regulations, or completion of equivalent study satisfactory to the department in a program conducted by the armed forces of the United States or in an approved program in professional nursing,

- **Experience:** meet no requirement as to experience,
- **Examination:** pass an examination satisfactory to the board and in accordance with the commissioner's regulations, provided, however, that the educational requirements set forth in subdivision two of this section are met prior to admission for the licensing examination,
- **Age:** be at least seventeen years of age,
- **Citizenship:** meet no requirements as to United States citizenship,
- **Character:** be of good moral character as determined by the department.

NYSED Education Law, Article 139, Nursing
www.op.nysed.gov/prof/nurse/article139.htm

- **Fees:** The fee for taking the NCLEX is \$200. You will also have to pay a New York State licensure fee of \$143. (NCLEX test fee and NYS Licensee fee are included in the student's tuition.)

COPYRIGHT POLICY

Wayne-Finger Lakes BOCES supports and encourages the exchange and sharing of information for the advancement of knowledge with the expectation that all persons associated with the school (students, faculty and staff) will fully comply with the provisions of the U. S. Copyright Law of 1976, as amended, (Title 17, United States Code) and the Digital Millennium Copyright Act (DMCA).

Any of the following activities, if done without permission of the copyright owner, is in violation of our copyright policy:

- Copying and sharing images, music, movies, television shows or other copyrighted material through the use of P2P technology.
- Purchasing a CD or DVD and then making copies for others.
- Posting or plagiarizing copyrighted material on your personal Web space.
- Downloading anything of which you don't already own a copy (software, music, movies, television shows, etc.).

For more information, please visit the U.S. Copyright Office at www.copyright.gov.

STUDENT HANDBOOK

Additional policies regarding standards of performance, attendance, code of conduct, grading systems, grievance procedures, etc., are further explained in the Student Handbook, a copy of which is given to each student at orientation.

Students are held responsible for abiding by all regulations set forth in this catalog and the Student Handbook. While one may seek the advice of an advisor, final responsibility for any decision reached or action taken is the student's.

Students retain the right to contact the *New York State Education Department* in cases where the student grievance is not satisfactorily settled at the institutional level. The New York State Education Department can be reached at:

New York State Education Department, Office of the Professions
 89 Washington Avenue Albany, New York 12234-1000



STUDENT CONSUMER INFORMATION

Practical Nursing

US DEPARTMENT OF EDUCATION CIP CODE: 51.3901

DEGREE LEVEL: Certificate

PROGRAM DESCRIPTION:

As a practical nursing student at Wayne-Finger Lakes BOCES, students will learn to collect data, plan, implement, evaluate and provide patient care in preparation for the New York State examination for licensure. The program includes classroom instruction in the scientific principles and theory of nursing and laboratory skills training. Clinical experiences include rotations in the long-term care setting, continuing care areas, acute medical surgical units, with additional rotations in clinical specialties.

The graduates of the program will be well prepared for successful passing of the NCLEX-PN examination, obtaining NYS licensure as LPNs, and subsequent employment in the field.

OCCUPATIONAL EMPLOYMENT STATISTICS: <http://www.bls.gov/oes/current/oes292061.htm>

PROGRAM LENGTH: Twelve months (1,125 clock hours) 2.25 Semesters

IN-STATE

OUT-OF-STATE TUITION & FEES: \$17,350 (Tuition includes textbooks, clinical supplies, uniforms, NCLEX review class, NCLEX exam and NYS licensing fees)

TOTAL CAMPUS LIVING ANNUAL ROOM AND BOARD CHARGES: None

CLASS OF 2017-2018:

Number of Students Enrolled (September 2017-August 2018): 148

Number of Students Completing the Program: 113

Percentage: 76%

Number of Students Completing within Normal Time: 113

Percentage: 76%

Normal Program Completion: 2.25 Semesters

DEBT AT PROGRAM COMPLETION:

Graduates with Student Loan Debt: 114

Percentage: 96%

Median Cumulative Federal Student Loan Debt: \$10,505

Median Cumulative Private Loan Debt: \$8,182

COHORT DEFAULT RATES:

2015 Rate: 10.7%

JOB PLACEMENT INFORMATION:

Graduates work in settings such as nursing homes and extended care facilities, hospitals, physicians' offices, private homes as Practical Nurses and other healthcare related fields.

Placement Rate (2016-2017): 91%

ACCREDITATION

Wayne-Finger Lake BOCES is fully accredited by the Council on Occupational Education (COE). The Council on Occupational Education (COE), originally founded in 1971 as a regional accrediting agency of the Southern Association of Colleges and Schools, is the successor to the Commission on Occupational Education Institutions (COEI).

Student Services

ORIENTATION

Attendance is mandatory.

As a student at Wayne-Finger Lakes BOCES School of Practical Nursing you will be taking on new challenges that will affect all aspects of your life. Learning to juggle your responsibilities at home, with your job and your studies, will not be an easy task.

We want to help you be successful and orientation is an important step toward getting started smoothly at Wayne-Finger Lakes BOCES. During orientation, new students will have an opportunity to meet with the school's faculty and college staff who will play important roles in their education process. Our expectations from you as a student, will be outlined, and the School of Practical Nursing's policies and procedures will be reviewed.

Additionally, students will be fitted for uniforms and will have opportunity to make any required tuition payments.

BLOOD DRIVE

The students may have the opportunity to organize two American Red Cross blood drives during the school year. They promote the blood drive among the Wayne-Finger Lakes BOCES staff and out in the community. The students assist the Red Cross staff on the day of the blood drive by providing supervision at the donor "canteen" utilizing the assessment skills they have learned.

The American Red Cross, in return for the students' efforts, provides a monetary scholarship to one of the participating students.

CPR TRAINING

All students must have completed American Red Cross Professional Rescuer or American Heart Association Healthcare Provider CPR and have a card on file at school prior to first clinical rotation.

To assist students in meeting this requirement, an American Heart Association CPR for Health care Providers course is offered on a "first-come, first-served" basis during late summer/early fall at both Newark and Monroe Community Hospital campuses.

Training is also available from:

American Heart Association
BLS Provider
585-426-4050

American Red Cross
Professional Rescuer CPR
585-241-4453

HEALTH FAIRS

Students may be given the opportunity of attending Community Health Fairs and a Health Care Career day targeting high school students. These community service events allow the students to utilize their leadership skills and promote careers in the health care field. At a health fair the students do blood pressure screenings and provide education to the public on a health topic such as nutrition.

CONSTITUTION DAY

"We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defense, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America."

In 2005, the United States Department of Education implemented Constitution Day and Citizenship Day stating, "Educational institutions receiving Federal funding are required to hold an educational program pertaining to the United States Constitution on September 17th of each year.

It is this Constitution which preserves our freedoms and protects our rights. It also guides and supports Wayne-Finger Lakes BOCES mission to *"maximize opportunities for students to achieve or surpass high standards."* On September 17 each year, programming is offered to remind our students and staff of the importance of this cornerstone of American democracy by celebrating the anniversary of its completion on September 17, 1787.

VOTER REGISTRATION

Our greatest duty as citizens in a democracy, is exercising our right to vote. Wayne-Finger Lakes BOCES is required by the Higher Education Reauthorization Act *"to encourage every eligible student to register to vote and to participate fully in all elections and to protect the integrity of the electoral process by providing equal access to the process."*

As part our annual campus celebration of Constitution Day, a voter's registration drive is scheduled to distribute mail voter registration forms at our main campus and our Instructional Service Centers. Forms are also made available from the school's financial aid office throughout the year or may be obtained from elections.ny.gov/.

RETENTION PLAN

The institution provides academic advisement services to assist students in planning and completing the practical nursing program.

Wayne-Finger Lakes BOCES student retention plan is comprised of four major components:

- Case Management
- Academic Advisement
- Academic Support
- Clinical Support

Case Management

A Case Manager is assigned to each class of students and is available to individual students by walk-in or appointment meetings. The Case Manager's role is to:

- Provide advocacy/support to each student.
- Assist students in coping with professional and personal stressors, which may interfere with program progress and focus.
- Encourage/guide students to work to their full potential.
- Address academic difficulties and make suggestions for remedial measures.
- Guide students in developing effective interpersonal skills and professionalism.
- Meet with students to address areas of academic, clinical, attendance or behavioral concerns.
- Assist students in strengthening their coping, conflict resolution and problem-solving abilities.

- Make referrals to outside agencies when necessary or appropriate.
- Assist students in their job-seeking efforts.

Academic Support

Wayne-Finger Lakes BOCES offers supportive academic services for students to reduce classroom failure rates and to develop basic skills. To improve Wayne-Finger Lakes BOCES student retention efforts, services are available on campus and at the Instructional Service Center to assist students who are academically deficient in specific subject areas. Case Managers are available to provide assistance in helping students to develop a positive attitude toward learning, to develop effective study habits, to develop self-confidence and provide direction to increase the student's understanding of the course.

Assessment Technology Institute (ATI) is a complete partner with Wayne-Finger Lakes BOCES providing student and faculty support for the practical nursing program. ATI educational assistance is integrated throughout the program from the entrance TEAS test to NCLEX guidance after graduation. ATI is an integral part of the student's learning experience throughout their coursework in the practical nursing program.

Academic Advisement

Academic advisement is available for Wayne-Finger Lakes BOCES nursing students during their academic year. It is implemented by the nurse educators, primarily their classroom instructors, to provide the student with a consistent means of academic achievement through advisement and remediation. The main goal of this advisement program is to assist the nursing student in achieving academic success by increasing their confidence in both the classroom and healthcare communities. The ultimate outcome is to decrease the number of students on academic warning and/or probation, which, in turn, will decrease the attrition rate of the nursing program due to academic failure.

The academic advisement program will consist of three main parts:

- Preparing for the future success of the student.
- Discussing the present state of the student's academics.
- Remediation for students that are not achieving their academic goals for success.

The student will be assigned to an advisor based on their initial homeroom at the beginning of the academic year. Initially, the student will set up an appointment with this instructor at the beginning of the academic year to answer a few brief questions regarding their educational strengths, weaknesses and goals. Subsequent advisement appointments will be set-up accordingly between the advisor and student on an as-needed basis.

The advisement of the student is a partnership between nursing faculty and student. The successful student will be able to recognize the need for academic assistance and remediation along with the guidance of nursing faculty. If it is determined that there is any other resource needed for student success in the nursing program, i.e., financial, personal or academic, the advisor will refer the student to the appropriate personnel. In the event that advisement efforts are unsuccessful for the student, the student will be referred to the program coordinators.

Academic Progressions Reports are given to each student at the midpoint and end of each enrollment period. Qualitative progress requires students to have a minimum 75% final average in all units of student (a minimum of 90% average is required in Pharmacology Drug Calculations) to progress to the next term.

Students whose course (unit) grade average falls between 75-79% will be placed on academic warning. During this time, any offered remediation or study group sessions are highly recommended that the student attend.

Students whose course (unit) grade average falls below 75% will be placed on academic probation. The student will be given, in writing, specific guidelines for improvement. The student's progress will be monitored throughout the probation period with mandatory remediation documented. A student will be removed from academic probation upon meeting the minimum 75% grade requirement at completion of the course.

A student may request additional assistance from their instructor at any time. Every effort will be made to accommodate these requests.

Clinical Support

Clinical Improvement Plan: the clinical instructor uses this form when they feel a student is not meeting the benchmarks of their current clinical rotation. The clinical instructor submits their concerns to the Support Instructor who then schedules a time to work 1:1 with the student in the clinical setting. Outcomes can include:

- Concern is remediated and student returns to full clinical status.
- Further 1:1 assessment is indicated.

After discussion with program coordinators, student may be placed on Clinical Probation or Contract and/or may not pass the Clinical Rotation.

The program coordinators, faculty and case managers examine all cases of attrition for:

- When it occurred.
- Reason of occurrence.
- Retention activities that had been put into place.
- Admission TEAS Scores.
- Early identified risks.

At the end of the program, evaluations related to attrition and retention are reviewed by the program coordinators:

- Comparison of attrition and retention to previous years (look back).
- Comparison of NCLEX pass rates (five years).
- Discussion of implementation of new retention activities.
- Review of current retention activities such as:
 - Early consistent assistance (check-ins) by academic advisement for at-risk students as identified such as returning students, intentional outreach and intervention, support teach, clinical improvement plan.
 - Student survey evaluation.
 - Outside changes: i.e., new TEAS/correlation, new faculty, increase or decrease of funding sources, employment opportunities.
 - Overall difference from year-to-year demographics of student body.
 - Cohort comparisons.

FACILITIES AND SERVICES FOR STUDENTS WITH DISABILITIES

Wayne-Finger Lakes BOCES is committed to providing qualified applicants with a disability an equal opportunity to access the benefits, rights and privileges of school services, programs and activities in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Our goal is to enable students with disabilities to fully participate in the educational experience at Wayne-Finger Lakes BOCES.

Wayne-Finger Lakes BOCES facilities (including restrooms and classrooms) are designed to permit handicapped persons to enroll and benefit from our training. Handicapped parking provides convenient access to all building entrances.

Academic accommodations for students with disabilities are provided on a case-by-case basis. To seek accommodations a written request with supporting documentation must be submitted to the Wayne-Finger Lakes BOCES Coordinator for Health Programs 30 days prior to the start of classes.

Wayne-Finger Lakes BOCES will protect students' privacy rights by maintaining confidentiality. Disability-related information will be shared only with the student's written permission.

CAREER PREPARATION & CAREER FAIR

The day's program brings students from all three (3) programs together and provides an opportunity for the students to prepare for their new beginnings.

Steps to Financial Success

The Financial Aid Coordinator will present a workshop to give students a basic understanding of finance and credit as they prepare for graduation. Topics will include handling student loan debt, budgeting and the impact of student loan defaulting on future opportunities.

PN to RN Transition Program

Students learn how they may qualify for the "*PN to RN Transition Program*" at Genesee Community College. Students accepted for this program are given the opportunity to validate prior learning to update/enhance their knowledge and facilitate the transition from the role of Practical Nurse to that of a student preparing for the role of Registered Nurse. (For progression into the "*PN to RN Transition Program*," applicants must hold current LPN registration in a United States' jurisdiction and meet the specific admission requirements of the college).

Career Fair

Representatives of local hospitals and health care systems, will be available to recruit qualified August graduates to fill openings within their organizations. The Career Fair will allow local health care organizations to meet prospective employees face-to-face and will allow PN candidates to inquire about career opportunities, obtain employment applications and distribute resumes.

Capping, A Proud Tradition

Candidates for graduation will be presented with their nurse's cap or pin, a traditional symbolism of their dedication and hard work preparing for entering the caring profession of practical nursing.

Registering for the NCLEX

Students are provided with essential information, forms and step-by-step instructions for completing applications for licensure and NCLEX (State Boards).

ASSESSMENT TECHNOLOGY INSTITUTE

Assessment Technology Institute (ATI) is a complete partner with Wayne-Finger Lakes BOCES providing student and faculty support for the practical nursing program. ATI educational assistance is integrated throughout the program from the entrance TEAS test to NCLEX guidance after graduation. ATI is an integral part of the student's learning experience throughout their coursework in the practical nursing program.

COMPREHENSIVE LIVE NCLEX REVIEW

Assessment Technologies Institute® (ATI), provides an all-inclusive, live study session covering essential nursing content that aligns with the NCLEX test plan. Led by a Master's-degreed nurse educator, the engaging, interactive format reviews all content areas and includes test-taking strategies, critical thinking exercises and Q&A practice. ATI works with the student until they pass-guaranteed. **Please note: Student must attend all three sessions for guarantee.**

The Comprehensive Live NCLEX® Review provides:

- Current NCLEX® detailed test plan is used to focus on application of knowledge,
- Pre and post-test Q&A with over 500 new questions available online, including alternate test item formats with detailed rationales,
- Critical thinking and test-taking strategies,
- The Comprehensive NCLEX® Review Book,
- Content review of Medical-Surgical, Women's Health, Pediatrics, Mental Health, Community and Nursing Management.

COMMENCEMENT

Commencement at the Wayne-Finger Lakes BOCES School of Practical Nursing is an exciting experience for students and families as well as faculty and staff. The ceremonies, held at Canandaigua Academy, mark the transition from students to nurses for graduates from all three (3) practical nursing programs.

In addition to awarding diplomas and the traditional pinning ceremony, the event also provides an opportunity to recognize those graduates who have excelled during their enrollment at Wayne-Finger Lakes BOCES.

LPN-RN ADVANCE PLACEMENT PROGRAM

The New York State Coalition LPN to RN Articulation Model, establishes a mechanism for the practical nurse to achieve educational mobility by facilitating advanced placement into a registered nurse program. The model uses the statewide PN to RN Transition Course to validate prior learning, and to update and enhance the student's knowledge.

Graduates from Wayne-Finger Lakes BOCES School of Practical Nursing who meet all the prerequisites and the admissions requirements at Genesee Community College *can be admitted into the second year of the LPN-RN Advance Placement Program following successful completion of the New York State PN to RN transition course (NUR 130) and Introduction to Associate Degree Nursing (NUR 131).* Additional information is available from:

Genesee Community College
LPN-RN Advance Placement
1 College Road, Batavia, NY
(585) 343-0055
genesee.edu

CONTINUING EDUCATION

The Practical Nursing curriculum at Wayne-Finger Lakes BOCES blends academic and vocational instruction to prepare graduates for the successful completion of the NCLEX-PN exam and direct entry into the workforce.

Because vocational training is career specific, Wayne-Finger Lakes BOCES Practical Nursing graduates may find it more difficult to convert into careers outside the health field or obtaining college credit for completed course work.

Academics

UNITS OF INSTRUCTION

Term 1	Term 2	Term 3
Intro To Practical Nursing		
Infection Control		
Personal And Environmental Health		
Nursing Science		
Nursing Fundamentals		
Pharmacology-Theory →	→ → → → → → → → →	→ → → → → → → → →
Pharmacology-Drug Calculations →	→ → → → → → → → →	
Nutrition and Diet Therapy→	→ → → → → → → → →	
Life Cycle (Growth and Development)	→ → → → → → → → →	
	Mental Health and Wellness	
	Medical-Surgical Diseases and Disorders → → → → → → →	
		Obstetrical Nursing
		Pediatric Nursing
Leadership and Management → → → → → → → → → → → → → → → →		
Clinical/Lab Instructional Hours → → → → → → → → → → → → → → → →		

UNIT 1

INTRODUCTION TO PRACTICAL NURSING 101

20 TOTAL CLOCK HOURS

Module: Introduction to Practical Nursing	3
Module: History of Nursing	3
Module: Transitional Role of a Practical Nursing Student	3
Module: Nursing Ethics and the Law	5
Module: Nursing Profession and Professional Behaviors (Workshop)	2
Module: Study and Test Taking Skills (Workshop)	2
Module: Group Dynamics and Team Building (Workshop)	2

GRADE: Essay/Project: Pass/Fail

UNIT II

INFECTION CONTROL 103

20 TOTAL CLOCK HOURS

Module: Microbiology	10
Module: Infection Control	5
Module: Medical Asepsis/ CAM	5

GRADE: Final grade for Infection Control is cumulative average of module exams

UNIT III

PERSONAL AND ENVIRONMENTAL HEALTH 105

20 TOTAL CLOCK HOURS

Module: Basic Human Needs	5
Module: Health and Wellness	5
Module: Community Health	5
Module: Transcultural Health Care	5

GRADE: Final grade for Personal and Environmental Health is cumulative average of module exams/projects.

UNIT IV**LIFE CYCLE (GROWTH AND DEVELOPMENT) 106****35 TOTAL CLOCK HOURS**

Module: Introduction to Human Development	5
Module: Infant through Pre-school Age Child	5
Module: School Age Child	5
Module: Adolescent	5
Module: Adult	5
Module: Elderly	10

GRADE: Final grade for Life Cycle: 50 percent of cumulative average of module exams is combined with final exam score for final grade.

UNIT V**NURSING SCIENCE 107****95 TOTAL CLOCK HOURS**

Module: Physical Sciences	10
Module: Body Organization	10
Module: Fluid and Electrolyte Balance	10
Module: Support and Movement	15
Module: Regulation of Body Activities	15
Module: Internal Transport	15
Module: Nutrient Process and Waste Elimination	10
Module: Reproduction of Life	10

GRADE: Final grade for Nursing Science: Final classroom average (tests and assignments) averaged with mid-term and final exams.

UNIT VI**NURSING FUNDAMENTALS 102****110 TOTAL CLOCK HOURS**

Module: Introduction to Fundamentals of Nursing	5
Module: Promoting Client Mobility	10
Module: Personal Care	15
Module: Promoting Client Nutrition and Diet therapy	15
Module: Promoting bowel and Bladder Elimination	15
Module: Promoting Oxygenation	5
Module: Wound and Tissue Healing	10
Module: Assessment	10
Module: Documentation	10
Module: Care of the Dying Client	5
Module: Admission, Transfer and Discharge	5
Module: Care of the Surgical Client	5

GRADE: Final grade for Nursing Fundamentals: Final classroom average (tests and assignments) averaged with mid-term and final exams.

UNIT VII**PHARMACOLOGY 108****55 TOTAL CLOCK HOURS**

Module: Pharmacology Theory	30
Module: Pharmacology Drug Calculations	15

GRADE: Each module has a separate exam and final grade. A minimum grade of 90 percent is required on the Pharmacology Drug Calculations Final Exam.

UNIT VIII**NUTRITION AND DIET THERAPY 104****20 TOTAL CLOCK HOURS**

Module: Basic Nutrition	10
Module: Transcultural and Social Considerations	5
Module: Diet Therapy and Special Diets	5

GRADE: Final grade for Nutrition and Diet Therapy is cumulative average of module exams/projects.

UNIT IX**MEDICAL-SURGICAL DISEASES AND DISORDERS 109****130 TOTAL CLOCK HOURS**

Module: Client in Pain	5
Module: Client with Alterations in Fluid and Electrolytes	10
Module: Neoplastic Disorders	5
Module: Immunity Disorders	5
Module: Musculoskeletal Disorders	10
Module: Integumentary Disorders	10
Module: Nervous System Disorders	10
Module: Disorders of the Special Senses	5
Module: Endocrine Disorders	15
Module: Disorders of the Urinary System	10
Module: Disorders of the Reproductive System	10
Module: Respiratory Disorders	10
Module: Cardiovascular Disorders	15
Module: Disorders of the Gastrointestinal System	10

GRADE: Final grade for Medical-Surgical Diseases and Disorders: Final classroom average (tests and assignments) averaged with mid-term and final exams.

UNIT X**OBSTETRICAL NURSING 110****20 TOTAL CLOCK HOURS**

Module: Obstetrics	5
Module: Pregnancy	5
Module: Labor, Delivery, Pre and Post-Partum Care	5
Module: High Risk Pregnancy, Childbirth and Newborn	5

GRADE: Final grade for Obstetrical Nursing is cumulative average of module exams.

UNIT XI**PEDIATRIC NURSING 111****30 TOTAL CLOCK HOURS**

Module: Pediatrics	5
Module: Care of Infant, Toddler, Preschooler	10
Module: Care of the School-Age Child and Adolescent	10
Module: Care of Children with Special Needs	5

GRADE: Final grade for Pediatric Nursing is cumulative average of module exams.

UNIT XII**MENTAL HEALTH AND WELLNESS 112****20 TOTAL CLOCK HOURS**

Module: Mental Health and Wellness	5
Module: Disorders and Treatments	10
Module: Substance Abuse	5

GRADE: Final grade for Mental Health and Wellness is cumulative average of module exams/projects.

UNIT XIII**LEADERSHIP AND MANAGEMENT 113****25 TOTAL CLOCK HOURS**

Module: From Student to Graduate Nurse	5
Module: Professional Leadership Building	5
Module: Resume Development and Job Seeking Skills (Workshop)	5
Module: Nursing in a Variety of Settings	5
Module: Advancement and Leadership in Nursing	5

GRADE: Topic Specific Self-assessment Evaluations.

CLASSROOM INSTRUCTIONAL HOURS	600 TOTAL
CLINICAL/LAB INSTRUCTIONAL HOURS	525 TOTAL

ATTENDANCE

Students are expected to attend all scheduled classes and clinical experiences. Attendance is monitored on a weekly basis to ensure students are making **quantitative progress toward program completion**. To be making academic progress, students cannot exceed 55 hours of unexcused absenteeism (as defined in the student handbook) at any time during their enrollment. Students exceeding 55 hours of unexcused absenteeism are immediately dismissed from the program.

See the chart below for a breakdown of allowable missed time per semester:

Semester	Maximum Allowed Absence
First Semester: September 9, 2019 to February 4, 2020	22 hours
Second Semester: February 5, 2020 to June 22, 2020	22 hours
Third Semester : June 23, 2020 to August 20, 2020	11 hours

Students who exceed 22 hours in Semester I or II will be involuntary withdrawn from the program. However, extenuating circumstances (documented serious illness, for example) may be considered.

All clinical absences MUST be made up and MUST occur prior to graduation to be able to participate in graduation ceremony.

ACADEMIC PROGRESS

Wayne-Finger Lakes BOCES Practical Nursing Program is 1125 clock hours. Satisfactory progress is evaluated at the end of each enrollment period (450 clock hours, 900 clock hours, and at the end of the program).

Academic Progression Reports are given to each student at the midpoint and end of each enrollment period. **Qualitative progress** requires students to have a minimum 75% final average in all units of study (a minimum 90% average is required in Pharmacology Drug Calculations) to progress to the next term. Students failing to maintain the required average, will be placed on academic probation.

ACADEMIC WARNING

Students whose course (unit) grade average falls below 80%, will be placed on *academic warning*. This is used to inform the student that they are at risk of going on academic probation.

ACADEMIC PROBATION

Students whose course (unit) grade average falls below 75% will be placed on *academic probation*. The student will be given (in writing) specific guidelines for improvement. The student's progress will be monitored throughout the probation period with remediation documented. A student will be removed from academic probation upon meeting the minimum 75% grade requirement at completion of the next marking period or completion course (unit), whichever comes first.

CUMULATIVE EXAMS

If the student fails a unit of subject (except Pharmacology Drug Calculations), he/she will have one (1) opportunity to successfully complete a cumulative exam with a passing grade of 75%. *Students will be allowed only two (2) cumulative exams during their enrollment in the Practical Nursing program.*

ACADEMIC DISMISSAL APPEAL PROCESS

The student may submit a written appeal of his/her dismissal within five (5) calendar days of their receipt of the dismissal notice.

The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered. Appeals process is in the student handbook.

WITHDRAWAL PROCEDURES

Students officially withdrawing from school should initiate the process with their case manager. Calculation of tuition liability and financial aid eligibility will be calculated from the student's last day of documented attendance.

RE-ADMITTED STUDENTS

If a student withdraws or is involuntarily exited from the program during the first term, the student will be required to apply to the program through the regular admissions process and to complete the program in its entirety.

If a student withdraws or is involuntarily withdrawn from the practical nursing program in the second or third term and, has *successfully completed* all units of study prior to their withdrawal will have one opportunity to apply for readmission to the subsequent program. A student may not have more than two admissions to the program.

Successfully completed is defined as having an overall course average of 75% or higher in the subject prior to the final exam in the course. A returning student may not have taken a comprehensive/cumulative exam in any subject area.

The readmission process is clearly defined in the student handbook. All applications for readmission will be reviewed by the Health Careers Standards Committee. The Health Careers Standards Committee will determine acceptance or denial for readmission and will determine the point of readmission based on individual circumstances and available space.

Previously enrolled students requesting re-admission for a program starting more than 12 months since their last day of attendance, must reapply to the program through the regular admission process and complete the program in its entirety.

REINSTATEMENT OF FINANCIAL AID

A student's Title IV aid eligibility will be reinstated if the student is approved for readmissions or regains satisfactory academic progress status by meeting the qualitative and quantitative requirements. Additionally, students must demonstrate they are able to complete the program within 150% of the program's length.

MAXIMUM TIME FRAME

All program requirements must be completed within a **maximum time frame** of 1.5 times the normal program length as measured in calendar time. The Practical Nursing program, 48 weeks in length, must be completed within 72 calendar weeks. Students exceeding the maximum time frame will be administratively withdrawn.

COURSE DESCRIPTIONS

The following is a description of each of the subject areas. Each course requires a minimum score of 75% at the end of the unit in order to continue in the practical nursing program.

101 Introduction to Practical Nursing

An introductory course to familiarize the student with current and relevant issues facing nurses today within the context of the historical development of organized nursing. Examines ethical responsibilities, moral and legal rights, professionalism, health team responsibilities, job opportunities, and educational programs in nursing and health and welfare organizations. (20 Clock Hours)

102 Nursing Fundamentals

This course includes theory and demonstration of nursing skills as well as supervised clinical practice in the basic arts, science and ethics of bedside nursing. The students will learn the regulations and laws that govern the practice of nursing with emphasis on the Nurse Practice Act and qualifications for licensure. The student will learn about personal values and study the Code of Ethics for nursing and the standards of practice that serve as guidelines for responsible practical nursing practice. Specific moral and ethical issues in nursing are discussed. (110 Clock Hours)

103 Infection Control

This course provides the student with a basic understanding of principles of aseptic techniques to protect the client, nurse and others from infection. (20 Clock Hours)

104 Nutrition and Diet Therapy

This course includes covers issues from basic nutrition principles to the latest nutrition therapies for common diseases and a solid foundation in the fundamental knowledge and skills to provide effective nutrition and diet education and patient care. Other key topics include childhood obesity, metabolic syndrome, diabetes, and food safety.

105 Personal and Environmental Health

This course provides an introduction to basic personal health and wellness. Emphasis is on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to maintain health and wellness.

106 Life Cycle (Growth and Development)

This course is designed to acquaint the student with physical growth and psychosocial development throughout the life span with the special consideration of the elderly and their needs. (35 Clock Hours)

107 Nursing Science

The student will study Anatomy and Physiology, from the simple cell structure to the more complex systems of the body. The student will also learn physical sciences, body organization and regulation of body activities. (95 Clock Hours)

108 Introduction to Pharmacology

Module I contains the theory and facts concerning medicine/drugs and have been correlated step by step, with practice in drug administration. The entire course of Pharmacology covers drugs and solutions, and the drugs affecting a particular body system and intravenous therapy. **Module II** deals with pharmacology drug calculations; a minimum of 90% at the end of the Pharmacology Drug Calculations Module is required. (45 Clock Hours)

109 Medical-Surgical Diseases and Disorders

This area of instruction provides the student with a basic understanding of the etiology, symptoms, treatments, nursing care, medications, prevention, pre-operative and post-operative care, diet and the complications and prognosis of medical and surgical conditions. The student will also learn to understand the patient as a person with specific psychological, emotional, physical, social, recreational, and spiritual needs. (130 Clock Hours)

110 Obstetrical Nursing

This area of instruction is concerned with the current trends in obstetrical nursing and contributes to the student learning factors in conception, fetal growth and development, and the physiological changes that occur in the mother during pregnancy. The student will study the nursing care of the mother and fetus for each stage of labor, as well as principles of nursing care during the postpartum period. Common disorders of the newborn are explored. (20 Clock Hours)

111 Pediatric Nursing

Areas of instruction include health care adaptation for the child and the family, as well as the child's experience of illness and hospitalization, the parent's reaction to hospitalization and discharge, the nurse's role in hospitalization, and adaptation of selected procedures to children, including medication administration and diet. (30 Clock Hours)

112 Mental Health and Wellness

This course describes the behaviors, disorders, nursing interventions and treatment modalities common to individuals with altered mental health. The student is introduced to community and facility-based mental health services. (20 Clock Hours)

113 Leadership and Management

Areas of instruction includes a review of ethical practice, clients right's, advanced directives, supervision, collaboration with other members of the health care team and legal responsibilities. (25 Clock Hours)

Clinical Rotation I

During this clinical experience, students learn to identify and understand client needs and ways in which he/she can meet them. They will understand nursing responsibilities within the scope of nursing practice and develop skills that will enable safe and competent performance in the field of Practical Nursing. Performance is graded pass/fail.

Clinical Rotations II & III

These clinical experiences introduce the Practical Nursing student to more complex nursing skills used in caring for the patient with acute medical/surgical, rehabilitative and sub-acute needs. To integrate concepts of safety, emotional support, communication and patient teaching into all skills performed to utilize the nursing process in the practice of skills taught. Performance is graded pass/fail.

Medication Administration

This clinical experience is designed to observe and evaluate the student's knowledge, skill, and accuracy of safe medication administration in the clinical setting under the direct supervision of their assigned instructor. Performance is graded pass/fail.

SCHOOL OF PRACTICAL NURSING FACULTY (2019-2020)

Deidre Abbott, MS Ed, BS, RN
Nazareth College
Rochester, NY
Practical Nursing Coordinator

Amy Archey, MSN, BS, RN
St John Fisher College
Rochester, NY
Coordinator of Health
Careers

Linda Avery, BSN, RN
S.U.N.Y. at Brockport,
Brockport, NY
Instructor

Denise Brown, BSN, RN
S.U.N.Y. at Brockport,
Brockport, NY
Instructor

Anne Camp, MS, BS, RN
St John Fisher College
Rochester, NY
Instructor

Deborah Carpenter, RN
Genesee Hospital School of
Nursing,
Rochester, NY
Instructor

Kara Close, AS, RN
Finger Lakes Community College
Canandaigua, NY
Instructor

William Crawford, AS, RN
Monroe Community College
Rochester, NY
Instructor

Jocelyn DeAsis, BS, RN
Keuka College
Penn Yan, NY
Instructor

Shari DeVito, BS, RN
Keuka College
Penn Yan, NY
Instructor

Kerry Dorn, MSN, BS, RN
St John Fisher College
Rochester, NY
Instructor

Roxanne Guadagna, MS,
MBS, RN
University of Rochester
Rochester, NY
Instructor

Mary Hall-Marshall, BS, RN
Roberts Wesleyan College
Rochester, NY
Instructor

Linda Hayslip, MSN, BS, RN
Keuka College
Penn Yan, NY
Excelsior College
Instructor

Marsha Jackson, BS, RN
S.U.N.Y. at Brockport
Brockport, NY
Instructor

Megan Johnson, BS, RN
St. John Fisher College
Rochester, NY
Instructor

Donna Medeiros, BS, RN
Chamberlain College of
Nursing Online
Instructor

Joyce Mole, RN
University of Rochester
Rochester, NY
Instructor

Patricia Paprocki, BS, RN
Nazareth College
Rochester, NY
Instructor

Bianca Quartaro, AS, RN
Finger Lakes Community College
Canandaigua, NY
Instructor

Kristen Schulmerich, AS, RN
Monroe Community College
Rochester, NY
Instructor

Ashley Schultz, MSN, RN
Capella University
Instructor

Tiffany Shantz, RN
Finger Lakes Community
College
Canandaigua, NY
Instructor

Kay Viggiani, MS, BS, RN
Alfred University at St John
Fisher
Rochester, NY
Instructor

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Medical College of Georgia,
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Inquiries regarding Wayne-Finger Lakes BOCES' non-discrimination policies and grievance procedures or Title IX should be directed to:

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