



Wayne-Finger Lakes BOCES School of Practical Nursing

315-332-7374

wflboces.org

Regional Support Center

Health Careers
121 Drumlin Court
Arcadia Building
Newark, NY 14513



2023-2024 Catalog/Handbook

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2023-2024 CLASS SCHEDULE

Semester	Start Date	Semester End Date	Hours
	September 6, 2023	January 30, 2024	443
	January 31, 2024	June 10, 2024	446
	June 11, 2024	August 9, 2024	222

Class

September – January	Monday – Thursday	8:30am-2:15pm
January – August	Wednesday & Thursday	8:30am-2:15pm

Lab

September – February	Monday – Thursday	2:30pm-4:00pm (One assigned day per week)
	Friday	8:30am-2:30pm (Assigned 1.5 hour block)

Clinical

January – August	Monday & Tuesday	7:00am-3:30pm
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**** 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.**

The Wayne-Finger Lakes BOCES Practical Nursing Program is 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 2023.

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.*

It is Wayne-Finger Lakes BOCES' policy to provide for and promote equal opportunity in education and employment. Wayne-Finger Lakes BOCES does not discriminate, in its programs and activities, against: (i) any student or any candidate for admission (or parent of any such student or candidate); (ii) any employee or applicant for employment; or (iii) any third party, on the basis of actual or perceived race, color, national origin, sex, disability, or age; and, it provides equal access to its facilities to the Boy Scouts and other designated youth groups. Further, Wayne-Finger Lakes BOCES does not discriminate on the basis of religion or creed, religious practice, ethnic group, weight, sexual orientation, gender, military status, genetic status, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non-discrimination laws, or unless based upon a bona fide occupational qualification or other exception. Inquiries regarding Wayne-Finger Lakes BOCES' non-discrimination policies and grievance procedures or Title IX should be directed to:

Quinn M. Smith
Asst. Superintendent of Human Capital &
Organizational Management
Regional Support Center
131 Drumlin Court
Newark, NY 14513-1863
Telephone: (315) 332-7282
quinn.smith@wflboces.org



U.S. Department of Education
New York Office
Office for Civil Rights
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: (646) 428-3800
OCR.NewYork@ed.gov

WAYNE - FINGER LAKES

Board of Cooperative Educational Services

ADMINISTRATION

Kevin MacDonald	Interim District Superintendent
Dr. Erin Fairben	Associate Superintendent
Andrew DiBlasi	Assistant Superintendent for Administration
Quinn Smith	Assistant Superintendent of Human Capital & Organizational Mgmt.
Michele Sullivan	Assistant Superintendent for Innovation & Accountability

BOARD MEMBERS

Philip Rose, President	David Landon
Joseph McNamara, Vice President	Anne Morgan
Michael Ellis	Pamela Pendleton
Linda Eygnor	O.J. Sahler
Lynn Gay	Cindy Murray, Clerk

SCHOOL OF PRACTICAL NURSING

Ashley Schultz, MSN, RN	Coordinator for Health Careers
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SUPPORT STAFF

Theresa Laird	Coordinator of Case Management & Student Placement
Laura Wesche	Financial Aid Coordinator

AFFILIATED INSTITUTIONS

Rochester Regional Health System

- Rochester General Hospital
1425 Portland Ave
Rochester, NY 14621
- Unity Hospital
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

Finger Lakes Health

North Street
Geneva, NY 14456

The Highlands at Pittsford

100 Hahnemann Trail
Pittsford, NY 14534

St. Ann's Community

1500 Portland Avenue
Rochester, NY 14621

Wayne County Nursing Home

1529 Nye Road
Lyons, NY 14489

HEALTH CAREERS OFFICE

Phone: 315-332-7374

Fax: 315-332-7364

Statement of Philosophy

The WFL BOCES NURSING PROGRAM is committed to providing students with a learning environment in which mutual respect is evident and where students can work to achieve their potential. All members of the school community have the responsibility to maintain a safe and orderly school environment conducive to learning and respectful to all people and property.

Mission

We will empower the Practical Nursing students with the knowledge and standards necessary to enable him/her to serve as role models and leaders as they practice the Art and Science of Licensed Practical Nursing. The skills obtained will be used to meet the health care needs of our community.

Vision

The vision of the Wayne-Finger Lakes BOCES is to Make Success Possible. The WFL BOCES PN Nursing Program believes in supporting lifelong learning in the pursuit of excellence and licensure in the field of nursing.

Code of Conduct

The WFL BOCES Nursing program Code of Conduct represents culturally responsive practices with a problem-solving approach designed to include students and staff in all aspects of programming.

Implementation of the Code of Conduct will follow the principle of progressive discipline. Instances of misbehavior will be handled effectively, fairly and equitably. The overall goal is to be sure students are in an environment where they can thrive.

Every member of this school community is expected to work together to modify behaviors that interfere with the learning process.

Student Rights and Responsibilities

All students, instructors, coordinators, staff and essential partners of the nursing school community are entitled to expect proper regard for their rights and welfare.

The WFL BOCES Nursing Program is committed to safeguarding the rights given to all students to promote a safe, orderly, and civil learning environment.

Student's Rights include, but are not limited to, the right to:

- An education in a safe, appropriate, civil learning environment.
- Be treated equally regardless of race, color, creed, national origin, religion, gender, disability, or any other category of individuals protected against discrimination by federal, state, or local laws.
- Access school expectations and when necessary, receive an explanation from school personnel concerning rules that are unfamiliar or confusing.

- A school community that is chemical free.
- An explanation of evaluating, marking/grading procedures.
- A copy of the school classroom and clinical academic and behavioral expectations.
- Ask questions when they do not understand.
- Have access to school personnel for appropriate voicing of ideas, opinions and/or concerns.
- Use of school computers, software and internet, with authorization/approval by staff, for program assignments and research.
- Have due process and to present their version of events in instances where disciplinary penalties may need to be imposed or grievances filed (see Conflict Resolution).
- Have the right to understand the organizational structure of the WFL BOCES PN Program

All students have the responsibility to maintain a safe and orderly school environment that is conducive to learning and respectful to all people and property.

The WFL Practical Nursing Program is a place where students have the opportunity and responsibility to learn, develop and demonstrate the nursing and social skill competencies that are required for success in the healthcare field.

Student Responsibilities include (but are not limited to):

- Help to maintain a safe, orderly school environment that is conducive to learning and demonstrates a respect for all persons and property.
- Become familiar with and abide by all program policies, rules and regulations.
- Attend class, lab and clinical every session, and be on time and prepared to learn and perform.
- Be familiar with and abide by the program attendance expectations as mandated for licensure by the New York State Education Dept.
- To sign in when late and sign out when leaving early from class.
- A pregnant student in the Practical Nursing Program is required to make her condition known to the *Case Manager* or the *Coordinator for Health Careers* as soon as possible. Students who are pregnant during their nursing studies may continue in the program with the approval of their attending physician or health care provider. A physician's release will be required. (See **Physician's Maternity Release Form**)
- Notify instructor immediately of any illness, injury or required medical procedures. A physician's release without restriction will be required (Students may be sent home at the Coordinator's discretion with subsequent loss of hours). (See **Physician's Injury/Medical Procedure Release Form**)

- To notify your clinical instructor by phone, before 6 a.m., when you are going to be late or absent.
- Strive for the highest levels of achievement in all academic and clinical areas.
- Complete all assignments as given.
- Respond to directions and information given by instructors and school and clinical site staff in a positive and respectful manner.
- Ask questions when they don't understand.
- Express ideas, opinions and concerns with civility to appropriate personnel.
- Work to develop and demonstrate effective skills for controlling and expressing anger and frustration.
- Seek help in resolving issues that might lead to unintended consequences.
- Accept responsibility for actions and in-actions.
- Know and adhere to the Dress Code Policies for both classroom and clinical.
- Be chemical free unless medications are being prescribed and monitored by a healthcare provider.
- Conduct themselves as representatives of the WFL BOCES Nursing Program when participating in or attending program sponsored events and off-site placements by displaying the highest standards of conduct.
- Always communicate with respectable words and tone.
- Work with instructors, coordinators and case managers to develop stronger social skills that may include (but are not limited to): dealing with anger and frustration, managing stress, recognizing and responding to feelings of self and others, problem solving and decision making.
- Restrict the use of cell phones to assigned times and places according to the cell phone policy.
- Use social networking sites responsibly to avoid civil and criminal liabilities involving defamation, copyright, infringement and/or confidentiality rights.

Essential Partners' Rights and Responsibilities

The Wayne-Finger Lakes BOCES Partners have a right to expect proper mutual respect, environment conducive to learning, and accountability of both students and instructors.

Partners include, but are not limited to:

- | | |
|--|------------------------------|
| • Rochester Regional Health System | • F.F. Thompson Hospital |
| ➤ Rochester General Hospital | • Finger Lakes Health |
| ➤ Unity Hospital | • The Highlands at Pittsford |
| ➤ Newark-Wayne Community Hospital Hosp | • St. Ann's Community |
| ➤ Clifton Springs Hospital & Clinic | • Wayne County Nursing Home |
| ➤ DeMay Living Center | |

Partners' Rights include, but are not limited to:

- Expect the adherence of BOCES staff and students to specific facility/organization policies and procedures.
- Report to WFL BOCES instructors any behaviors or actions that violate in-house facility policy/procedure or threaten a safe environment.
- Expect a respectful/safe learning environment from nursing students who attend their facility.
- Expect open, timely, ongoing communication with staff and students from -FL BOCES.
- Limit the number of students within a specific area of the facility.
- Provide guidance for student placement in the facility.
- Provide feedback that may guide WFL BOCES PN curriculum.
- Obtain background checks of students.
- Refuse student placements.

Partners Responsibilities include, but are not limited to:

- Provide to the WFL BOCES Practical Nursing Program their specific policies and procedures, in addition to training and orientation for understanding.
- Communicate in a timely fashion any actions or behaviors that do not meet their facility/organization policy.
- Provide models that contribute to student learning.
- Provide instructors with appropriate orientation and access to necessary patient information.
- Provide a safe learning environment.
- Assign a liaison that faculty may interface with.
- Provide unit-specific, reliable contact information for WFL BOCES staff and students.
- Communicate/provide feedback that may guide or influence instruction to better meet the needs of our community.
- Complete instructor and student evaluations at the end of a rotation to be shared with faculty.

Instructors' Rights and Responsibilities

All instructors are expected to maintain a climate of mutual respect and dignity that will strengthen students' self-concept and promote confidence to learn.

Instructional staff has a right to an orderly, respectful environment that is conducive to instruction in all areas of learning.

Instructors' Rights include, but are not limited to:

- To intervene with any action that endangers the health, welfare and safety of self or others.
- To report to supervisors any behaviors or actions that threaten a respectfully safe educational learning environment within this school community.
- To expect the opportunity to teach without ongoing distracting or disrupting behaviors.
- To request that a student temporarily leave the classroom or work area to reduce the impact of an anxiety-producing situation and/or give the student an opportunity to regain composure and self-control.
- To assign homework to support the instructional lessons.
- To develop a course syllabus that will include course objectives and grading policy established by WFL BOCES staff and faculty.
- To expect appropriate classroom and clinical behavior with a group or individual intervention plan.
- To expect ongoing training to enhance academic and management skills within the school community.
- To expect student participation and attentiveness during educational instruction in the classroom, lab and clinical settings.
- To expect classroom, clinical and technological orientation.

Instructors' Responsibilities include, but are not limited to:

- Arriving on time for building meetings and/or all instruction and provide educational instruction for mandated time frames.
- Knowing, modeling, and implementing school practices, rules and expected behaviors.
- Communicating regularly and in an on-going manner with students, staff and program supervisors about student growth, achievement, behavior and/or concerns.
- Accurately recording daily attendance in all instructional areas according to standards set by supervisors.

- Communicating with students:
 - Course objectives, grade expectations, requirements and assignments
 - Marking/grading procedures
 - Classroom management/intervention plan
 - Expectations for students
- Demonstrating interest in teaching, knowledge of current instructional methods and concern for student achievement by attending in-services and staff meetings.
- Providing academic advisement per academic advisement plan (see page 45).
- Refer to proper faculty for concerns outside of academia.
- To provide a learning environment that is compassionate, nonjudgmental, and encourages freedom for students to express ideas.
- To give verbal, written, and critical documentation for remediation for academic and behavioral issues.

Coordinators' Rights and Responsibilities

As leaders of school buildings, all coordinators are expected to bring groups of people together, creating a common vision convincing, encouraging, motivating and modeling the best practices of all who are part of the WFL BOCES Nursing Program.

The WFL Nursing Program is a program of study where teaching and learning evolves and develops through mutual respect, conscientiousness and accountability.

Coordinators are also educators, role models, advisors, colleagues and visionary leaders who have the right to an orderly, respectful environment that is conducive to leadership instruction in all areas of learning.

Coordinators have a responsibility to create an orderly, safe environment where all members of the school community can depend on them to promote success, accommodate differences, and motivate teaching and learning.

Coordinators' Rights include, but are not limited to:

- Evaluation on a regular basis of all instructional programs, clinical and classroom instructors.
- Enforcing the Code of Conduct on a case-by-case basis, which takes into account:
 - Student's history in the program
 - Nature of the misbehavior and the circumstances surrounding it
 - Student's self-defeating pattern of behavior and impact of this behavior on other students and instructors
 - Effectiveness of previously tried intervention strategies
 - Information from other instructors and/or others as appropriate
 - Other variables and/or circumstances that would assist in or influence a fair decision process
- Creating and developing standards that address circumstances that may not be covered by the Code of Conduct.

- Removing from the classroom for the balance of an instructional day or longer, any student who threatens the philosophy and practices of this school community.
- Referring a student to the Standards Committee (consisting of the Coordinator for Health Careers, the Coordinator of Case Management and Student Placement and the Financial Aid Coordinator) for review, counseling, and/or intervention by appropriate staff. Depending on the nature and severity of the event, it may be elevated to include the PN Administrative Team.

Coordinators’ Responsibilities include, but are not limited to:

- Providing regular opportunities for staff and students to communicate with their supervisors.
- Listening to all complaints.
- Giving feedback to instructors that contains knowledge of results for improvement and/or continuation of effective instructional approaches, both academically and behaviorally.
- Responding swiftly, fairly and efficiently to acts of any kind that threaten the safety and wellbeing of students, staff, administration or any immediate member of the school community or their property.
- Delegating assignments to instructors to encourage growth and leadership development within the program.
- Accommodate for differences among instructors and students (fair vs. same) allowing for variations in style, approach, output and final performance as practical.
- Promptly respond to all grievances presented.
- Provide alternate times for staff development and faculty meetings to enable all staff to participate.

End of Program Student Learning Outcomes

Upon completion of the Wayne Finger Lakes BOCES School of Practical Nursing, the students will comprehend and exemplify the following outcomes and competencies. The following competencies and outcomes are derived from the QSEN competencies to drive safe and effective knowledge, skills, and attitudes of future nurses.

The student is expected to demonstrate caring behaviors, practice excellence, embrace lifelong learning, and have the ability to adapt to practice in a dynamic health environment throughout the program and continue these skills throughout their career as a nurse.

Concept: Client Centered Care**Outcome:**

Practice individualized client centered care, nursing that is culturally sensitive, caring and based on the physiological, psychosocial, and spiritual needs of the client.

Competencies:

- Collect, organize, and prioritize client data across the lifespan experiencing common deviations from health with predictable outcomes.
- Contribute to the development, implementation, and evaluation of individualized plan of care for clients experiencing common deviations from health with predictable outcomes.
- Provide inclusive and culturally sensitive care to individuals and families from diverse backgrounds.
- Provide rationale for judgment used in the provision of safe, quality care and support health promotion.
- Advocate for clients and families regarding nursing care issues.
- Use therapeutic verbal and non-verbal communication that develops rapport and creates a working relationship with clients and families.

Concept: Interdisciplinary Collaboration**Outcome:**

Engage as a member of the interdisciplinary health care team to promote continuity of care.

Competencies:

- Collaborate with the health care team to provide individualized care to the client.
- Recognize and communicate deviations from client baseline to designated members of the health care team in a timely manner.
- Function competently within the Licensed Practical Nurse scope of practice as described in the New York State Practice Act.
- Initiate actions for conflict resolution.
- Act with integrity, consistency, and respect for different views.

Concept: Evidence-Based Practice**Outcome:**

Use best current evidence from credible sources to develop clinical judgment and nursing practice.

Competencies:

- Base individual care on client values and Evidence based Practice.
- Question rationale for routine care that results in less than desirable outcome or adverse effect.
- Determine resources that recommend best practice based on science.
- Practice established evidence-based practice in the provision of optimal care of client.

Concept: Quality Improvement**Outcome:**

Encourage quality improvement by participating in the implementation of plans to improve health care services.

Competencies:

- Identify concerns related to quality care.
- Encourage continuous quality improvements as a part of daily work.
- Join in activities to promote quality improvement.

Concept: Safety**Outcome:**

Establish a safe environment for clients, self and others.

Competency:

- Identify and report actual and potential safety risks in the health care environment.
- Exercise actions that promote safe practice and environment for clients, self and others.

Concept: Informatics**Outcome**

Use information technology in the implementation of client care.

Competency

- Use information technology to document the delivery of client care securely and accurately.
- Utilize information technology to promote interdisciplinary communication to enhance client outcomes.

Concept: Core Values**Outcome:**

Student will practice nursing to the best of their abilities utilizing the core values described below.

Competencies:

Strong Moral Character: Display compassion and respect for others and self. Students will make responsible decisions.

Critical Thinking Skills: Demonstrate the ability to solve complex problems and to do so by remaining open-minded to all possible outcomes.

Cultural Awareness: Practice mindfulness of cultural differences based on the ever-evolving global community. Our students will be culturally sensitive and collaborate with a diverse population.

Innovation: Demonstrate an ability to take calculated risks, be creative, and not be fearful of showing vulnerability.

Accountability: Responsible for words, actions, and outcomes of actions and words

Respect: Value everyone and treat people with dignity and professionalism.

Professional: Operate and practice in ethical and legal manner.

Integrity: Build trust through responsible actions, taking accountability and developed relationships.

Perseverance: Demonstrate an ability to put forth the extra effort in order to accomplish tasks. With a focus on both short- and long-term goals, students will demonstrate the ability to work hard, build stamina, and ultimately attain goals.

Admissions

Admissions Policies

Admissions to the Wayne-Finger Lakes BOCES Practical Nursing Program is selective. Applications will be accepted starting in November. 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 Step 1A:

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

- Complete the ATI Practical Nursing Career Placement Exam (TEAS®) Registration Form and submit along with application fee.
- Provide the admissions office with a copy of your official high school transcript or GED/EDP scores.
 - Foreign high school diploma/transcripts are acceptable toward the student eligibility requirement if it is equivalent to U.S high school diploma.
 - It is the student's responsibility to translate foreign diploma/transcript to be considered for admission into program. The student may use either of the following companies:
 - U.S. Credentialing Services (801) 335-4567 <https://gcs.org>
 - World Education Services (800) 414-0142 www.wes.org
- Achieve a minimum score of 46.7% in math and 50% in reading on the **ATI Practical Nursing Career Placement Exam (TEAS®)**.

OR

Admissions Step 1B:

If student has completed the **ATI Practical Nursing Career Placement Exam (TEAS®)** at a different location during our admissions timeframe (November – July of current admission year):

- Complete the ATI Practical Nursing Career Placement Exam (TEAS®) Registration Form and submit along with application fee.
- Provide the admissions office with a copy of your official high school transcript or GED/EDP scores.
 - Foreign high school diploma/transcripts are acceptable toward the student eligibility requirement if it is equivalent to U.S high school diploma.
 - It is the student's responsibility to translate foreign diploma/transcript to be considered for admission into program. The student may use either of the following companies:
 - U.S. Credentialing Services (801) 335-4567 <https://gcs.org>
 - World Education Services (800) 414-0142 www.wes.org
- Achieve a minimum score of 46.7% in math and 50% in reading on the **ATI Practical Nursing Career Placement Exam (TEAS®)**.
- Provide the admissions office the **ATI Practical Nursing Career Placement Exam (TEAS®)** transcript.

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 an **official high school transcript** or GED/EDP certificate verifying high school graduation or equivalent.

- Foreign high school diploma/transcripts are acceptable toward the student eligibility requirement if it is equivalent to U.S high school diploma.
- It is the student's responsibility to translate foreign diploma/transcript to be considered for admission into program. The student may use either of the following companies:
 - U.S. Credentialing Services (801) 335-4567 <https://gcs.org>
 - World Education Services (800) 414-0142 www.wes.org

➤ **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 & 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.

➤ **Submit written essay based on criteria given in application packet**

➤ **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.

Selecting Candidates

The Admissions Committee will review and rank applicants taking into account the *ATI Practical Nursing Career Placement Exam (TEAS®)* scores, reference information, and the student's written essay. 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 steps in a timely manner).**

After Your Acceptance

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

A non-refundable tuition deposit of \$250 is required after the student has been accepted to Wayne-Finger Lakes BOCES Practical Nursing program. The tuition deposit will secure the student's seat in the class and is deducted from the student's first term's tuition upon student starting classes.

➤ **Sign and Submit All Required Financial Aid Documents**

All applicants are encouraged to file the Federal Application for Student Financial Aid (FAFSA). This will then be reviewed and required documents will be mailed to the student to sign and return. 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.

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

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 application packet) completed by a Physician, Nurse Practitioner, or Physician's Assistant. Submit proof of completion of the American Red Cross Professional Rescue CPR or the American Heart Association BLS CPR current card. Proof of CPR completion must be submitted prior to November 1st of current school year in order to remain in the Wayne-Finger Lakes Practical Nursing Program.

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

Immunizations

Students will not be allowed to start and/or attend the Wayne-Finger Lakes Practical Nursing Program without proof of required immunizations excluding COVID-19, PPD, and Influenza which must be submitted prior to November 1st of current school year.

The New York State Education Law states that any student entering a health career program must be physically and mentally able to pursue such a program as directed by a physician.

According to NYS Public Health Laws 2165 and 405.3 of Title 10, students affiliating with a health care facility must meet certain immunization requirements. In addition, OSHA requires documentation of Hepatitis B and Hepatitis B vaccine education, along with documentation of the receipt of the vaccine or its refusal.

Required Vaccines:

Measles (Rubeola) EITHER

- A. Two doses of live vaccine (if born on or after 01/01/1957, on or after first birthday)

OR

- B. Serologic evidence or immunity (positive titer)

Rubella

EITHER

- A. One dose of live rubella vaccine received on or after first birthday

OR

- B. Serologic evidence or immunity (positive titer)

Varicella

EITHER

- A. Proof of immunization

OR

- B. Positive titer

Hepatitis B

- A. Documentation of Education PLUS one of the following:

- 1. Documentation of vaccine refusal

OR

- 2. Documentation of vaccine series in progress

Tuberculosis

- A. PPD (Mantoux) test within the past year
- B. If PPD was positive, chest x-ray is required

Recommended Vaccines:

COVID-19* A. Proof of immunization *This may change to a *required* vaccine based on community partners vaccination requirements.

Influenza A. Proof of current seasonal flu vaccine is required by November 1st of current school year

Tetanus – Diphtheria Primary Series and/or booster within 10 years

Meningococcal Proof of immunization

- Area hospitals require that students have the Hepatitis B vaccine to participate in clinical experiences.
- **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.

Technical Standards for Nursing Profession

Nursing education requires that the accumulation of scientific knowledge and critical thinking be accompanied by the simultaneous acquisition of skills and professional attitudes and behaviors. The practical nursing certificate awarded by the WFL BOCES School of Practical Nursing at the completion of the educational program certifies that the individual has acquired the basic knowledge and skills required for practical nursing practice in NY State.

All courses in the curriculum must be completed successfully. In order to acquire the knowledge and skills to function in a variety of clinical situations and to render a wide spectrum of patient care, candidates for the practical nursing program certificate must have abilities and skills in five areas:

- Observation
- Communication
- Motor
- Conceptual-Integrative
- Behavioral-Social

Observation

The candidate must be able to observe demonstrations and participate in didactic courses and simulated learning opportunities. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation requires the use of common sense, as well as the functional use of the senses of vision, audition, olfaction, and palpation.

Communication

Candidates must communicate effectively in clinical and classroom settings. A candidate must be able to elicit information from patients, describe changes in mood, activity and posture, and perceive nonverbal communications.

A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but reading and writing. The candidate must be able to communicate effectively and efficiently with all members of the health care team in both immediate and recorded modes.

Motor

Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other evaluation techniques. A candidate should be able to perform nursing skills requiring the use of gross and fine motor skills (e.g., medication injection, wound care, urinary catheter insertion). A candidate should be able to execute motor movements reasonably required to provide nursing care and emergency response to patients. Examples of emergency responses reasonably required of nurses are cardiopulmonary resuscitation, medication administration, and application of pressure to stop bleeding.

Candidates must perform actions which require the use of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Candidates should also be able to assist and/or participate in various lifting activities.

Conceptual-Integrative

These abilities include measurement, calculation, reasoning, analysis, synthesis, and retention of complex information. Critical thinking requires all of these intellectual abilities in order to provide optimal nursing care. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

A candidate must be able to critically think and perform in clinical settings competently. Clinical judgment ability is important for positive patient outcomes.

Behavioral-Social

Candidates must possess the emotional health required for the full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress in the classroom and clinical area.

A candidate must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical environment. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are assessed during the admissions and educational process.

Reasonable Accommodations

Reasonable accommodations will be considered on a case-by-case basis for individuals who meet eligibility under applicable statutes. Any person expecting to need accommodations should request them in writing to the Coordinator of Case Management and Student Placement 2 weeks prior to beginning the program, as some accommodations may not be considered reasonable and may impact an applicant's ability to complete all components of the program.

A reasonable accommodation must accompany an evaluation, documentation of a disability, and/or recommendation(s) from a licensed mental health professional and must have occurred within 1 calendar year of the current request. Recommendations from other post-secondary institutions will not be accepted. A candidate will be notified of accommodation request decision within 2 weeks of completed request.

Requirements to Participate in Classroom, Lab and Clinical Activities

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. Students must be able to 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 evaluation 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 and Fees

Tuition for the **2023-2024** Practical Nursing Program is **\$18,500**. Tuition includes textbooks, lab bag with supplies, clinical uniform and shoes, ATI learning resources and NCLEX review class.

2023-2024 Payment Schedule

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

Enrollment Deposit	250.00
Orientation	8,450.00
Prior to January 31, 2024	7,500.00
Prior to June 11, 2024	2,300.00

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: [Net Price Calculator - Wayne-Finger Lakes BOCES \(wflboces.org\)](https://wflboces.org) 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

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 most credit/debit 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: 315-332-7463.

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 \$30.00.

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 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 Federal Financial Aid (Title IV)

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, the student 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).*

Applying for Financial Aid

- **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 an FSA ID to sign the FAFSA electronically.

- **Complete Your 2023-2024 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.

- **Financial Planning:**

Financial Aid information and application assistance is provided by the Financial Aid Office to help students and their families fully understand their financial obligations prior to their enrollment.

General Information

A basic premise of Federal regulations for awarding financial aid is, that the student and the student's family are expected to contribute to the student's 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 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.

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 the student's 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.

Student Consumer Rights & 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 2023-2024 school year, grants range up to \$7,395. 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, 2023 and before October 1, 2024, have a 1.057% origination fee. Interest rates for Federal Direct Loans (**subsidized** and **unsubsidized**) disbursed on or after July 1, 2023 and before July 1, 2024 **are fixed at 5.50%**.

		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, 2023 **are fixed at 8.05%**. Additionally, there is a 4.228% loan origination fee deducted from each loan disbursement on or after October 1, 2023 and before October 1, 2024.

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®) (Veterans please refer to the Handbook for Veterans for Additional Information)

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 Plan

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, 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**](http://fastweb.com)

[**collegeboard.com**](http://collegeboard.com)

[**scholarships.com**](http://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 51,000 businesses. Occupational employment and wages are presented for New York State and labor market regions.

Finger Lakes New York Area Wages

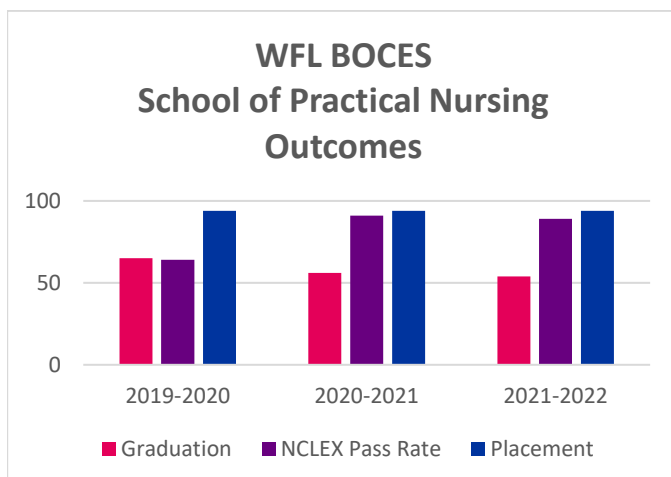
Title	Employment	Annual Experienced Wage	Annual Median Wage	Annual Entry Wage
Licensed Practical and Licensed Vocational Nurses (292061) Occupational Wages Department of Labor (ny.gov)	3,000	\$58,080	\$51,964	\$46,391

Additional Career Information

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

- **National Association for Practical Nurse Education and Service, Inc.**
2071 N. Bechtle Avenue, PMB 307, Springfield, OH 45504-1583
[napnes.org](#)
- **National Federation of Licensed Practical Nurses, Inc.**
50 West 57th Street, New York, NY 10019
[nalpn.org](#)
- **National League for Nursing**
2600 Virginia Avenue NW, Washington, DC 20037
[nlcn.org](#)

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

PRACTICAL NURSING OUTCOMES

111 East Wacker Dr.
Suite 2900
Chicago, IL 60601-4277
[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	2019-2020			2020-2021	2021-2022
	Newark	Monroe Community Hospital	Newark	Newark	Newark
Murder/Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses Forcible	0	0	0	0	0
Sex Offenses Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0
Drug-related Violations	0	0	0	0	0
Drug-related Arrests	0	0	0	0	0
Weapons Possession	0	0	0	0	0
Weapons Possession Arrests	0	0	0	0	0
Based on: Race	0	0	0	0	0
Gender	0	0	0	0	0
Religion	0	0	0	0	0
Sexual Orientation	0	0	0	0	0
Ethnicity/ National Origin	0	0	0	0	0
Disability	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.

Tobacco Use Policy

Tobacco use of any kind, including e-cigarettes and any other products containing nicotine is not permitted by students at affiliated agencies, clinical sites and on the BOCES campus. There will be no nicotine or tobacco use at or on any clinical campus during scheduled clinical hours and when in student uniform.

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.

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.

Family Educational Rights and Privacy Act (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 the student 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 the student's 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, the student 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 the student.

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/title8/education-law/article-139

- **Fees:** Student is responsible for paying all exam and licensure fees.

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 Catalog/Handbook

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

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 (1,111 clock hours) 2.25 Semesters

IN-STATE

OUT-OF-STATE TUITION & FEES: \$18,500 (Tuition includes textbooks, clinical supplies, uniforms, NCLEX review class)

TOTAL CAMPUS LIVING ANNUAL ROOM AND BOARD CHARGES: None

CLASS OF 2021-2022:

Number of Students Enrolled (September 2021-August 2022): 50

Number of Students Completing the Program: 27

Percentage: 54%

Number of Students Completing within Normal Time: 27

Percentage: 54%

Normal Program Completion: 2.25 Semesters

DEBT AT PROGRAM COMPLETION:

Graduates with Student Loan Debt: 23

Percentage: 85%

Median Cumulative Federal Student Loan Debt: \$12,125

COHORT DEFAULT RATES:

2019 Rate: 1.5%

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 (2021-2022): 94%

ACCREDITATION

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.

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 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 evaluation skills they have learned.

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 November 1st.

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, voter’s registration is encouraged. Forms are 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 or virtually to assist students who are academically deficient in specific subject areas. A Case Manager is 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, both 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 at the beginning of the academic year. The student is responsible for setting up a meeting with their advisor. The student will 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 designated clock hour completion. 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.

The program coordinator, faculty and case manager 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 coordinator:

- 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 check-ins by academic advisement for at-risk students.
 - 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.

Clinical Support

Students are evaluated daily by their clinical instructor. Students that fail to meet minimum daily requirements or clinical benchmarks will be placed on Clinical Probation.

Clinical Probation. 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 Coordinator for Health Careers who then evaluates further action which can include additional remediation.

Once a student is placed on Clinical Probation, an individualized student contract will be developed. Failure to comply with contract and/or meet benchmarks will result in clinical failure which will then lead to termination of enrollment.

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.

Career Preparation and Career Fair

The day's program provides an opportunity for the students to prepare for their future.

Exit Counseling

The Financial Aid Coordinator will present a workshop discussing student loan terminology and understanding student loan debt. Steps to avoid loan default will also be discussed.

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 for completing applications for licensure and NCLEX (State Boards).

Assessment Technology Institute (ATI)

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.**

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. This Ceremony marks the transition from students to nurses for graduates from the 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

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
	Community Health	→ → → → → → → →
Leadership and Management → → → → → → → → → → → → → → → →		
Clinical/Lab Instructional Hours → → → → → → → → → → → → → → → →		

UNIT 1

INTRODUCTION TO PRACTICAL NURSING 101

28 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	10
Module: Nursing Profession and Professional Behaviors (Workshop)	3
Module: Study and Test-Taking Skills (Workshop)	6

GRADE: Cumulative average of activities and exams

UNIT II

INFECTION CONTROL 103

20 TOTAL CLOCK HOURS

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

GRADE: Final grade for Infection Control is the cumulative average of activities and exams

UNIT III

PERSONAL AND ENVIRONMENTAL HEALTH 105

20 TOTAL CLOCK HOURS

Module: Basic Human Needs	5
Module: Health and Wellness	5
Module: Transcultural Health Care/CAM	10

GRADE: Final grade for Personal and Environmental Health is the cumulative average of actives and exams.

UNIT IV**LIFE CYCLE (GROWTH AND DEVELOPMENT) 106****40 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	15

GRADE: Final grade for Life Cycle: 50 percent of the cumulative average of activities and exams.**UNIT V****NURSING SCIENCE 107****100 TOTAL CLOCK HOURS**

Module: Physical Sciences	2.5
Module: Body Organization	10
Module: Respiratory System	5
Module: Endocrine System	7.5
Module: Cardiac System	11
Module: Nervous System	11
Module: Special Senses	5
Module: Fluid and Electrolyte Balance	6
Module: Musculoskeletal	10
Module: Blood and Vessels and Lymphatic System	6
Module: Integumentary System	6
Module: Nutrient Process and Waste Elimination	10
Module: Reproduction of Life	10

GRADE: Final grade for Nursing Science: Final classroom average (exams and assignments) averaged with mid-term and final exams.**UNIT VI****NURSING FUNDAMENTALS 102****112 TOTAL CLOCK HOURS**

Module: Introduction to Fundamentals of Nursing	5
Module: Promoting Client Mobility	10
Module: Personal Care	15
Module: Promoting bowel and Bladder Elimination	17
Module: Promoting Oxygenation	5
Module: Wound and Tissue Healing	10
Module: Data collection	10
Module: Client in pain	10
Module: Documentation	15
Module: Care of the Dying Client	5
Module: Admission, Transfer, and Discharge	5
Module: Care of the Surgical Client	10

GRADE: Final grade for Nursing Fundamentals: Final classroom average (exams and assignments) averaged with mid-term and final exams.**UNIT VII****PHARMACOLOGY 108****60 TOTAL CLOCK HOURS**

Module: Pharmacology Theory	35
Module: Pharmacology Drug Calculations	25

GRADE: Final grade for Theory: Final classroom grade averaged with the final exam. The final grade for Drug Calculations: a minimum grade of 90 percent is required on the Pharmacology Drug Calculations.**UNIT VIII****NUTRITION AND DIET THERAPY 104****20 TOTAL CLOCK HOURS**

Module: Basic Nutrition	10
Module: Diet Therapy and Special Diets	10

GRADE: Final grade for Nutrition and Diet Therapy is the cumulative average of activities and exams.**UNIT IX****MEDICAL-SURGICAL DISEASES AND DISORDERS 109****140 TOTAL CLOCK HOURS**

Module: Blood and lymph disorders	5
Module: Client with Alterations in Fluid and Electrolytes	10
Module: Cancer	5
Module: Immunity Disorders	5
Module: Musculoskeletal Disorders	10
Module: Integumentary Disorders	12

Module: Nervous System Disorders	12
Module: Disorders of the Special Senses	5
Module: Endocrine Disorders	17
Module: Disorders of the Urinary System	10
Module: Disorders of the Reproductive System	10
Module: Respiratory Disorders	10
Module: Cardiovascular Disorders	17
Module: Disorders of the Gastrointestinal System	12
GRADE: Final grade for Medical-Surgical Diseases and Disorders: Final classroom average (exams and assignments) averaged with mid-term and final exams.	

UNIT X

OBSTETRICAL NURSING 110

25 TOTAL CLOCK HOURS

Module: Obstetrics	5
Module: Pregnancy	5
Module: Labor, Delivery, Pre- and Post-Partum Care	10
Module: High Risk Pregnancy, Childbirth, and Newborn	5

GRADE: Final grade for Obstetrical Nursing is cumulative average activities and exams.

UNIT XI

PEDIATRIC NURSING 111

30 TOTAL CLOCK HOURS

Module: Fundamentals of Pediatrics	15
Module: Caring for a pediatric client with health disorders	15

GRADE: Final grade for Pediatric Nursing is the cumulative average of activities and exams.

UNIT XII

MENTAL HEALTH AND WELLNESS 112

25 TOTAL CLOCK HOURS

Module: Mental Health and Wellness	5
Module: Disorders and Treatments	15
Module: Substance Misuse	5

GRADE: Final grade for Mental Health and Wellness is the cumulative average of activities and exams.

UNIT XIII

LEADERSHIP AND MANAGEMENT 114

30 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: Preparing for NCLEX	5
Module: Advancement and Leadership in Nursing	5
Module: Resiliency in Nursing	2.5
Module: Care of the client during emergencies	2.5

GRADE: Final grade for leadership is the cumulative average of activities

UNIT XIV

COMMUNITY HEALTH 113

15 TOTAL CLOCK HOURS

Module: Principles of Community Health	2
Module: Epidemiology	5
Module: Community Planning, implementation, and evaluation	5
Module: Emergency Preparedness	3

GRADE: Final grade for community health is the cumulative average of activities

CLASSROOM INSTRUCTIONAL HOURS	665 TOTAL
CLINICAL/LAB INSTRUCTIONAL HOURS	446 TOTAL

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 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. The classroom average is cumulative of all tests, quizzes, and assignments.

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. The classroom average is a weighted grade as follows: Homework/assignments 15%, quizzes 25% and tests 60%.

103 Infection Control

This course provides the student with a basic understanding of the principles of aseptic techniques to protect the client, nurse, and others from infection. The classroom average is cumulative of all tests, quizzes, and assignments. The classroom average is cumulative of all tests, quizzes, and assignments.

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. The classroom average is cumulative of all tests, quizzes, and assignments.

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. The classroom average is cumulative of all tests, quizzes, and assignments.

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 special consideration of the elderly and their needs. The classroom average is cumulative of all tests, quizzes, and assignments.

107 Nursing Science

The student will study Anatomy and Physiology, from the simple cell structure to the more complex systems of the body. The classroom average is a weighted grade as follows: Homework/assignments 15%, quizzes 25% and tests 60%.

108 Introduction to Pharmacology

Theory contains the theory and facts concerning medication administration to ensure patient safety. The entire course of Pharmacology covers medication and mechanisms of action affecting a particular body system and intravenous therapy. The classroom average is cumulative of all tests, quizzes, and assignments.

Pharmacology Drug Calculations The student will learn the proper calculation of medication dosages; a minimum of 90% at the end of the Pharmacology Drug Calculations Module is required.

109 Medical-Surgical Diseases and Disorders I and II

This area of instruction provides the student with a basic understanding of the etiology, symptoms, treatments, nursing care, medications, prevention, 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. The classroom average for each is a weighted grade as follows: Homework/assignments 15%, quizzes 25%, and tests 60%.

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. The classroom average is cumulative of all tests, quizzes, and assignments.

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. The classroom average is cumulative of all tests, quizzes, and assignments.

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. The classroom average is cumulative of all tests, quizzes, and assignments.

113 Leadership and Management

Apply knowledge to participate in a mock code. Analyze the practical nurse's role in supervision, collaboration, and acting in an interdisciplinary team. Apply knowledge to prioritize and delegate care. Evaluate student preparedness for the NCLEX. The classroom average is cumulative of all tests, quizzes, and assignments.

114 Community Health Nursing

Areas of instruction provide awareness of the biological, psychosocial, cultural, economic, ethical, and environmental impact on the health of individuals and the community. A major focus of this course is for students to critically think about and discuss the role of community health care nurse within a global environment. An interdisciplinary, collaborative approach is taken in community assessment, decision-making, planning, implementation, and evaluation throughout community health nursing practice. The classroom average is cumulative of all tests, quizzes, and assignments.

Lab

During this course, students will learn concepts and skills for entry into nursing. Students will perform basic nursing skills that promote health and prevent disease. Students will successfully demonstrate skills on the master skill list to complete this course. Performance is graded pass/fail.

Clinical Rotation I

During this clinical experience, students learn to identify and understand client needs and ways in which the student 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.

Final Grade Point Average Calculation

The student's final grade point average (GPA) will be calculated from the final course grades weighted as follows:

Foundations: 20%
Nursing Science: 17%
Infection Control: 4%
Personal and Environmental Health: 4%
Nutrition: 4%
Life Cycle: 6%
Pharmacology Theory: 5%
Pharmacology Math: 4%
Mental Health: 4%
Medical Surgical I: 12%
Medical Surgical II: 12%
Obstetrical: 4%
Pediatrics: 4%

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 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 6, 2023 to January 30, 2024	22 hours
Second Semester: January 31, 2024 to June 10, 2024	22 hours
Third Semester : June 11, 2024 to August 9, 2024	11 hours

Attendance warnings will be issued by the Case Manager when student meets absence threshold.

Students who exceed 22 hours in Semester I or II and/or 11 hours in Semester III will be involuntary withdrawn from the program. However, extenuating circumstances (documented serious illness, for example) may be considered.

Clinical Absence

All clinical absences must be made up. Clinical make-up time is scheduled in 4 hour increments as follows:

Clinical Hours Missed	Required Hours Make-Up	Cost to Student
.25 through 4.0 hours	4 hours	\$25.00
4.25 through 8.0 hours	8 hours	\$50.00

Student may be required to pay a clinical make-up fee as shown above. This fee may be waived due to documented extended circumstances.

Absences exceeding the total allotted time of 55 hours during the final semester of enrollment due to an extenuating circumstance will be handled on a case-by-case basis by administration.

Personal appointments and other obligations **are not to be arranged** during scheduled class, lab or clinical time.

Extended illness, injury or surgery that does not extend beyond the student's allowable absences, will necessitate a physician's release with no restrictions or limitations before the student can return to class, lab, or clinical assignment. Any event requiring medical or surgical intervention **MUST** be disclosed and accompanied by a written release from the medical provider indicating a return to class, clinical or lab without any restrictions in order for a student to return.

Pregnancy

Pregnancy is not considered an extenuating circumstance. A pregnant student in the Practical Nursing Program is required to make her condition known to their *Case Manager* or the *Coordinator for Health Careers* as soon as possible. Students who are pregnant during their nursing studies may continue in the program with the approval of their attending physician or health care provider. A physician's release will be required. (See Form in Student Handbook.)

Tardiness

Arriving late or leaving early from class or clinical is not acceptable. The time missed is deducted from student's hours of attendance in quarter hour increments. Example: 10 minutes missed is equivalent to 15 minutes of absenteeism, 20 minutes missed is equivalent to 30 minutes of absenteeism.

Clinical tardiness is **NOT** acceptable. A student who is tardy more than two times during a clinical rotation will receive an attendance contract. Tardiness and absences will reflect negatively on your clinical evaluation. One clinical absence with failure to call by the beginning of the scheduled clinical rotation time will result in a written warning. Two clinical absences with failure to call will result in a *Student Incident Report (Critical Incident)*.

Excused Absence

When appropriate documentation is provided, three (3) bereavement days are allowed for a death in the immediate family. Immediate family is defined as parent, child, spouse, grandparent, brother, sister, mother or father-in-law, son or daughter-in-law, brother or sister-in-law. One (1) bereavement day is given for a death of an aunt, uncle, niece or nephew when appropriate documentation is provided. Hours will be credited upon receipt of documentation. Appropriate documentation can include obituary, memoriam, or copy of the death certificate.

In the event of jury summons, provide a copy of the summons to the Case Manager and action will be decided on a case-by-case basis.

Military Commitment

Absenteeism due to Active Duty or Reservist Military activation will be decided on a case-by-case basis. Current academic, clinical performance, and attendance will be closely looked at for a determination if the student can continue in their current program of study or may need to return to the following year program.

A family/personal crisis, court dates or illnesses are not considered as excused absences.

It is the student's responsibility to monitor their own attendance hours daily through the Class Reach student portal. Cumulative attendance will be reported on each Student Progress Report at designated clock hour completion. All challenges to attendance must occur within 14 days of the date in question.

Attendance will be closely monitored.

Lab Attendance

Lab attendance is mandatory. If late to lab more than 15 minutes, or leaving early more than 15 minutes, the entire two-hour lab will need to be made up per the policy below. Make up labs are a make-up of skills, not hours. The hours will not be reinstated.

It is the student's individual responsibility to sign in on the roster sheet at every lab. If there is not a documented sign in by the student, the lab will be counted as missed. If you miss more than 1 lab per lab rotation, you will be involuntarily withdrawn from the program.

Students missing 1 lab during Lab rotation #1 (before December), must make up the missed lab at a determined date and time. This lab **MUST** be made up during the assigned make up time in order to participate in Clinical Rotation #1.

Students missing 1 lab during Lab rotation #2 (December - February), must make up the missed lab at a determined date and time. This **MUST** be done during the assigned time to progress in clinical.

Failure to attend lab during the assigned make up time will result in involuntary withdrawal from the program.

- **A student MAY NOT make up labs outside of the above stated times!**
- **A student, who exceeds 1 lab absence during rotation #1, or 1 absence during lab rotation #2, will be involuntarily withdrawn from the program.**
- **Students are responsible for checking their attendance daily via the Class Reach student portal.**

Emergency Closing

In severe weather, closing a site automatically cancels all functions scheduled for that day, including Adult and Continuing Education programs. In the event of adverse weather conditions without school closing, the student is advised to make every reasonable effort to safely attend class/clinical.

The Newark PN Program only closes or delays when the **Wayne-Finger Lakes BOCES Newark Regional Support Center (RSC) and/or Newark Central Schools** closes or delays opening.

Clinical sessions will be cancelled when the school district in which your site is located has cancelled classes due to weather related conditions:

Rochester General Hospital

Rochester City School District

Unity Hospital

Greece School District

Newark-Wayne Community Hospital

Newark Central School District

DeMay Living Center

Newark Central School District

Clifton Springs Hospital & Clinic

Phelps/Clifton springs School District

FF Thompson Hospital

Canandaigua City School District

Finger Lakes Health

Geneva City School District

The Highlands at Pittsford

Pittsford Central School District

St. Ann's Community

Rochester City School District

Wayne County Nursing Home

Lyons Central School District

If the school district where your clinical site is located is delayed for one or two hours due to weather related conditions, your start time will also be delayed one or two hours. If the school district where your clinical is located has early dismissal due to weather related conditions, clinical will remain in session for the regularly scheduled hours unless otherwise notified. Clinical sessions will be cancelled when the school district in which your site is located has cancelled classes due to weather related conditions.

Class Preparation

All assigned chapter reading is to be completed **PRIOR** to the lecture for that chapter. Students must come to class prepared with questions from the assigned reading and demonstrate the ability to participate fully in class discussion and activities. Your success in this program will depend on you being prepared.

Your instructors will provide you with a syllabus that will help you plan and guide your studies.

Grading Policies

Because successful completion of the State Board Examination, which is necessary for licensure, becomes improbable when grades fall below the 75% range, it is expected that the student will maintain a minimum 75% average in all subjects.

Students are responsible for checking their grades daily via the ClassReach student portal.

Written assignments (homework and projects) are expected to **be done/handed in prior to the start of class on the assigned date**. Homework handed in after the start of class is considered late and will lose five (5) points. Five (5) points will continue to be deducted for each day the assignment is late. Assignments that are handed more than 7 calendar days late after the due date will result in a zero (0) for that assignment grade.

Classroom Assignments/Homework: Unless an assignment is clearly stated as a group/team project, the expectation is that the student will complete his or her own work independently. If this is not followed, it will be considered cheating or plagiarism and will result in a grade of zero (0) and possible withdrawal from the program.

All ATI assignments are mandatory, whether given in class or as homework. This includes ATI practice and proctored exams.

Please review **Academic Warning** and **Academic Probation** guidelines.

Students are responsible for checking their grades regularly via ClassReach student portal.

Pharmacology Drug Calculations is not considered a cumulative exam. The minimum score required for this course is 90%. The student will be given three (3) exams to achieve a grade of 90%. The maximum score that can be achieved on the re-takes is 90%. After three attempts a student will be involuntarily withdrawn if the 90% has not been achieved.

Final classroom/course average is rounded to the nearest whole number. Example, 74.5% will round to 75% and 74.1% will round to 74%.

Testing Policies

All exams and quizzes will be on your syllabus. If you are absent on a test day, you must set up a time with your instructor to take the test at a time the instructor designates. You must be on time for exams and quizzes. If you are more than 15 minutes late for a test, you will automatically need to make up that test which will count as 1 of the 10 you are able to make up (see below). You will receive a grade no higher than 75% on the delayed test. If you are late or miss a quiz, you will receive a zero for that quiz. There is no late entry for ATI proctored assessments, you will receive a zero for that assessment and will receive a loss of hours.

If you receive below a 70% on a test, you are required to remediate the content and do test corrections. You may choose to do test corrections for a grade of 70% - 74%. You can achieve up to a 75% if these steps are followed and approved by your instructor. You will need to request written approval via email with that instructor within 24 hours of missing or failing a test. You will have 10 consecutive opportunities to make test corrections for failed or missed exams. After you have used all 10 correction opportunities and you miss a test, you will receive a zero. If you fail a test after the 10 correction opportunities, you will keep that grade. You will be involuntarily withdrawn from the program due to failure of the course if have below a 75% average at the end of graded courses.

A test analysis will be performed on all test/quiz before the release of grades to students. Questions that receive less than 25% answered correctly will be reviewed. Upon review, the question will stand if the teacher can locate the correct answer in the textbook, resources, or PowerPoint. If the question has 2 or more correct answers teachers may give credit to each student who selected the correct responses. If the teacher is unable to verify the correct response in supporting textbook/resources/PowerPoint teacher may throw out the question and give all students credit for the question.

Grades will be available within one week. Students will not be able to view their results until all classmates have taken the test/quiz.

All desks must be cleared of all books, notebooks, and personal belongings prior to the start of the assessment.

Instructors may request the removal of jackets, hoodies, hats, etc.

During test sessions, cell phones and smart watches are to be turned off and placed in appropriate designated areas.

Satisfactory Academic Progress

Wayne-Finger Lakes BOCES Practical Nursing Program is 1,111 clock hours. Satisfactory academic progress is evaluated at the end of each enrollment period.

Attendance

Students are expected to attend all scheduled classes, lab and clinicals. 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 at any time during enrollment. Students exceeding 55 hours of unexcused absenteeism are dismissed from the program.

Academic Progress

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 warning or probation.

Academic Warning

Students whose course grade average falls between 75-79%, will be placed on *academic warning*. This is used to inform the student that they are at risk of going on academic probation. At this time, students are encouraged to meet with instructor(s) and attend remediation.

Academic Probation

Students whose course grade average is 74% or below, will be placed on *academic probation*. The student will take the initiative to meet with the instructor(s) to develop an individualized improvement plan. It is the student's responsibility to follow the improvement plan and utilize all available resources. 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 the completion of the course. If academic improvement is not above passing (75%) at the end of the probationary period, the student will be involuntarily withdrawn from the program.

Withdrawal Procedure

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. (Please see **Withdrawal Form**)

Re-Admissions Procedure

Adult and Continuing education programs offered at the Wayne-Finger Lakes BOCES may be similar to programs offered at other BOCES, technical schools or colleges in New York State or other states. However, program clock hours, grade requirements, and attendance policies can differ in other BOCES or post-secondary institutions as well as the arrangement in which subject units within the program are taught. *For these reasons, the Wayne-Finger Lakes BOCES does not accept transfer credit for students from other institutions.*

If a student withdraws or is involuntarily withdrawn from the program, the student will have one opportunity to apply for readmission to the subsequent program. A student may not have more than 2 admissions to the program.

The Program Standards Committee will review the student's record in consideration of grades, attendance, accountability and social interactions. The readmission process is as follows:

- Prior to August 1st, the student will submit their *Readmission Application* with a detailed letter requesting readmission, and \$100 non-refundable processing fee. The letter must include the applicant's intent to be readmitted, the reason for withdrawal and plan of action to ensure successful completion of the subsequent program.

In order to help increase success in the student's readmission, all students applying to return must take and score at least 75% on a written exam and pass a lab competency prior to being accepted for readmission. The written exam will consist of comprehensive questions from the following units of study: Nursing Science, Foundations of Nursing, and Life Cycle. Student performance on the readmission exam and lab competency will determine whether advanced standing readmission will occur. Advanced standing readmission is defined as starting in January of the subsequent academic year.

- After successful completion of the requirements for readmission, the student will meet with the Coordinator for Health Careers to develop and sign a student contract. Student will also be required to submit all health forms, CPR certification and meet the Financial Aid Coordinator.

The Student Contract:

- Identifies all requirements necessary for program completion.
- Will designate start date, units of study to be completed and hours of attendance required.

Readmission is not guaranteed and is dependent upon space availability and the decision of the Program Standards Committee. The Committee's decision is final, and no subsequent appeal will be considered.

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.

Student Conduct

Definitions for Strengthening Understanding Within the Code of Conduct

- **Administrative Team** - consists of the Coordinator for Health Careers; Case Management and Student Placement Coordinator and the Associate Superintendent.
- **Appeals process** - a formal administrative procedure given in writing by a student to the case manager requesting a reconsideration and possible reversal of a decision.
- **Bullying** - aggressive, intentional behavior where one person or persons attempts to exert power over another, harming them mentally or physically through coercion, manipulation, intimidation, or violence, and when asked to stop refuses to do so.
- **Civility** - conduct and/or action of politeness and courtesy where this behavior is an expectation towards others; this behavior will promote a positive atmosphere that will enhance the learning and teaching process.
- **Competence** - the ongoing ability of a person to integrate knowledge, skills, judgment, and personal attributes to practice safely and ethically in a designated role and setting.
- **Confidentiality** - the right of an individual to have personal, identifiable medical information kept private. Such information should be available only to the physician of record and other health care and insurance personnel as necessary.
- **Consequence** - end result, either positive or negative, to an action or reaction.
- **Criteria** - a standard, rule or test on which a judgment or decision can be based.
- **Disruptive student behavior** - behavior from a student that substantially disturbs or distracts from the educational process or interferes with the instructor's ability to manage and teach students.
- **Due Process** - an established course designed to protect the legal rights of the individual.
- **Fair** - doing what is reasonable and in the best interest of the individual and/or group.
- **Firearm** - is defined in 18 USC §921 for the purposes of the Gun-Free Schools Act.
- **Inappropriate behavior** - behavior that interrupts the learning process or that negatively influences a person's physical or psychological comfort or security.
- **Insubordination** - a constant or continuing intentional refusal to follow a written or verbal directive given by a designated person in authority. (i.e.: includes, but not limited to, regularly assigned administrators, instructors, or designee).
- **Intervention** - the modification of an event by school personnel to promote a safe physical and psychological environment for all members of the school community.

- **Involuntary withdrawal** - Administrative removal from the nursing program based on defined criteria or standards.
- **Misconduct** - intentional, deliberate violation of an established standard/law.
- **Plagiarism** - the practice of taking someone else's work or ideas and passing them off as one's own, without giving recognition to the author. This action could be considered a criminal offense and could be grounds for dismissal from the program.
- **Principles** - core values that demonstrate how individuals should conduct themselves and relate to each other. They encompass a set of beliefs which provide the reasons for the rules and the motivation for following them.
- **Procedure** - A traditional or established way of doing things.
- **Professionalism** - behaving appropriately and effectively in dress, words, and actions; maintaining the standards of the nursing profession.
- **Reasonable Accommodations** - any change to the application or hiring process, to the job, to the way the job is done, or the work environment that allows a person with a disability who is qualified for the job to perform the essential functions of that job and enjoy equal employment opportunities. Accommodations are considered "reasonable" if they do not create an undue hardship or a direct threat.
- **Respect** - to show consideration, admiration or regard for someone or something through words and actions.
- **Rules** - based on the principles (core values), they identify acceptable and unacceptable behavior that is observable, clear, specific and enforceable.
- **School property** - means in or within any building, structure, parking lot or land contained within the real property boundary line of a school, or as defined in Vehicle and Traffic Law §142.
- **Standards Committee** -Comprised of administration, case management, and faculty. Financial Aid for cases regarding admissions or readmissions. For the purpose of reviewing admissions, readmission, and disciplinary actions.
- **Violent student behavior** - behavior occurring on or around school property, before, during or after the school day, which endangers self, others or property.
- **Voluntary withdrawal** - when an individual chooses to remove themselves from the nursing program for reasons important to the individual.
- **Weapon** - refers to the definition of firearm in the Gun-Free Schools Act. Any item that could cause physical harm to someone depending on intent and use (can include, but is not limited to: BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb or other device, instrument, material or substance).

Prohibited Student Conduct

The WFL Nursing Program expects all students to conduct themselves in an appropriate and culturally responsive manner, with proper regard for the rights and welfare of other students, instructional and supervisory personnel and other members of the school community, and for the care of school facilities and equipment.

In this school community, we believe that the best discipline is self-imposed, and we work from a restorative practices framework. Students learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. Instructional and supervisory personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self-discipline.

The board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function understandable and in line with the district's philosophy. The expectations of conduct listed below are intended to provide examples of behaviors that jeopardize the program's focus on safety and respect for the rights and property of others. Individuals or groups who will not accept responsibility for their own behavior and who violate these school expectations will be required to accept the *consequences* for their conduct.

The rules of misconduct below are examples, but are not limited to:

- Committing an act of violence against a school employee, another student or attempting to do so, while on school property or at a school function.
- Displaying and/or possessing a weapon while on school property or at a school function.
- Threatening, while on school property or at a school function, to use a weapon.
- Knowingly and intentionally damaging or destroying school property and/or personal property of any school employee or any person lawfully on school grounds or at a school function.

Student behaviors that may result in a corrective action include, but are not limited to:

- Failure of student to respond to the corrective efforts initiated by the instructor for inappropriate classroom/clinical behavior, including but not limited to sleeping in class, arguing with instructor or classmates, failure to comply with rules and regulations at any facility.
- Insubordination.
- Frequent tardiness.
- Smoking, use of nicotine or tobacco products, alcohol or drugs.
- Use of over the counter or prescription medications without appropriate permission or supervision.

- Continued disruption of school or classroom procedures including but not limited to frequent exiting from class during instructional time, eating in the classroom, and talking during instructional time.
- Vandalism.
- Verbal, sexual and/or physical harassment.
- Verbal assault/bullying (i.e., the use of demeaning, derogatory, foul, offensive, threatening, or abusive language) toward staff or other students.
- Actions that endanger the health, safety or welfare of others.
- Fighting and/or bullying of faculty/staff/students.
- Premature leaving of a facility without the knowledge or permission of the instructor.
- Failure to notify the clinical instructor of an absence.
- Cheating, plagiarism, copying or altering records.
- Theft of property.
- Breach of confidentiality/privacy.
- Use of cell phones in the classroom (outside of designated use times), or at clinical sites.
- Use of social networking sites that could result in civil/criminal liability or negatively impact the practical nursing program or the profession of nursing.

Abuse Policy

WFL BOCES School of Practical Nursing is committed to providing a safe and productive learning environment. Bullying of a student, BOCES staff, or Clinical staff by another student is strictly prohibited on or off campus.

For purposes of this policy, the term "bullying" is defined, in general, as: "a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful student or group attacking those who are less powerful." Bullying can take three forms:

- a) Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- b) Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
- c) Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

"Internet bullying" (also referred to as "cyber-bullying") including the use of instant messaging, e-mail, web sites, chat rooms, social media platforms and text messaging when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of BOCES students or employees is also prohibited.

Anti-Harassment Policy

WFL BOCES School of Practical Nursing prohibits and condemns all forms of harassment on the basis of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital or veteran status, or disability by employees, school volunteers, students, and non-employees such as contractors and vendors as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the

It is intended that this policy apply to the dealings between or among employees with employees; employees with students; students with students; employees/students with vendors/contractors and others who do business with the BOCES, as well as school volunteers, visitors, guests and other third parties.

Corrective actions include, but are not limited to:

- Removal from the classroom or clinical facility with the loss of hours.
- Written warning which remains in student file.
- Meeting with the Case Manager and/or Program Administrator.
- Loss or change in financial aid eligibility (continued or future).
- Written assignments addressing the behaviors exhibited.
- Involuntary withdrawal from the PN program.

The Wayne-Finger Lakes BOCES is a place where students, faculty and staff of the school and other facilities (visitors, families, patients and health care providers) have a right to feel safe from verbal, emotional or physical attack.

Any violation of criminal code including, but not limited to, the following will result in referral to the appropriate law enforcement agency:

- Threat to or intimidation of, any staff members or students either face to face or via any media.
- Sexual misconduct.
- Gambling.
- Extortion.
- Forgery.
- Arson.
- Bomb Threat.
- False reporting to 911.
- Possession, sale, or use of a weapon.
- Possession, sale, manufacture or use of drugs or alcohol.
- Possession, sale, or use of fireworks or other substance that endangers the health and safety of students and/or staff.
- Assault on a staff member or student.
- Vandalism (district will seek restitution).

Reporting Violations

All students are expected to promptly report violations of the Code of Conduct to an instructor, supervisor or his or her designee, or an essential partner of the Wayne-Finger Lakes BOCES. Appropriate sanctions of the violation will be followed up promptly according to the Wayne-Finger Lakes BOCES Code of Conduct.

Disciplinary Penalties: Procedure and Referrals

School personnel who interact with students are expected to use disciplinary intervention only when necessary. Emphasis is placed on the student's ability to grow in self-discipline and personal accountability.

Discipline is most effective when the focus is on the problem, not the person. It should be fair, impartial and consistent within disciplinary procedures.

The Wayne-Finger Lakes BOCES is an educational community where all members benefit from adherence to the rights, responsibilities and rules set forth in the Code of Conduct.

In all cases of dismissal/withdrawal, every attempt will be made to have the Case Manager present. When dismissal/withdrawal is found necessary, the student will return books on loan and other materials borrowed. These should be returned to the Classroom Instructor/Coordinator. The student will be billed for any laptop, textbooks and materials not returned. Students must return their ID badges.

Dissemination and Review

The Program will work to ensure that the community is aware of this Student Handbook/Code of Conduct by:

- Providing all faculty and staff with a copy of the Code and a copy of any amendments as soon as practical after adoption.
- Providing new employees with a copy of the current Code of Conduct when they are hired.
- Providing all nursing students with a copy of the Code of Conduct and review during Orientation.
- Making copies of the Code of Conduct available to the community through the Wayne-Finger Lakes BOCES website.

Conflict Resolution Procedures

A. Purpose

The following Conflict Resolution Procedures for the School of Practical Nursing outlines general provisions and procedural steps for handling conflicts involving students and faculty.

Students will be afforded the opportunity to file a conflict on matters associated with their enrollment, including but not limited to the school's code of conduct, as well as academic, financial and harassment concerns.

The Programs Standard Committee is responsible for conducting a review of any unresolved conflicts.

Some of the basic objectives of these procedures are as follows:

- To provide the student with an easily accessible and fair means of being heard.
- To alert faculty and administration in a systematic way to causes of student dissatisfaction and to provide a mechanism to insure prompt and equitable response.
- To contribute in a positive way to the development of mutual respect and trust through communication and ultimate reconciliation of problems between students, faculty, and administration.

B. Conflict Resolution for Currently Enrolled Students

The following procedure has been established for resolving issues of currently enrolled students (conflict resolution procedure for withdrawn students can be found in Section (C)).

Developing conflict resolution skills is a professional requirement and asset. Following the steps as they are listed here, helps the student grow in their professionalism and allows for concerns to be addressed and resolved in a timely manner.

- Step 1.** The first step in resolving any problem is to discuss it frankly with the person involved whether it is a classmate, instructor or staff member. Most problems can be settled quickly and satisfactorily in this manner.
- Step 2.** If there is not a satisfactory solution following this discussion, or for some reason the student does not feel comfortable discussing the situation with the other person involved they should schedule an appointment with their case manager. This may include a meeting facilitated by case management.
- Step 3.** If resolution has not occurred, the student should present a written statement to the Coordinator for Health Careers within five (5) school days after the above meeting with the student's case manager. This statement can be faxed or emailed.
- Step 4.** If the student is still not satisfied, the final step in attempting to resolve any unsettled problem is to provide a written statement to the Program Standards Committee. The Committee will convene within five (5) school days from receipt of the written request. They will review the information developed in the previous steps, seek additional information as necessary, and the Coordinator for Health Careers will make a recommendation to the Associate Superintendent. The Coordinator for Health Careers and the Program Case Manager will then disseminate the decision to the student within five (5) school days.

C. Conflict Resolution for Students Who Have Been Involuntarily Withdrawn

The following procedure has been established for any person who has been involuntarily withdrawn from the Practical Nursing program and chooses to grieve the decision of involuntary withdrawal.

At each step of the appeals process, the written appeal provides the basis for the investigation of the appeal. However, as part of the deliberation or investigation, the appearance of the individuals involved may be requested. A written response to the appeal will be provided to the person appealing the decision. The possible results of an appeal are that the original decision will be:

- Upheld without change, or
- Modified in some manner.

Step 1. The person will provide a written appeal to the Coordinator for Health Careers within three (3) business days from the receipt of official written notification of involuntary withdrawal. It is the responsibility of the person making the appeal to demonstrate the valid reason for the appeal. The person has the right to appeal any action on the following situations:

- The action taken was more severe than warranted based on the original situation.
- There is new information that was not available at the time of the original decision.

Step 2. Within five (5) business days of receipt of the written appeal, the Program Standards Committee will convene. As part of the deliberation or investigation, the appearance of the individuals involved may be requested. The Coordinator for Health Careers will notify the Associate Superintendent of the Committee's recommendation. The Coordinator for Health Careers will immediately notify the student of the final determination.

Step 3. If the person is not satisfied with the decision of the Coordinator for Health Career's decision and there are sufficient grounds based on the process for making an appeal, the person must submit a written appeal within three (3) business days to the Associate Superintendent or designee. The student will review the information developed in the previous steps, seek additional information as necessary, and provide the person making the appeal with the student's response within five (5) days of receipt of the written appeal. The Associate Superintendent's or designee's, response is final.

New York State Complaint Process

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. For further information, visit <https://www.nysed.gov/college-university-evaluation/complaints>. The New York State Education Department can be reached at:

**New York State Education Department
Office of the Professions
Professional Education Program Review
Education Building, 2 West
Albany, NY 12234**

Student Dress Code

All nursing students are expected to give proper attention to personal cleanliness and to dress for attendance at school and professional settings in a manner that is in line with the principles of the WFL School Community regarding respect for self and others.

Supervisors and Instructors should exemplify and reinforce acceptable professional dress and help students develop an understanding of appropriate appearance in the school and work settings.

A nursing student's choice of dress, grooming and appearance, including (but not limited to) hair style and color, jewelry, make-up and nails shall:

- Be safe, sanitary, and appropriate and not disrupt or interfere with the educational process.
- Ensure that underwear is completely covered with outer clothing.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not include items that are vulgar, obscene, and libelous or that denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- Not promote and/or endorse the use of alcohol, use of nicotine, tobacco or illegal drugs and/or encourage other illegal or violent acts.

Dress Code is Mandatory.

A. Classroom Dress Code

To reduce the risk of spreading infections/germs, clinical scrubs or uniforms and duty shoes worn in the clinical setting are not to be worn in the classroom.

- Wear nursing scrubs on all classroom and lab days. They must be a solid color.
- Scrubs and scrub jackets are the only appropriate classroom/lab attire. A solid color T-shirt or solid color turtleneck may be worn under the scrub top, but not in place of the scrub top.
- No jackets, sweatshirts, sweaters etc. are considered appropriate classroom/lab attire and will be instructed to be removed.
- No caps, hats, or head wraps (unless worn for religious reasons) are allowed in the classroom/lab.
- Students not in or refusing to comply with dress code standard will be sent home with loss of hours.

B. Clinical Dress Code

The mandatory uniform issued from the school approved uniform company consists of the following:

- A school-issued skirt or pants. Length of the uniform skirt is to be no higher than the middle of the knee. Pants must be worn at the waist. Pant length cannot extend beyond the ankle. Capris are not permitted. Any student that is visibly pregnant at any time during clinical rotation must purchase and wear a regulation maternity uniform.
- A school-issued top with school patch.
- Uniform must be properly fitted, clean, unwrinkled and in good repair. If uniform becomes worn, a new uniform must be purchased at the student's expense.
- Clean, all white or black socks are to be worn with pants; clean white or black stockings, free of runs, must be worn with the uniform skirt.
- Appropriate undergarments must be worn with the uniform, (i.e., bra, undershirt, underwear, etc.).
- Lab coats are not to be worn by students unless issued for temporary use in a specialty area (i.e., obstetrics).
- White sweaters may be worn only during lunch breaks or at pre/post-conference. They are not to be worn at the patient's bedside.
- A solid color T-shirt or a solid color turtleneck may be worn under the uniform, but not in place of the uniform top.
- The school-issued name tag must be worn and visible above the waist at all times.
- Bandage scissors, stethoscope, pen light, watch with a second hand, and black pen are considered part of the uniform and must be brought to clinical daily.
- Hair must be off the collar at all times and arranged in conservative styles and in keeping with facility policies. Hair color must be a color that is naturally occurring. No decorative hair accessories will be permitted, including head scarfs or bands (unless worn for religious reasons).
- The face shall be clean-shaven or well-groomed.
- Nails must be clean, trimmed, and short enough so as not to be seen when looking at upheld palms. NAIL POLISH of any color including clear, GEL or SCULPTURED NAILS **ARE NOT** PERMITTED.
- Artificial/false eyelashes may not be worn in the clinical setting.
- No rings with sharp protrusions, facial or tongue piercing jewelry, bracelets, necklaces, pins or jewelry are to be worn. A watch with a second hand, plain smooth wedding band, small post-style ball earrings (one earring per/ear), are the **only** jewelry items allowed.
- No strong perfumes, colognes, or other odors will be tolerated. Likewise, makeup must be conservative and acceptable to the faculty. Use of deodorant and appropriate hygiene are expected.

Classroom and Clinical Policies

Students are expected to adhere to the following:

- No consuming of food in classrooms (unless permitted by classroom instructor), corridors or clinical units.
- No leaving your clinical unit without your instructor's permission. Non-emergency personal needs should be addressed during scheduled breaks or mealtimes to minimize disruption of instruction.
- Gum chewing is not permitted in clinical areas or during post-conference.
- Breaks and meal scheduling are done at the clinical instructor's discretion. Breaks are optional and are not guaranteed. Meal breaks are not to exceed 45 minutes.
- To encourage collaborative learning, instructors are encouraged to remix student groups at various times throughout the program. This will encourage students to reach out to each other to problem solve for a deeper learning and understanding of the program's instructional materials.
- For student success and safety in the classroom, lab and clinical setting it is highly recommended that students do **NOT** work the shift before their scheduled class, lab or clinical rotation. Research has indicated that this is a safety issue for both the student and their patients. If students are found by their classroom, lab or clinical instructors to not be able to perform safely, remain alert and attentive throughout their scheduled time, they will be sent home with loss of hours, a student incident report will be filed with the Coordinator for Health Careers.
- All clinical assignments are to be prepared neatly in blue or black ink or done on a computer and submitted WHEN DUE. Students will not be given full credit for assignments handed in late. If work is not handed in (i.e., case studies, nursing care plans and other reports), the student will receive an Unsatisfactory for each day it is not turned in following the due date. If the student does not make this up within the remaining time of the clinical rotation, the student will fail the clinical rotation and be involuntary withdrawal.

If a student fails a Clinical Rotation, they will be involuntarily withdrawn from the program.

If disruptive behavior occurs in the classroom or clinical setting, the students will be asked to leave the classroom or clinical site. This will result in a loss of hours.

**** Please note:** An unforeseen circumstance can occur at any time during a clinical rotation resulting in changes in the clinical schedule/placements. ***Students must be prepared to travel to a different clinical site if this occurs.*** While every effort is made to schedule a student's clinical rotation "close to home", it is not a guarantee that it can be done.

Cell Phone Regulations

Cell phones are **not** to be used during class/lab times unless directed by the instructor for educational purposes. You may access your phone outside of the classroom during the assigned lunch time. All cell phones must be placed in a designated spot on your desk and turned off or silenced during class. If a student needs access to phone for emergencies, it is the student's responsibility to discuss with the instructor prior to the start of class.

If you are found to be in violation of this policy, you will be asked to surrender your phone until class is finished. A violation of this policy will result in a critical incident write-up on a Student Incident Form. If the violation occurs during a test/quiz/exam the student will receive a grade of zero (0).

Cell phones are **prohibited** in the clinical facilities. If a student is found to be in violation of this policy, the student will be sent home with loss of hours. Two violations of this policy will result in disciplinary action and possible dismissal from the PN program.

Forms/Appendix

The following is a list of forms included in this packet along with a brief explanation.

Student Incident Report: This form is used whenever there is a violation of the code of conduct or a safety violation in the classroom, lab or clinical settings. A student receiving a warning or critical incident will be expected to meet with the Instructor, Case Manager and the PN Coordinator. Depending on the nature and severity of the incident, the Coordinator for Health Careers and the Associate Superintendent, will become involved in the counseling of the student.

Academic Probation Form: This form is used to notify a student that the student's grade average in a course has fallen below 74%.

Academic Warning Form: This form is used to notify a student that the student's grade average in a course is between 75-79%.

Clinical Probation Form: This form is used by the clinical instructor when they feel a student is not meeting the benchmarks of their current clinical rotation. The clinical instructor submits their concerns to the Health Careers and PN Coordinators who will develop a remediation plan for student success. After discussion with program coordinators student may be placed on Clinical Probation or Contract and/or may not pass the Clinical Rotation.

Name/Address Change Form: This form is to be filled out by the student anytime throughout the program when information such as name, address or phone number changes. If any of these changes occur during the school year, the student must fill out the form and turn it in to their teacher or the PN secretary.

Physician's Maternity Release Form: The lab and clinical portion of the student's PN training brings the student into health care settings where there is an increased risk of exposure to strenuous activity, communicable diseases, radiation and toxic substances. Wayne-Finger Lakes BOCES or our affiliated clinical sites cannot assume responsibility for any harm that might occur to a fetus or pregnant student. This form will provide medical clearance from the student's physician or healthcare provider to allow the student's continued participation in the lab and/or clinical experience of her Practical Nursing Program. This form must be on file with the school for the student to participate in lab and clinical.

Physician's Injury/Medical Procedure Release Form: The lab and clinical portion of the student's PN training brings the student into health care settings where there is an increased risk of exposure to strenuous activity, communicable diseases, radiation and toxic substances. Wayne-Finger Lakes BOCES or our affiliated clinical sites cannot assume responsibility for any harm that might occur to a fetus or pregnant student. This form will provide medical clearance from the student's physician or healthcare provider to allow the student's continued participation in the lab and/or clinical experience of her Practical Nursing Program. This form must be on file with the school for the student to participate in lab and clinical.

Student Information Release Form: This form is used when a clinical facility requests a student's social security number for the purpose of a background check.

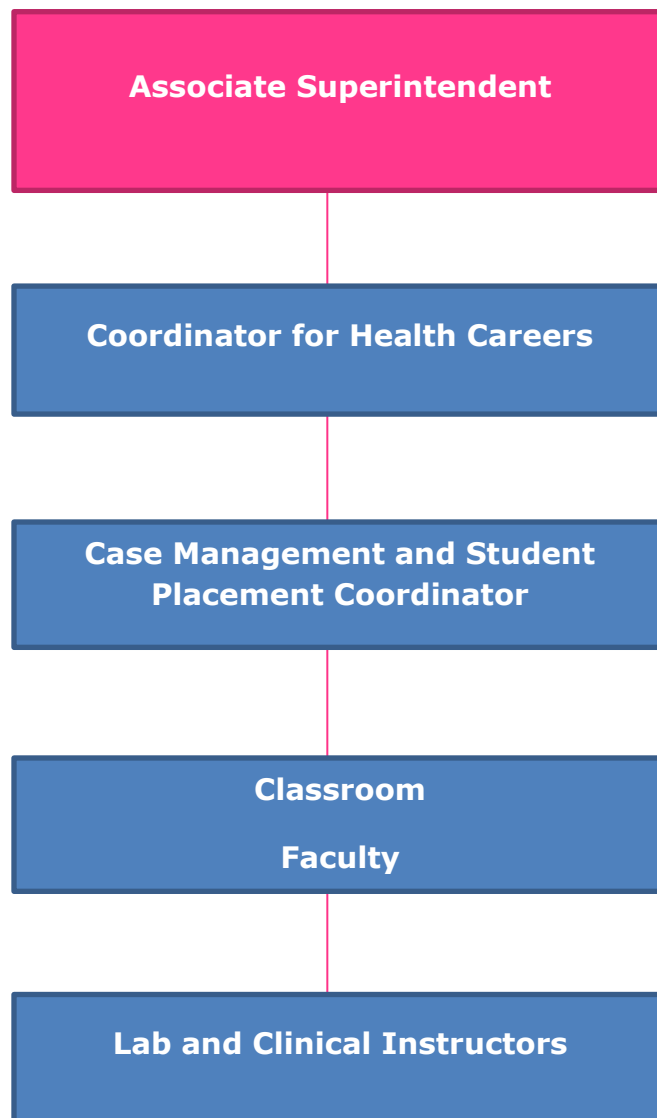
Withdrawal Form: This form is to be signed by the student and the Case Manager when a student wishes to withdraw voluntarily or is involuntarily withdrawn from the Practical Nursing program.

Handbook Acknowledgement Form: This form is to be signed by the student, (and parent/guardian if the student is under 18 years old), AFTER the handbook/code of conduct is read and the student agrees to follow the policies and procedures within the handbook/code of conduct.

Wayne-Finger Lakes BOCES School of Practical Nursing Organizational Chart

The purpose of this chart is to make students and staff aware of the organizational hierarchy and “chain of command” of the PN program. Questions, concerns, and grievances should follow the flow of the organizational hierarchy.

School of Practical Nursing Organizational Chart



Wayne Finger-Lakes BOCES PN Faculty

Kara Close, BSN, RN
Capella University
Minneapolis, MN
Instructor

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

Ashley Schultz, MSN, RN
Capella University
Minneapolis, MN
Instructor

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

Martha Jodeit, BSN, RN
St. John Fisher College
Rochester, NY
Instructor

WAYNE - FINGER LAKES
Board of Cooperative Educational Services

**School of Practical Nursing
Student Incident Form**

☐ Clinical Warning

☐ Critical Incident 1___ 2___ 3___

☐ Classroom Warning

STUDENT'S NAME: _____ DATE: _____

Location of incident: _____

Violation of Code of Conduct (check one)

_____ Insubordinate/Disruptive Conduct

_____ Professional Academic and Clinical Misconduct

As defined by: _____

Student Response: As a nursing student my role is to learn and grow professionally and personally. How could I have better handled this situation?

Instructor Recommendations/Plan for Student:

Student was counseled by: _____ **Date:** _____

Comments:

Student: _____ **Date:** _____

Instructor: _____ **Date:** _____

Case Manager: _____ **Date:** _____

PN Coordinator: _____ **Date:** _____

**School of Practical Nursing
Academic Probation Form**

Student: _____
Last Name First Name

Date: _____

Course: _____

Current Grade: _____

As of the date above you are being placed on Academic Probation for an academic average of 74% or below.

REQUIREMENTS:

- Take the initiative to meet with the instructor(s) to develop an individualized improvement plan;
- Follow the improvement plan and utilize all available resources;
- Read and outline chapter before lecture;
- Avoid all absences and tardiness;
- Attend remediation classes offered by the instructor;
- Review your student handbook for grading and program policy.

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 the completion of the course. If academic improvement is not above passing (75%) at the end of the probationary period, the student will be involuntarily withdrawn from the program.

Student: _____ Date: _____

Instructor: _____ Date: _____

Case Manager: _____ Date: _____

PN Coordinator: _____ Date: _____

**School of Practical Nursing
Academic Warning Form**

Student: _____
Last Name First Name

Date: _____

Course: _____

Current Grade: _____

As of the date above, you are being placed on Academic Warning for an academic average between 75-79%. You are at risk of going on Academic Probation.

REQUIREMENTS:

- Take the initiative to meet with the instructor(s);
- Read and outline chapter before lecture;
- Avoid all absences and tardiness;
- Attend remediation classes offered by the instructor;
- Review your student handbook for grading and program policy.

Student understands that a minimum final average of 75% is required for each course (a minimum of 90% is required for Pharmacology Drug Calculations) in order to remain in the Practical Nursing Program.

Student: _____ Date: _____

Instructor: _____ Date: _____

Case Manager: _____ Date: _____

PN Coordinator: _____ Date: _____

WAYNE - FINGER LAKES
Board of Cooperative Educational Services

**School of Practical Nursing
Clinical Probation Form**

Student: _____
Last Name First Name

Date: _____

It has been determined by your clinical instructor, _____ that you are displaying unsatisfactory performance in the following areas (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Skills | <input type="checkbox"/> Completion of assignments |
| <input type="checkbox"/> Documentation | <input type="checkbox"/> Inappropriate/unprofessional behavior |
| <input type="checkbox"/> Safety awareness | |

It is expected that you will show continuous, sustained improvement by _____ (two weeks or three clinical days).

The following are recommendations for displaying improvement:

- ☐ Return to lab practice/review
- ☐ Documentation review clinical /classroom instructor
- ☐ One-on-one remediation in the clinical setting with the PN Coordinator
- ☐ Other _____

Failure to meet expectations by the above date will result in a written student contract.

Student: _____ Date: _____

Instructor: _____ Date: _____

Case Manager: _____ Date: _____

PN Coordinator: _____ Date: _____

WAYNE - FINGER LAKES
Board of Cooperative Educational Services

**School of Practical Nursing
Name/Address Change Form**

Effective Date ____/____/____

Please check location attending:

☐ **Newark Day:** Date of enrollment: Month ____ Year ____

☐ **Newark Eve:** Date of enrollment: Month ____ Year ____

Complete the information below with your name, address or telephone changes.

Previous Name: _____

Previous Address: _____

Previous Telephone Number: _____

CHANGE TO:

Current Name: _____

Current Address: _____

Current Telephone Number: _____

Please return to the Health Careers Secretary, Thank you.

Distribution List:

☐ Financial Aid

☐ Student File

☐ Business Office

**School of Practical Nursing
Physician's Maternity Release Form**

Student: _____
Last Name First Name

Notification Date: _____

The lab and clinical portion of the student's practical nursing training brings the student into health care settings where there is an increased risk of exposure to strenuous activity, communicable diseases, radiation and toxic substances.

The above student at Wayne Finger-Lakes BOCES has reported that she is pregnant and requires a medical clearance to continue participation in the clinical experience of her Practical Nursing Program.

Please answer the questions below, sign and return this form to WFL BOCES.

☐ **YES** ☐ **NO** Do you approve of your patient continuing to work as a Practical Nursing Student, with no restrictions, in her present condition?

On what date, because of her present condition, should she discontinue working:

Date: _____

What is her expected delivery date:

Date: _____

If the patient's condition should change where continuing to participate in the Practical Nursing program may adversely affect her or her baby, we would appreciate you notifying us immediately.

Physician's Name (Please Print): _____

Address: _____
Street City State ZIP

Phone: _____ **Date:** _____

SIGNATURE: _____

School of Practical Nursing
Physician's Injury/Medical Procedure Release Form

Student: _____
Last Name First Name

Notification Date: _____

The lab and clinical portion of the student's practical nursing training brings the student into health care settings where there is an increased risk of exposure to strenuous activity, communicable diseases, radiation, and toxic substances.

The above student at Wayne Finger-Lakes BOCES has reported an injury and/or had a required medical procedure performed and requires a **medical clearance** to continue participation in the lab and/or clinical experience of the Practical Nursing Program.

Please answer the question below, sign and return this form to WFL BOCES prior to returning to the program.

☐ **YES** ☐ **NO** Do you approve of your patient continuing to work as a Practical Nursing Student, with no restrictions, in the student's present medical condition?

If the student's medical condition should change where continuing to participate in the Practical Nursing program may be compromised, we would appreciate you notifying us immediately.

Physician's Name (Please Print): _____

Address: _____
Street City State ZIP

Phone: _____ **Date:** _____

SIGNATURE: _____

**School of Practical Nursing
Student Information Release Form**

I, _____(print student name), give my permission to release my date of birth, phone number and immunization records to the clinical facilities at which I will be doing my clinical rotation while a student at Wayne-Finger Lakes BOCES. I understand that this information will be held as confidential by the clinical facility.

Please sign below:

Student: _____ Date: _____

**School of Practical Nursing
Withdrawal Form
(Please Print)**

Student Last Name, First Name

Date

Address

Address, Line 2

City

Zip Code

☐ **Voluntary** ☐ **Involuntary** ☐ **Reason** _____

Last Date of Attendance

Number of Hours Completed

Please read the following:

- Federal financial aid recipients that voluntarily withdraw or that are involuntarily withdrawn from the School of Practical Nursing before completing more than 60% of the term, are subject to a proration of any federal aid (Federal Pell Grants and Federal Direct Loans) awarded and **may owe a tuition balance**. Withdrawn students will receive a tuition invoice following withdrawal if tuition is owed and may not return to Wayne-Finger Lakes BOCES until balance is paid in full.
- Students must return any equipment belonging to Wayne-Finger Lakes BOCES which may include a laptop and charger. If equipment is not returned within 10 days, students will receive an invoice. If a balance is owed student may not return to Wayne-Finger Lakes BOCES until balance is paid in full. Please check here if equipment is not being returned at time of withdrawal:
☐ Student owes equipment which must be returned within 10 days.
- Student must turn in student identification to the Program Case Manager at the time of withdrawal.
- Student will receive Re-Admissions application upon withdrawal. Students wishing to return to the Practical Nursing program should refer to their catalog/handbook for further information on the process.

I have read and understand the above information:

Student Signature

Date

Case Manager Signature

Date

**School of Practical Nursing
Handbook Acknowledgement**

Student: _____
Last Name First Name

I have read, understand, and agree to the guidelines, policies and procedures outlined in the 2023-2024 Practical Nursing Program Student Handbook/Code of Conduct.

Please complete this form, sign below and return on the first day of class.

Student's Signature

Date

1969 - 2023



***Wayne-Finger Lakes BOCES
School of Practical Nursing***

