![OCVTS - Ocean County Vocational Technical School logo]

OCVTS PRACTICAL NURSING PROGRAM STUDENT HANDBOOK

Ocean County Vocational Technical School
Toms River Center
1299 Old Freehold Road
Toms River, NJ 08753
732-473-3100 x3137 or 3145

Revised July/August, 2024
OCVTS Board of Education approval August 2024
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OCVTS Administration, Practical Nursing Staff, and Affirmative Action/Policy of Nondiscrimination

ADMINISTRATION

Karen L. Homiek, Superintendent
Dr. Michael B. Maschi, Assistant Superintendent
Stephen J. Brennan, MBA, CPA, School Business Administrator/Board Secretary

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PRACTICAL NURSING PROGRAM STAFF

Christine Santasieri, Principal
Laura Vassallo, Admissions Representative
Tiffany Dasti, Administrative Assistant

Instructors:
Linda Berking
Kimberly Deem
Megan Gisoldi
Jaclyn Hovath
Donna Mazzu
Kamila Santana-Castillo

AFFIRMATIVE ACTION/POLICY OF NONDISCRIMINATION

It is the policy of the Board of Education of Ocean County Vocational Technical School not to discriminate in its technical programs, vocational opportunities, activities, employment practices or admission policies and practices on the basis of race, color, creed, religion, sex, ancestry, national origin, affectional and sexual orientation, disability, social or economic status. Lack of English language skills will not be a deterrent to admissions to any program at Ocean County Vocational Technical School.

Inquiries regarding affirmative action, discrimination (including Federal Title IX requirements), sexual harassment or equity should be directed to:

Dr. Michael B. Maschi
Affirmative Action / Title IX Officer
732-244-6414 x 3318

Melanie Patterson
Federal Section 504 Officer
Americans with Disabilities Officer
District Equity Coordinator
732-244-1122 x 3123

AFFIRMATIVE ACTION GRIEVANCE PROCEDURE

Any student, parent, teacher, administrator, or staff member who has a grievance involving affirmative action should be directed to: Dr. Michael Maschi, Affirmative Action Officer 732-240-6414 x 3318

We are an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people regardless of race, color, religion, gender, age, national origin, veteran status, disability, genetic information or testing, family and medical leave, sexual orientation or gender identification and expression. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or government, or against any individual who assist or practice in the investigation of any complaint, or otherwise opposes discrimination.

ACCREDITATION

Approved by the New Jersey Board of Nursing and New Jersey Department of Education.
Accredited by Middle States Association Commissions on Elementary and Secondary Schools.

Health Resources

Suicide/Depression Services		
Local Police	911	Call for emergency assistance
PESS Psychiatric Emergency Screening Services	732-886-4474 866-904-4474	A state-designated emergency screening service for Ocean County. Call for emergency assistance if you believe your child is at risk for self-harm.
National Suicide Prevention Lifeline	800-273-8255 Or dial 988	The Lifeline provides 24/7 free and confidential support for people in distress, prevention and crisis resources for you and your loved ones, and best practices for professionals.
CONTACT of Ocean and Monmouth Counties	732-240-6100 609-693-5834	CONTACT of Ocean and Monmouth Counties provides trained telephone listeners who respond to human needs 24/7. This organization offers free, confidential crisis intervention, information on available resources, and referral to community services.
Counseling Services		
PerformCare New Jersey	877-652-7624	PerformCare provides free services for children, youth, and young adults who are experiencing emotional and behavioral challenges, are impacted by substance use treatment needs, or have an intellectual/developmental disability.
Ocean Mental Health Services	732-575-1111 877-621-0445	Ocean Mental Health Services provides a continuum of behavioral health, substance abuse, and integrated healthcare services.
NJ Mental Health Cares	1-866-202-HELP (4357) TTY: 1-877-294-4356	NJ Mental Health Cares is New Jersey's behavioral health information and referral service. Behavioral care specialists use their experience and understanding of the behavioral health system to connect you to the information and services you need.

Substance Abuse Services		
Ocean County Health Department	732-341-9700 x7536	The Alcohol and Drug Unit at the Ocean County Health Department contracts with substance abuse agencies in the local community to provide services to Ocean County residents. The Alcohol and Drug Unit provides services on a continuum of care ranging from detoxification and inpatient to outpatient services.
Preferred Behavioral Health Department	732-367-4700	Preferred Center for Children and Families is an outpatient mental health program providing Ocean County youths age 4-18 and their caregivers with the assistance, support, and education to manage depression, anxiety, domestic issues, behavior, and other disorders.
NJ Connect for Recovery	855-652-3737	The NJ Connect for Recovery Call Line provides support for those concerned with their own opiate use and those who are experiencing distress related to the opiate use of a friend or family member.
NJ Addiction Hotline	1-844-276-2777	NJ Addiction hotline is available 24/7 for assistance and referral to treatment.
Medical Services		
Community Medical Center (Toms River)	(732) 557-8000	
Southern Ocean Medical Center (Manahawkin)	(609) 597-6011	
Ocean Medical Center (Brick)	(732) 840-2200	

Practical Nursing at Ocean County Vocational Technical School District

WELCOME

Welcome to the Ocean County Vocational Technical School District (OCVTS) Practical Nursing Program! We are delighted to have you join our community and are excited to begin this journey together towards a rewarding career in nursing.

The Practical Nursing Program at OCVTS is designed to provide students with the comprehensive education and hands-on training necessary to excel in the nursing field. Our curriculum combines rigorous academic coursework with practical clinical experiences, ensuring that students are well-prepared to meet the challenges and demands of the healthcare industry.

At OCVTS, our primary goal is to create a supportive and engaging learning environment where each student can thrive. We are committed to helping you develop the skills, knowledge, and confidence needed to become competent and compassionate nursing professionals.

We are looking forward to an incredible year of learning and growth. Together, we will build a strong foundation for your future career in nursing. Thank you for choosing the Practical Nursing Program at OCVTS. Let's make this year a memorable and successful one!

STUDENT HANDBOOK

This handbook has been created to help familiarize you with our nursing program and to answer any questions you might have. If you need clarification on any information, please don't hesitate to ask any of our nursing instructors or staff members in the Practical Nursing Program.

Inside this handbook, you'll find essential information and guidelines that all students must know. It is your responsibility to read, understand, and adhere to all policies and procedures outlined here. These policies and procedures must be followed, regardless of any contradictory information received from other sources. By entering the Practical Nursing Program, you are agreeing to abide by the policies and procedures described in this handbook.

Please note that all policies in the student handbook are subject to administrative discretion based on individual circumstances.

HISTORY OF THE PRACTICAL NURSING PROGRAM

The Ocean County Vocational Technical School of Practical Nursing accepted its first class of students in 1959. One year later, these twenty-one (21) graduates became the first of more than 3,700 graduated from the school. At that time, there was no vocational school building and nursing classes were held in the former nurses' residence of Paul Kimball Hospital. In 1963, the school moved to temporary quarters on Water Street in Toms River.

In 1975, the Toms River Center of OCVTS was built, and Practical Nursing was relocated to that center on Old Freehold and Bey Lea Roads in Toms River. In 1989, we moved again to Route 70 and New Hampshire Avenue in Lakewood. In 1994, we moved back to the Toms River site and became part of the Allied Health Center until 2000 when we moved to the Navy Base in Lakehurst. As all things come 'full circle', we have returned to the Toms River Center on Old Freehold and Bey Lea Roads.

PROGRAM INFORMATION

OCVTS's Practical Nursing Program offers students the opportunity to become Licensed Practical Nurses in an accelerated 10-month program (excluding holidays and vacations) that is approved by the Department of Vocational Education and the NJ State Board of Nursing and accredited by the Middle States Association. Graduates of our program are eligible to apply for the NCLEX-PN licensure exam with the New Jersey Board of Nursing, which qualifies them to become Licensed Practical Nurses (LPNs).

Our program has been meticulously designed to provide a comprehensive and immersive educational experience for aspiring nurses. Combining rigorous academic coursework with hands-on clinical practice, the program ensures that students develop both the theoretical knowledge and practical skills necessary for success in the nursing field. The curriculum covers a broad spectrum of nursing disciplines, including acute care, extended care, long-term care, and specialized areas such as Psychiatric/Mental Health Nursing, Pediatrics, and Maternal/Child Health. Through partnerships with various healthcare facilities, students gain invaluable real-world experience in diverse clinical settings.

The program is structured to support continuous learning and professional development, guided by experienced faculty who are dedicated to fostering a supportive and challenging learning environment. This holistic approach not only prepares students for the NCLEX-PN licensure exam but also equips them to deliver compassionate, evidence-based care as integral members of the interdisciplinary healthcare team.

Our dynamic curriculum is continuously developed and evaluated by our faculty, who are responsible for selecting learning experiences and teaching methods that enable students to apply nursing principles and understand human behavior in patient care. By regularly updating the curriculum, we ensure that our students receive the most current and relevant education, stay abreast of the latest advancements in nursing practice, and are better prepared to meet the

evolving demands of the healthcare industry. This ongoing development enhances the quality of education, improves student outcomes, and ultimately leads to more competent and confident nursing professionals. We prepare our graduates to be a member of an interdisciplinary healthcare team, who is prepared to provide safe, evidence-based, holistic nursing care to patients and their significant others.

The New Jersey Nurse Practice Act, P.L. 1947, C262 as amended, serves as the legal foundation for the design and implementation of the Practical Nursing Program. Operational procedures developed by the Program Administrator and approved by the Superintendent are consistent with both the New Jersey Nurse Practice Act and the philosophy of the Ocean County Vocational Technical School.

This program primarily accommodates post-secondary students who are residents of Ocean County. Out-of-county residents will be considered on a space-available basis after all eligible Ocean County applicants have been processed.

OCVTS Practical Nursing Philosophy, Mission, Student Learning Objectives and Program Outcomes/Expectations

PHILOSOPHY

At OCVTS, the practical nurse educators, administration, and Board of Education of the Ocean County Vocational Technical School, provide and support a Practical Nursing curriculum for adult learners with the necessary foundation to obtain employment as an adept, practical nursing professional in a healthcare setting. By delivering all-encompassing coursework that includes nursing theories and practices, simulation labs, and clinical experiences, we empower our graduates with the experience, knowledge, and skills necessary to succeed in the field of nursing. We believe it is our responsibility to help our students develop the essential problem solving abilities, critical thinking skills and professional behaviors that will catapult them into the global landscape of the healthcare community, ultimately optimizing the patient-care experience. Our students will be a competent healthcare team member, who values inclusivity between patients, the interprofessional healthcare team, and families; thus providing high-quality care. The scope and breadth of all activities associated with the practical nursing program are developed to foster our students ability to function as nursing professionals in the contextual framework of healthcare.

MISSION STATEMENT

The Ocean County Vocational Technical School (OCVTS) Practical Nursing Program is dedicated to providing high-quality, comprehensive nursing education that empowers students to excel in a nursing career. Our mission is to cultivate compassionate, competent, and professional practical nurses who are equipped with the knowledge, skills, and ethical foundation necessary to meet the diverse healthcare needs of the community. We strive to foster a supportive and dynamic learning environment that encourages personal and professional growth, lifelong learning, and a commitment to excellence in patient care. Through our program, we aim to contribute positively to the health and well-being of individuals and families within Ocean County and beyond.

PRACTICAL NURSING STUDENTS LEARNING OBJECTIVES

Students enrolled in the OCVTS PN Program will be able to:

Nursing Fundamentals

- Understand and apply the fundamental knowledge and practices of a licensed practical nurse in accordance with the New Jersey Nurse Practice Act and New Jersey Board of Nursing.

Safety

- Prioritize patient safety attitudes and behaviors in the healthcare setting that include identifying and assessing potential and imminent safety risks/hazards and implementing measures to eliminate or reduce those risks/hazards.

Evidence-based Practice

- Deliver quality care based on the most current evidence-based practices that takes into consideration a patient's/family values, cultural influences, and preferences.

Interprofessional Partnerships

- Develop collaboration skills, to include their ability to work with others as well as the quality of their interactions with others, which are essential for the patient care experience.

Patient-Centered Care

- Provide holistic and inclusive, patient-centered care utilizing evidence-based practices, problem solving, critical thinking skills, and effective communication with all stakeholders.

Professionalism

- Practice in an ethical and moral manner and demonstrate attributes reflecting professionalism in accordance with the Nursing Code of Ethics.

PROGRAM OUTCOMES/EXPECTATIONS

Employment

- OCVTS Practical Nursing Program will empower our graduates with the skills and knowledge to obtain employment as an eager, competent, and moralistic (or ethical) practical nurse in a healthcare setting.

NCLEX - PN

- Rigorous instruction, laboratory skills, and clinical experience will provide graduates with the necessary skills and knowledge to achieve success on the NCLEX - PN.

Continuing Education

- Students who successfully complete the OCVTS Practical Nursing Program will have the curriculum and skills to bridge from a practical nurse to pursue the next level of nursing (Registered Nurse).

OCVTS District Mission, Goals and Objectives

MISSION STATEMENT

The mission of Ocean County Vocational Technical School is to provide an intensive and immersive educational experience aligned with the current and emerging demands of business, industry, and advanced education. We instill the knowledge, skills, and competencies required for students to experience success in entering the workforce, advancing along a career pathway, and achieving career aspirations. Our most important products are our quality graduates and our most important service is to provide them with skills for a lifetime.

CORE VALUES/BELIEF

We believe students should:

- Be provided the opportunity to acquire the skills and competencies required for success through career exploration, progressive and rigorous content, goal setting, career counseling, and stackable credentials.
- Model integrity, ethical leadership, citizenship, and inclusivity.
- Consider the emotional, social, and economic impacts of their decisions.
- Be provided the opportunity to become meaningful and productive members of society.
- Be engaged learners through practical application of skills, culminating in preparedness for a career, advanced education, and life.
- Be accountable for their own actions by demonstrating motivation, initiative, innovation, and dignity.
- Be provided authentic learning experiences and advanced opportunities through meaningful partnerships with business, industry, post-secondary institutions, and community agencies.
- Be offered a cost efficient and carefully crafted educational training program that supports economic development at the local, state, and national level.
- Be presented with multiple pathways to success in a career.

PROFILE OF GRADUATES

Our graduates will:

- Demonstrate mastery of career ready practices, occupational specific skills, and academic skills.
- Be able to identify, create, and execute short and long term goals toward a career pathway.

- Maintain sustainability in a global and competitive market through innovation, resiliency, creativity, critical thinking, problem-solving, and effective communication.
- Identify risks as "opportunities" to "fall forward".
- Acquire marketable skills, knowledge, and training to succeed in future careers and to become lifelong learners.

PHILOSOPHY OF EDUCATION

The Ocean County Vocational Technical education program should consist of those courses, activities, and experiences which are designed to prepare students for a successful entrance into college and/or a given field work, the opportunities and requirements for entrance, and the particular characteristics and needs of the students. We believe that:

- The school should educate and train the students to live effectively in our ever-changing world.
- The school should provide for each student intensive training toward general and specific job objectives, and setting standards of performance in keeping with requirements of that particular field of work.
- Equal attention should be given in the school program to develop sound character, good citizenship, ability to think critically, and maintain good mental and physical health.
- The school must be constantly striving to fulfill its ultimate purpose of serving the students and the community. The school should give careful consideration to the needs, interests, and capacities of the students, and the educational technical background, experience, training, and professional interest of the professional staff as they develop a working philosophy of education.

SCHOOL DISTRICT GOALS AND OBJECTIVES

Believing in this philosophy and believing that students of this school can be better equipped for life of a healthy balance between general and specialized education is maintained. We list for ourselves the following objectives:

- To prepare each student for effective entrance into a field of work as they have received intensive preliminary training.
- To include in this training those opportunities which will serve him/her as he/she has an opportunity to advance in his/her chosen vocation.
- To provide full opportunity for each student to advance to further education.
- To include those elements of course content which will contribute most to the functioning of each student in his/her chosen field of work and to include their application in the instruction.

- To go beyond the objective mentioned above and to include those elements of course content which may lack immediate application but which will equip the student for advancement within his/her chosen field of work.
- To concentrate on the basic skills of communication (reading, speaking, writing) and to develop those knowledge, attitudes, and appreciations that are required in our society.
- Goals have been developed which are consistent with the New Jersey State Goals while being uniquely tailored to the students' needs who attend the Ocean County Vocational Technical Schools programs.

EDUCATIONAL OUTCOME GOALS

The Ocean County Vocational Technical School District shall provide a variety of career education curricula and services to any student in Ocean County who can profit by such education or service.

- Acquire basic occupational entry level skills in an occupation which the student has selected as a career objective.
- Acquire skills in obtaining information, solving problems, thinking critically, and communicating effectively through vocational education.
- Provide support for students as they acquire basic and academic skills related to fulfilling high school graduation requirements and the needs of the changing workforce.
- Provide adult career and technical education programs and services to adults who need advanced occupational education for obtaining employment or improving themselves on the job.
- Provide business and industry with customized training programs to maintain an upgraded and modern workforce.
- Provide career development experiences, counseling, and job placement services to vocational students and county residents to help them acquire career decision- making skills.
- Provide the opportunity to understand the principles and values of quality and craftsmanship and the opportunity for the students to take pride in their work.
- Provide the opportunity to develop a self-awareness, esteem, confidence and desire to learn.
- Assist students in developing an understanding of the value and worth of human effort and the contribution of the worker to American society.
- Provide sending school students in Ocean County with information and services that support career decision-making activities.
- Acquire an understanding of ethical principles, values, and the ability to function as productive and responsible members of society.
- Help the student to understand that change is an ongoing process and that the individual must be prepared for a lifetime of continuous educational experiences.
- Acquire the knowledge, skills, and understanding to maintain a safe working environment.
- Develop an understanding of the need to safeguard, maintain, and protect the environment.

OCEAN COUNTY FOUNDATION for VOCATIONAL and TECHNICAL EDUCATION

The Ocean County Foundation for Vocational and Technical Education has been established by a group of corporate and community leaders in Ocean County in an effort to ensure a quality education for students. The funds augment, supplement and complement Ocean County Vocational Technical School programs through contributions from private resources for the benefit of students and staff. The funds may provide for the following:

- Technology and training
- Student assistance
- Staff development
- Facility enhancement

Admissions Eligibility and Criteria

ADMISSIONS/ENTRANCE CRITERIA AND REQUIREMENTS

- High school graduate or GED.
- Submit a completed Practical Nursing Admission application with a non-refundable application/filing fee.
- Attend pre-admission seminar and/or complete pre-seminar form prior to taking the entrance exam (ATI-TEAS TEST).
- Complete ATI-TEAS testing and meet required scores in the following academic areas: Reading, Mathematics, Science and English Language Skills:

Section	Required Proficiency Score
Reading	63.7%
Mathematics	60.3%
Science	33.3%
English Language	57.4%

- Registration and cost of taking the ATI-TEAS is the responsibility of the applicant.
- Criminal background check performed by submitting online information to the background check company provided by the school. Cost of submission for a background check is the responsibility of the applicant.
- Any applicant who has been convicted of a felony may be denied admission to the program or permission to sit for a licensing exam by the State Board of Nursing.
- Must have drug screening performed through the school assigned laboratory at a cost of $35.00 (subject to change).
- Self Inventory Form
- Interview with the Administrator or faculty member of the Practical Nursing Program.

EXEMPTION FROM ANATOMY AND PHYSIOLOGY (I OR II) OR NUTRITION

Students may be exempt from sitting for and passing Anatomy and Physiology and/or Nutrition with verification of successful completion of these courses from an accredited college or university. To qualify, courses must have been completed within the past five years with an average grade of "B" or better. Students approved for exemption are still responsible for the material covered in these courses, as related questions will NOT be removed from our exams (Correlated, quizzes, finals, etc.).

Tuition and Payment

PROGRAM COSTS

- There are two scheduled tuition payments. The first payment (half of tuition) is due at registration with a money order, bank check or debit/credit card (Mastercard or Visa) only. **No cash or personal checks will be accepted.** The date for the remaining tuition will be due on February 1st. It is the student's responsibility to be prepared for this payment in a timely manner.
- Students who have not paid their tuition in full by February 1st will be dropped from the program.
- Tuition rates and other costs - Schedule of Payments - shall be approved by the Board of Education on an annual basis.

PAYMENTS AND REFUND INFORMATION

All post-secondary students enrolled in a course must pay tuition and an application fee, if applicable. Textbooks and supplies are the responsibility of the student. Tuition payments for financial aid applicants will be deferred provided the admissions office has received a written proposal from the New Jersey Higher Education Student Assistance Authority (Direct Loan) or a Department of Education Student Aid Report (Pell Grant) prior to the start of school. Tuition is payable by bank check, money order or debit/credit card (Master Card/Visa only). Tuition refunds will only be given during school using the following schedule:

Prior to the first day of class.................. 100%
Within the first 15 days of class............ 75%
Within 25 days of class........................... 50%
From the 25th - 40th day of class......... 25%
After the 40th day of class..................... 0%

When Direct Loan or Pell Grant monies are received, the financial aid officer will immediately deduct monies owed the school. The remaining funds will be released to the student for payment of items listed in the application. If a student withdraws from the nursing program, the appropriate balance of funds will be returned to the source. Application and Registration fees, as well as fees for specific items such as books for the Practical Nursing Program are not refundable. Students will be required to fulfill all financial commitments for the entire program, prior to graduation. Tuition must be paid in full by February 1st.

Compliance Requirements

HEALTH REQUIREMENTS AND DOCUMENTATION

Adherence to the health requirements for all students of the OCVTS PN Program is required. Immunization and health testing information must be completed to meet New Jersey law and nursing program requirements, as well as to protect the student and patients. Forms should be submitted as directed in your admission materials. The OCVTS PN Program also requires additional health, criminal background, and other compliances as set forth by affiliate clinical agencies. Students must remain 100% compliant with these requirements in order to participate in on and off campus lab experiences. Missed labs/clinical due to non-compliance may result in failure of that particular lab/clinical. Students will not be permitted to attend labs or clinical if they are non-compliant. Additionally, registration holds may be placed on the accounts of non-compliant students, preventing them from starting class and delaying their program progression.

HEALTH CLEARANCE DOCUMENTATION (Must be submitted by September 1)

- Physical exam by licensed healthcare provider done prior to beginning the program (verify good health and can participate in clinical practice without restrictions).
- **Quantitative** Titers - Proof of immunity to Measles, Mumps, Rubella, and Varicella (follow- up for negative/equivocal titers required); If not immune must be revaccinated
- Tuberculosis - 3 ways to test-Only one of the following needed.
    - QuantiFERON-TB Gold Plus (QFT-Plus) Blood Test
    - T-SPOT.TB Blood Test
    - 2-Step PPD Mantoux Test
- Hepatitis B (HEP B) Antibodies; Not immune must be revaccinated.
- The student must submit documentation of immunization with Tetanus, Diphtheria, and Pertussis (Tdap) Vaccine within the past ten years.
- Flu Vaccine
- COVID Vaccine
- Pregnant students may remain in the program, provided the student provides a doctor's note after each prenatal visit, indicating that there are no restrictions.
- COVID-19 Clinical sites may have standards for vaccination exemption and testing that are more inflexible than OCVTS; therefore, any pre approved exemptions from the vaccine requirement must follow OCVTS and the clinical site-specific procedures for showing proof of testing.

HACKENSACK MERIDIAN HEALTH OSHA RESPIRATOR MEDICAL QUESTIONNAIRE

Respirators may be required in workplaces where employees are exposed to hazardous airborne contaminants. When respiratory protection is necessary, employers must implement a respirator protection program in accordance with OSHA's Respiratory Protection Standard (29 CFR 1910.134). Before employees can wear a respirator, they must undergo a medical evaluation using the mandatory medical questionnaire or an equivalent method.

BLS PROVIDER CERTIFICATION

Basic Life Support (BLS) for the Healthcare Provider Certification documentation: Must be American Heart Association - BLS Certification - hands-on course is required.

MALPRACTICE LIABILITY INSURANCE

All students, before entering the Clinical setting must show proof of malpractice insurance, with the limits of liability at $1,000,000.00/$6,000,000.00. Information regarding online submission for malpractice insurance will be provided by the nursing faculty prior to attending any clinical site. It is the student's responsibility to submit the online application with payment by the date assigned by the nursing faculty. Failure to show proof of malpractice insurance will eliminate the student from attending any clinical affiliation.

DISABILITIES AND ACCOMMODATIONS INFORMATION

OCVTS welcomes students with disabilities into all of the school's educational programs. To receive consideration for reasonable accommodations, a student with a disability should feel free to discuss their concerns with the administrator of the program.

INDEPENDENT HOURS

As part of the requirements for the Practical Nursing Program at Ocean County Vocational Technical School, each student is required to complete independent hours outside of the classroom. Independent hours are to be completed by the assigned dates. Proper forms must be used when reporting these hours. Forms will be provided by the instructor. These hours may be met in the following ways:

Resume Writing Class, (after regular school hours), Clinical Research, Nursing Process, Care Studies, BLS, Seminars, Workshops, Professional Meetings, web-based review of nursing articles (i.e., MedScape Nursing CEU's), completion of subject specific study guides, and volunteering (examples are: lab assistant, open house, medical associations, nursing homes, hospitals, etc.).

Failure to complete all independent hours by the assigned due dates may prevent a student nurse from graduating the nursing program.

TECHNICAL STANDARDS

OCVTS Practical Nursing Program faculty members are responsible for determining, at any point in a student's academic program, whether that student has demonstrated or is able to demonstrate appropriate levels of skills and abilities. Students who fail to demonstrate at the appropriate levels may have their progression interrupted until they are able to demonstrate skills at the appropriate levels. Practice of skills in the nursing lab is essential. Use of the equipment is encouraged. No equipment may be removed from the building.

Attendance, Leave of Absence, and Resignations

ATTENDANCE

Student attendance is vital when learning is its ultimate goal. In order to learn, students must be in school. Regular attendance is necessary if a student is to maintain high academic standards. This policy encourages student attendance, maximizes home/school communication regarding attendance, and encourages integrity.

The Practical Nursing Program adheres to the district wide attendance policy that the student is not to exceed 10% of the nursing school calendar's total days during the course of study. **If a student exceeds 19 days of absence, the student is dropped from the nursing program**.

Please note: Any combination of 5 lates and/or leaving early = 1 absent day. Late arrival or early departures over 30 minutes and up to 2 hours will count as half day. Early departure or late arrival of more than 2 hours will count as a full day.

There are no excused absences or lateness.

Any and all classroom absences MUST be called into the school. 'No call No show' is not tolerated in the program. No call/no show = "0" for that day's grade. It is the student's responsibility to notify the school by 8:00 a.m. that he/she will be absent or late. Student must call each day he/she is absent. Call the Practical Nursing office at 732-473-3100 x3137 or x3145 and state your name, class, and reason for your lateness/absence. On arrival to school, obtain a late slip from the office and present it to your instructor upon quietly entering the classroom.

> 1st No Call/No Show: will result in the student receiving a written warning.
> 2nd No Call/No Show: will result in the student being placed on probation.
> 3rd No Call/No Show: will result in a recommendation to the principal for the student's dismissal from the program.

As clinical expertise in the Nursing Program builds upon previous opportunities in the clinical area, it is essential that students not be absent during his/her clinical rotations. Clinical attendance rules are further outlined in the clinical section.

LEAVE OF ABSENCE/RE-ENTRY

It is not possible for a leave of absence to be granted to students in the nursing program. A student who must resign because of illness, pregnancy, financial problems, etc., should write a letter of resignation to the Administrator of the Practical Nursing Program. A student who resigns but plans to return at a later date should write to the Administrator of the Practical Nursing Program. There is no credit for classes previously taken.

RESIGNATION

If a student finds it necessary to leave the program because of circumstances beyond his/her control, and does not plan to re-enter, a letter of resignation should be sent to the Administrator of the Practical Nursing Program.

Schedule, Delayed Openings, and Emergency Closings

ACADEMIC/SKILLS LAB SCHEDULE

Time	Duties
8:30 am - 9:45 am	Lecture/Lab
9:45 am - 10:00 am (approximately)	Break
10:00 am - 11:15 am	Lecture/Lab
11:15 am - 11:45 am	Lunch
11:45 am - 1:00 pm	Lecture/Lab
1:00 pm - 1:15 pm (approximately)	Break
1:15 pm - 2:30 pm	Lecture/Lab

CLINICAL SCHEDULE 7:30 am - 1:30 pm (Times may vary based on location)

DELAYED OPENING/EMERGENCY CLOSINGS

If severe weather conditions or other emergencies necessitate a school closing, delayed opening or early dismissal of our school, the following radio and television stations will broadcast this information. The announcement will list Ocean County Vocational Technical School (not Toms River Regional Schools).

Posted on the OCVTS website: www.ocvts.org
Or check our social media on
Facebook Twitter @ OCVTS

WOBM………… 92.7
WJRZ…………..100.1
The Point ………… 94.3
News 12 New Jersey (TV announcement)
Posted on News12.com

Emergency school closings are not considered an absence. However, the time/hours must be made up. You will be given an assignment(s) to be completed at home if/when there is a school closing.

The Ocean County Vocational Technical School District has in place a robo-call system that is used to notify students of delayed openings/closings. This system selects the number, which you have provided on the registration paper for notification.

It is imperative that you keep the office notified of any changes regarding phone numbers. Please do not call the school for information regarding closings for two reasons:

- If school is closed, so is the office - no one is available to answer your call.
- These calls tie up the telephone lines, which are needed for emergencies.

DELAYED OPENING TIMES

Times for delayed openings are scheduled according to the normal start time, which is 8:30 a.m. (7:30 a.m. on clinical days). Therefore, a 1½ hour (90 minute) delayed opening would mandate arrival by 10:00 a.m. (9:00 a.m. on clinical days).

Building Security and Drills

BUILDING SECURITY

The entrance of the school will be locked at all times (except arrival and departure times). No visitors will be admitted without an appointment.

Fire, School Security Drills (NJ 18A:41-1)

Because the OCVTS is part of a public school district we are required to have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs.

FIRE DRILLS

When the fire alarm sounds, all class activities should cease immediately. Teachers must accompany their classes, with their roll books, out of the building to the designated areas. Students are to:

- Leave in a quiet, orderly manner
- Accompany their teachers to the designated area
- Remain with their class for the remainder of the drill

Students who fail to adhere to the fire drill procedure may be subject to disciplinary action. **Fire drills are for everyone in the building, without exception.** If you are not in your room when the fire bell rings, join the nearest group via the closest exit.

STUDENTS MAY NOT LEAVE THE PREMISES UNTIL DRILL CONCLUSION

For safety reasons, to include the ability to account for each student in the building, OCVTS nursing students are not permitted to leave the premises until a drill has concluded and all students have returned to class.

SECURITY DRILL

An exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill shall occur monthly. During a security drill, students are expected to follow specific directions given for the protection of their safety and well-being and that of the school. In the event of a lockdown drill, students should seek refuge in the nearest secure area, remain quiet, and immediately comply with safety directives given by those in authority.

STUDENT SEARCHES (Canine Search Disclaimer):

School officials are obligated to maintain an orderly and efficient school. If there is reason to believe that a student has dangerous, illegal, or stolen items in his/her possession, that student may be searched. Lockers, desks, and personal items therein may be searched when there is reasonable suspicion that they contain articles that are dangerous, illegal, and/or stolen or that it contains evidence that the student code of conduct has been violated.

Vehicles parked on school property are subject to routine patrol and potential search. The use of dogs trained in detecting the presence of drugs may be used to patrol the school facilities and grounds, including, but not limited to, the locker and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts to a particular vehicle, locker, or container, it shall create reasonable suspicion to search that vehicle, locker, or container.

Transportation and Parking

Parking Permit Link: https://forms.gle/YRFhfXw8jTBMmgKx5

Transportation is the students' responsibility. Regardless of how you travel, it is up to you to be in class/clinical on time.

If you ride in a car pool, be sure you have an alternative means of transportation. Park only in the assigned parking area at the school parking lot. Maintain speed limits as posted. Further parking information is given prior to the start of school.

Parking instructions for clinical sites will be issued when the clinical period begins. Instructions for parking areas will be explained by the instructors. Do not park in areas other than designated parking areas at the hospital or school campus or your car may be ticketed or towed away at your expense. It is your responsibility to know the parking restrictions and adhere to them.

OCVTS Code of Conduct
Disciplinary Infractions/Consequences

N.J.S.A. 18A:37-2. CAUSES FOR SUSPENSION OR EXPULSION OF STUDENTS

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him/her, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, any of the following:

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person, having authority over him;
3. Conduct of such character as to constitute a continuing danger to the physical wellbeing of other students;
4. Physical assault upon another student, teacher, or district employee;
5. Taking, or attempting to take, personal property or money from another student, or from his presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
9. Incitement which is intended to and does result in truancy by other students;
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
11. Harassment, intimidation, or bullying.

STUDENT CODE OF CONDUCT (POLICY #5600)

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe the rules and regulations and the discipline imposed for infractions of those rules and regulations.

DISCIPLINE INFRACTIONS AND CONSEQUENCES (POLICY #5600)

A student may be dismissed from the vocational technical schools if the building administrator determines that the student's continued presence in the program will:

1. jeopardize the safety and welfare of the student or other students in the program and/or the teacher; and
2. disrupt the educational process as to deny other students of a thorough and efficient education.

The following list indicates infractions and disciplinary actions that may be taken for each. This list is not all-inclusive and the building administrator may use his/her discretion in determining the appropriate disciplinary action.

DISCIPLINE INFRACTIONS

Offenses that will merit the Administration to take disciplinary action and, when the situation warrants, appropriate legal action shall include, but not be limited to, the following:
1. Inappropriate behavior at any school function/event/workshop
2. Careless driving or violations of parking/driving regulations
3. Wearing hats/hoods, bandannas, sunglasses, or any apparel deemed to be disruptive, offensive, or unprofessional
4. **Wearing earbuds/air pods/headphones or utilizing cell phones in the classroom**
5. Inappropriate conduct/overt displays of affection
6. Use of profanity or obscene language/gestures
7. Loitering or unauthorized occupancy in a district building or grounds
8. Inappropriate use of technology, i.e. violation of policy for acceptable use of technology (could result in restricted or no access to computers)
9. Insubordination to staff/defiance of authority
10. Possession, use, and/or distribution of tobacco (cigarettes, chewing tobacco), vapes, e-cigarettes, on school grounds
11. Plagiarism and/or cheating
12. Safety violations
13. Gambling
14. Activating or triggering a fire alarm or tampering with fire equipment (i.e. smoke detector, fire extinguishers, etc.) - the police will be notified
15. Causing a fire – with or without intent
16. Vandalism
17. Fighting, assault, inciting, or promoting violent behavior
18. Forgery or alteration of school papers, records, passes, etc.
19. Theft/extortion
20. Cell Phones
21. Harassment, intimidation, or bullying of others (verbal, physical, or by any other means).
22. Threat of violence to students/staff, regardless of whether or not the threat is carried out
23. Possession or use of alcohol and/or narcotics, or possession of drug paraphernalia on school property, on school sanctioned trips, or at school functions - the police may be notified
24. For any sale or intent to distribute drugs/alcohol/any substance that may be capable of altering behavior may result in a hearing before the Board of Education for expulsion from school. This also applies to substances (capsules, supplements, etc.) that appear to be medications.
25. Physical abuse or assault directed towards staff members.
26. Possession, custody, or use of a weapon, dangerous instrument (or facsimile thereof), or any item that is unlawful and/or considered to be dangerous
27. Any other actions or behaviors that are deemed inappropriate by the administration.

CELL PHONES

Cell phones must be turned off while in the school building. If they are found to be in use while in the school building, disciplinary action may be taken by the school administrator. Should an emergency arise at home, your family and/or child's school can contact you via the program telephone: 732-473-3100 x 3137 or x3145 (Practical Nursing Office).

Use of cell phones during an exam and/or quiz may result in immediate dismissal from the program.   Under no circumstances is a student to use a cell phone during lab or clinical rotations. Students found making or receiving a call will be sent home for the day and they will receive a "0" grade for the day.

DISCIPLINARY CONSEQUENCES

In-School Suspension:

Students will sit in a supervised room for the duration of school and complete schoolwork as assigned.

Out-of-School Suspension:

Out-of-school suspension is the removal of a student from the school day. A student may not attend any school functions during the time he/she is suspended. The student is not permitted in the school building or on school property during the period of his/her out-of-school suspension. Any student who is suspended will be subject to a readmit meeting with the assistant principal or principal. Subsequent suspensions may result in a student jeopardizing their placement at OCVTS and may require a hearing with the Assistant Superintendent or Superintendent.

Expulsion:

Expulsion is a penalty imposed upon any student of the Ocean County Vocational Technical School after the recommendation by the building administrator prohibiting a student from attending.

Nursing Code of Ethics with Interpretive Statements

OCVTS Practical Nursing Students are expected to follow the Code of Conduct and Discipline Policy, as well as the Nursing Code of Ethics with Interpretive Statements. This ensures that student nurses adhere to the highest standards of professional conduct and ethical practice. By following these guidelines, nursing students will provide exceptional care that supports the health and well-being of patients, and the academic success of all students and staff within the Ocean County Vocational Technical Schools. *In-depth discussion/explanation of the Nursing Code of Ethics is provided within the curriculum.

1. "The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person."

1.1 Respect For Human Dignity
1.2 Relationships With Patients
1.3 The Nature Of Health
1.4 The Right To Self-Determination
1.5 Relationships With Colleagues And Others

2. "The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population."

2.1 Primacy Of The Patient's Interests
2.2 Conflict Of Interest For Nurses
2.3 Collaboration
2.4 Professional Boundaries

3. "The nurse promotes, advocates for, and protects the rights, health, and safety of the patient."

3.1 Protection Of The Rights Of Privacy And Confidentiality
3.2 Protection Of Human Participants In Research
3.3 Performance Standards And Review Mechanisms
3.4 Professional Responsibility In Promoting A Culture Of Safety
3.5 Protection Of Patient Health And Safety By Acting On Questionable Practice, nurses
      may need to report issues to external authorities, such as law enforcement.
3.6 Patient Protection And Impaired Practice

4. "The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care."

4.1 Authority, Accountability, And Responsibility
4.2 Accountability For Nursing Judgments, Decisions, And Actions
4.3 Responsibility For Nursing Judgments, Decisions, And Actions
4.4 Assignment And Delegation Of Nursing Activities Or Tasks

5. "The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth."

5.1 Duties To Self And Others
5.2 Promotion Of Personal Health, Safety, And Well-Being
5.3 Preservation Of Wholeness Of Character
5.4 Preservation Of Integrity
5.5 Maintenance Of Competence And Continuation Of Professional Growth
5.6 Continuation Of Personal Growth

6. "The nurse, through individual and collective efforts, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care."

6.1 The Environment And Moral Virtue.
6.2 The Environment And Ethical Obligation
6.3 Responsibility For The Healthcare Environment

7. "The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy."

7.1 Contributions Through Research And Scholarly Inquiry
7.2 Contributions Through Developing, Maintaining, And Implementing Professional
     Practice Standards
7.3 Contributions Through Nursing And Health Policy Development

8. "The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities."

8.1 Health Is An Universal Right
8.2 Collaboration For Health, Human Rights, And Health Diplomacy
8.3 Obligation To Advance Health And Human Rights And Reduce Disparities
8.4 Collaboration For Human Rights In Complex, Extreme, Or Extraordinary Practice Settings

9. "The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy."

The American Nurses Association Code of Ethics interpretive statements in this section deal with professional nursing organizations and their roles in the delivery of professional nursing care.

9.1 Articulation And Assertion Of Values
9.2 Integrity Of The Profession
9.3 Integrating Social Justice
9.4 Social Justice In Nursing And Health Policy

American Nurses Association (ANA) 2015. *Code of Ethics for Nurses with Interpretive Statements*. Silver Springs, Maryland.

10 MOST COMMON VIOLATIONS OF THE NURSING CODE OF ETHICS

1. Violations of Patient Privacy (Violation of ANA Code of Ethics Provision 3.1) Conversations regarding a patient should occur away from the public and in areas designated for care. **DO NOT DISCUSS CLINICAL EXPERIENCE or OBSERVATIONS ON SOCIAL MEDIA OR ANY ELECTRONIC PLATFORM**. If any information regarding clinical/observation is found on social media, student/s will be dismissed immediately from the OCVTS LPN program.
2. Failure to Promote a Safe Healthcare Environment (Violation of ANA Code of Ethics Provision 6.3).
3. Ethical dilemmas regarding informed consent are common (Violation of ANA Code of Ethics Provision 1.4).
4. Lack of professional growth (Violation of ANA Code of Ethics 5.2).
5. Allowing Personal Biases and/or Beliefs to Interfere with Patient Care (Violation of ANA Code of Ethics Provision 2.1).
6. Failure to Report Suspected Impairment of a Coworker/Peer (Violation of ANA Code of Ethics Provision 3.6).
7. Withholding Important Information from Patients About Their Health (Violation of ANA Code of Ethics Provision 1.4).
8. Avoiding Action Against Questionable Practices (Violation of ANA Code of Ethics 3.5): A nurse's primary focus should be the health, safety, and well-being of patients.
9. Not Accepting Responsibility for One's Judgment and Nursing Actions (Violation of ANA Code of Ethics 4.3).
10. Delegating Assignments to the Appropriate Person (Violation of ANA Code of Ethics 4.4).

7 CONSEQUENCES OF VIOLATING THE NURSING CODE OF ETHICS

Violating the ANA Nursing Code of Ethics can have serious repercussions. It is crucial for nurses/student nurses to understand the potential consequences of such violations and to take every precaution to avoid them. Here are some examples of the outcomes associated with breaches of the Code of Ethics for nurses.

1. Disciplinary Action from Employer/School
2. Loss of Job/Dismissal from the Nursing Program
3. Disciplinary Action from the State Board of Nursing
4. Loss of Nursing License
5. May be Subject to a Civil Personal Injury Claim
6. Criminal Prosecution
7. Loss of Professional Relationships

Dress Code (Policy #5511) for Non Clinical Days

All students are expected to dress appropriately for school in order to foster safety and professionalism. Students must maintain a neat, clean appearance at all times. Apparel shall not be so tight fitting, sheer, transparent, brief, low cut or revealing above or below the waist as to be indecent, distracting or disruptive to the school environment.

1.   Apparel shall not be so tight fitting, sheer, transparent, brief, low cut or revealing above or below the waist tas to be indecent, distracting or disruptive to the school environment.
2.   Tasteful shorts are permitted during school hours. No cut-offs or swim suits are allowed. Dresses, skirts and shorts shall extend to the fingertips of the pupil when the arms are placed at the pupil's side.
3.   Tank, tube, halter-tops, and midriffs. are not permitted. Sweatshirts, warm-ups and T-shirts are permitted if they are not torn and if they are not cut or tied to expose midriff or contain inappropriate or vulgar slogans/print.
4.   Students are not permitted to wear clothing with any type of drug or alcohol logo/reference or pornographic images.
5.   Footwear is required at all times. No flip-flop sandals, backless shoes, excessively high heels, or open-toed shoes.
6.   Students attending any school functions (field trips, dances, activities during school hours) will not be permitted to participate unless they are properly attired.
7.   Safety and protective clothing/glasses, as well as athletic or gym clothing, shall be worn as required by the teacher.
8.   Hats/hoods may not be worn in the school building unless deemed appropriate by the school administration. "Hats" shall not include headwear of religious significance, such as yarmulkes.
9.   Pajamas, blankets, and slippers are not permitted to be worn at school (unless permitted by administration for spirit days).
10.   Students not conforming to the dress code shall be disciplined by the building administrator in accordance with other Board policies. In addition, parents will be expected to pick up students who arrive at school dressed inappropriately.
11.   Students are not allowed to wear any items that do not meet safety standards and/or are a disruption to the learning process.
12.   Jewelry which is distracting and/or dangerous (such as but not limited to the following: spiked bracelets, necklaces, rings, chains, piercings, etc.) may not be permitted.
13.   Any item which interferes with the identification of a student, ie.e. Sunglasses, hoods, hats, etc. are prohibited.

Students may wear their hair however they choose as long as it does not endanger themselves or others or create classroom disorder.

Students are expected to dress according to the occupational areas in which they are being trained. Required clothing is the student's responsibility. Certain programs may require a specific uniform, as well as head covering, in order to align with safety and professional guidelines. Specific information covering the proper dress for the various areas will be issued by the instructors.

   **ALL hats, hoods, and headphones must be removed upon entering the building and remain off, including during any emergency drills.

Clinical, Skills Lab, Professional Workshops, and Special Days Uniform/Attire

Proper fit means a professional appearance!		
Item	**Style**	**Color**
Womens		
Cherokee Top w/school patch*	Style # 4700	Royal
Cherokee Pants – pull on cargo	Style # 4200	Royal
Cherokee Jacket w/school patch*	Style # 4350	Royal
or…		
Cherokee Top w/school patch*	Style # WW620	Royal
Cherokee Pants – drawstring pant	Style # WW105	Royal
Cherokee Jacket w/school patch*	Style # WW310	Royal
Cherokee Skirt	Style # WW510 (worn with above shirts/jackets)	Royal
Mens		
Cherokee Top w/school patch*	Style # 4300	Royal
Cherokee Pants	Style # 4000	Royal
or…		
Cherokee Top w/school patch*	Style # WW670	Royal
Cherokee Pants	Style # WW140	Royal
Cherokee Jacket w/school patch*	Style # WW360	Royal
Unisex		
Cherokee Top w/school patch*	Style # 4777	Royal
Cherokee Pants	Style # 4100	Royal
or…		
Cherokee Top w/school patch*	CK2set	Royal
Cherokee Pants		Royal

***School Patch location**: ½" down from shoulder seam on left sleeve of scrub shirt and scrub jacket with the ship facing up toward the seam.

Tattoos: Must be covered with a neutral color or white sleeve, adhesive bandage (s), and/or tattoo tape.
NO COLORS - NEUTRAL or WHITE ONLY!!!
Nursing Cap (Ladies): Style #7411–Custom Cap (should be purchased prior to capping day in March) Please note that this particular cap represents OCVTS and is the **_only_** cap to be worn. White Uniforms will need to be   purchased for capping and graduation. Details will be provided in February.
Nursing Cap (Men): plain white cap (baseball cap) (needed for capping day in March)
Capping and Graduation attire: Above listed scrubs in white or white nursing dress (won't be needed until March)

Other Items:
White clinical nursing shoes or nursing sneakers (must be leather or synthetic uppers – *no* canvas or material type footwear). Absolutely NO Crocs or open backs.
White socks/stockings (no ankle socks)
Watch w/second hand (inexpensive)
Stethoscope (inexpensive)***
Blood Pressure Cuff (manual – not digital)***

***PLEASE do not purchase these items prior to the start of school. These items should be purchased in the beginning of the school year (early September) after your instructor has discussed the items in class.**

Practical Nursing Course of Study/Curriculum

In keeping with the New Jersey Nurse Practice Act, all students enrolled in the Practical Nurse Program are required to participate in and pass each phase of the required course of study shown below: The Course of Study shall be a minimum of 10 months in length, excluding holidays and vacations, and shall be designed to incorporate content and concepts relevant to the biological and physical sciences, behavioral sciences, principles and practices of nursing, and contemporary issues in healthcare.

Biological and Physical Sciences

Anatomy and Physiology   Nutrition
Pharmacology

Principles and Practices of Nursing

Fundamentals of Nursing   Geriatric Nursing
Interpersonal Relationship Skills   Medical-Surgical Nursing
Maternal-Child Health Nursing   Pediatric Nursing
Psychiatric/Mental Health Nursing

Contemporary Health Issues

Health Care Systems Cultural Diversity
In Service and Continuing Education Opportunities
Participation in Professional and Community Organization

FUNDAMENTALS OF NURSING

Fundamentals is the basis for your practice in the field of nursing. The course encompasses basic theory, scientific practice, and skills of nursing practice in acute, sub-acute and long-term care settings.

HUMAN ANATOMY & PHYSIOLOGY

This course introduces the student to the basic concepts of structure and function of the human body. Normal structure and function is stressed to help the student understand pathological conditions. These concepts are necessary at a beginning level and will better enable the student to understand and apply nursing concepts and skills in the care of their patients.

PHARMACOLOGY

The administration of medications is one of the most important tasks in Nursing. It is also one of the tasks in Nursing that has the most potential for harm to the patient. Medication errors are one of the most common threats to patient safety. This course will introduce the student to basic principles of pharmacology, methods for calculating drug dosages, the safe administration of drugs, common medications and their actions, and nursing responsibilities in both administration of medication and patient education.

MEDICAL-SURGICAL NURSING

This course is designed to develop the knowledge and skills necessary for application of nursing care for the adult medical – surgical client. The student will be able to practice practical nursing in a variety of settings utilizing the nursing process to provide safe and effective evidenced based care.

NURSING PROCESS

The Nursing Process is a scientific approach or planned series of actions directed toward a specific goal or outcome. It promotes organization of nursing care, utilizes steps to achieve outcomes and develops the skills of critical thinking. The process consists of five steps that are interdependent of each other.

MATERNAL CHILD HEALTH

A study of the delivery of nursing care for the maternal and pediatric client that focuses on both health promotion and the family. It covers health and wellness, a wide range of disorders, and the appropriate care to be provided utilizing the steps of the nursing process. Students will learn the differences in the anatomy, physiology and psychology of the infant, child and pregnant woman that set them apart from the adult medical-surgical patient and will guide our care specific to their needs.

PEDIATRIC NURSING

This specialty course is designed for the student to develop the knowledge base and skills necessary for the application of safe nursing care of the pediatric client along with providing health promotion for the family. The student will be able to bring skilled knowledge into the pediatric setting, which includes daycare centers, acute hospital and specialty centers.

GERIATRIC NURSING

This course is designed to broaden the viewpoint on aging patients and to prepare the student to meet their special needs. The course will cover issues and trends affecting the older adult as well as theories that relate to aging. It is designed to cover the normal and expected changes that the older adult may experience. It will also focus on the nurse's role in caring for the geriatric patient.

INTERPERSONAL RELATIONSHIP SKILLS (IPR)

The student will receive a greater understanding and usage of Interpersonal Relationship skills, which are an essential component in the practice of nursing. Without an interpersonal connection, awareness or understanding, patients would only be viewed as clinical conditions. Interpersonal Relationships (IPR) deals with the following issues in nursing:
- Advocacy and Caring
- Therapeutic Use of Self
- Effective Communication • Health and Illness
- Legal and Ethical Issues
- Communication Skills
- Delegation, Leadership and Management
- Resumes, Job opportunities
- Community Paper (due date will be announced in class)

PSYCHIATRIC/MENTAL HEALTH NURSING

This course introduces the student nurse to the history and basic concepts of mental health nursing. The student nurse will become familiar with the vocabulary, disorders, therapeutic modalities, pharmacologic treatment, and issues in mental health nursing.

CONTEMPORARY HEALTH ISSUES

This course explores a wide range of contemporary health issues, emphasizing the complex nature of the healthcare system and the importance of cultural diversity in delivering quality care. Students will examine the structure and function of healthcare systems, including the roles of various professionals and institutions. The course will delve into the significance of cultural competence, discussing how diverse cultural backgrounds and beliefs impact health behaviors, access to care, and health outcomes.

In addition to foundational knowledge, the course will highlight the importance of in-service and continuing education opportunities for healthcare professionals. Students will learn about the necessity of lifelong learning in maintaining up-to-date skills and knowledge, as well as the available pathways for professional development.

Furthermore, the course will encourage active participation in professional and community organizations. It will discuss the benefits of engaging with these organizations, such as networking, advocacy, and contributing to the development of health policies and practices. Through this engagement, students will gain an understanding of the broader social and community contexts that influence health and healthcare delivery.

SKILLS LAB

The Skills Lab course provides hands-on training and practice in essential clinical skills for healthcare professionals. This interactive course is designed to develop students' technical competencies, critical thinking, and practical problem-solving abilities in a controlled, supportive environment.

Students will engage in a variety of simulated clinical scenarios, utilizing state-of-the-art equipment and technology. The course covers a wide range of fundamental skills, including patient assessment, vital signs monitoring, wound care, medication administration, and basic life support techniques. Emphasis is placed on developing proficiency and confidence in performing these tasks, as well as understanding their application in real-world clinical settings.

CLINICAL EXPERIENCE

OCVTS Practical Nursing program's clinical experience is a crucial component of nursing education. It provides students with the opportunity to apply theoretical knowledge in real-world healthcare settings. This immersive experience allows students to work alongside experienced healthcare professionals in a variety of clinical environments, including hospitals, clinics, long-term care facilities, and community health organizations.

Throughout the clinical experience, students will develop and refine essential nursing skills, such as patient assessment, care planning, medication administration, and documentation. They will engage in direct patient care, observing and participating in the management of various medical conditions across the lifespan. The experience emphasizes the application of critical thinking, clinical judgment, and evidence-based practice.

In addition to technical skills, the clinical experience fosters professional growth, emphasizing the development of communication skills, empathy, and cultural competence. Students will interact with diverse patient populations, learning to provide compassionate and holistic care while respecting individual differences and preferences.

Under the guidance and supervision of licensed nursing faculty and clinical preceptors, students will receive ongoing feedback and support, allowing them to build confidence and competence in their nursing practice. The Nursing Program Clinical Experience is designed to prepare students for the transition from the classroom to the professional healthcare environment, equipping them with the skills and knowledge necessary for successful entry into the nursing workforce.

Grading

GRADING

Grading for Subject Areas:

> A = 93 - 100
> B = 85 - 92
> C = 75 - 84
> Below 75 = Failing

Each subject area grading formula will be equal to 50% of quizzes and 50% correlated exam grades. Grading will include mandatory completion of ATI on-line subject-specific practice assessments and successful passing of the proctored ATI on-line tests. The grade for the proctored on-line tests will be included in the specific subject grade as a 'quiz' grade.

The grading scale for the proctored **ATI on-line tests** will be equal to the following:

- meets level 3 (exceeds NCLEX standards) = 100
- meets level 2 (readily meets NCLEX standards) = 85
- level 1 (just meets current NCLEX standards) = 75
- below level 1 (does not meet current NCLEX standards) = 60

Failure to achieve a minimum of 75 as a final subject grade will result in dismissal from the Practical Nursing program

Clinical competency is graded separately and will include skills lab competency. Students must pass all subjects to continue within the program. If any subject is failed, including clinical and/or skills lab, the student will be dismissed from the program.

Please Note: An absence on a clinical day results in a "0" (zero) for the day's grade.

During the course of this program, students must maintain a minimum of 75 in all individual subjects. It is the responsibility of the adult student to monitor his/her own academic progress and be cognizant of the potential for failing.

At the beginning of each course individual instructors will review a complete grading formula for each course, as well as course requirements.

MARKING PERIOD/FINAL GRADES POSTED

Grades will be posted on the student portal twice during the first 24 to 26 weeks. In order to advance to the next level of theory, a student must maintain a passing average in all subjects by the end of a marking period.

In the practical nursing program, the subject matter of each course builds upon previous knowledge. In the event of failure of two (2) correlated exams or any subject in one marking period, the student will be dismissed from the program. The student must wait for the following enrollment period to be readmitted to the program. It is the responsibility of the student to submit a request, in writing, to the Practical Nursing Program for readmission to the program.

Final grades will be issued at the completion of each specialty. If a student is found to have failing specialty grades, he/she may be placed on academic probation. When placed on academic probation, the student is required to utilize the computer assisted, web-based program (i.e., ATI) specific to the area he/she is failing and provide documentation of the same to their nursing educator. Please note that the nursing faculty has on-line access to monitoring the student's completion of this assignment. Probation may extend from 1 to 4 weeks. Failure to improve may result in dismissal from the program.

MEDICATION CALCULATION TESTING POLICY

In the subject of Fundamentals of Medication Administration, a medication calculation test is administered immediately prior to the month-long medication administration rotation.

Failure to achieve 75% or better on this test will prevent the student's participation in this rotation, and will mandate the student's attendance at a medication calculation remediation course.

Successful pass grade of this remediation will allow the student to participate in the medication administration rotation and continue in the nursing program. Regardless of passing grade received post-remediation, the highest grade assigned will be a 75.

Academic Policies and Procedures

STUDENT CODE OF CONDUCT

A student shall be dismissed without option to return to the nursing program for the following reasons:

- Improper personal or professional conduct including, but not exclusive of dishonesty, cheating, stealing, insubordination, unprofessionalism, etc.
- Verbal and/or physical assault of patients, faculty, staff, et.al will not be tolerated and may result in referral to law enforcement

Infraction may result in written warnings, class and/or clinical suspension, and/or immediate dismissal.

ACADEMIC INTEGRITY

The Ocean County Vocational Technical School District is committed to the promotion of intellectual and moral development. The fulfillment of these goals depends largely on the personal honesty of each student and on the bond of mutual trust that exists between faculty and students. All course requirements are expected to be fulfilled by work that is the exclusive product of one's effort, without unauthorized help from any other source. The assumption of academic integrity is an essential element in the educational process. A copy of the Academic Integrity Policy (**Academic Integrity/ Plagiarism (Policy # 5510)** is available in the main office.

Students enrolled in the OCVTS Practical Nursing program are expected to maintain academic integrity in all of their academic work. Our students are required to exemplify honesty, respect for truth, and a commitment to moral and ethics. This means that they will not engage in any of the following acts:

- Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other peer's papers, exchanging information with other pupils orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
- Plagiarism is not permitted in term papers, themes, essays, reports, homework, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, online services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.
- Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.
- Students should demonstrate integrity and honesty at all times. Simply stated, cheating is taking credit for work that is not one's own**.**
- **Academic Integrity/Plagiarism will result in immediate dismissal from the OCVTS Practical Nursing Program**.

To avoid plagiarism, students are encouraged to follow the guidelines of the Modern Language Association (MLA). In addition, students must:

1. practice responsible note-taking;
2. understand the significance of copyright laws;
3. document all sources, and
4. give credit to others for their thoughts/ideas/opinions.

Academic dishonesty includes cheating on exams (including with the use of cell phones, smart watches, etc,), quizzes, class projects, or papers. The penalty for cheating in classroom or clinical experience is immediate dismissal.

MANDATORY REMEDIATION

It has been established that ATI Achievement tests are an indicator for success on the NCLEX-PN. If a student achieves low scores on the ATI testing, it is mandatory that a student:

• Perform required remediation work that will not be reflected in their grade. The student is required to utilize the computer assisted, web-based program (i.e., ATI) specific to the area he/she is failing and provide documentation of same to their nursing educator. Please note that the nursing faculty has on-line access to monitor the student's completion of this assignment.
• Re-take the ATI test as required.

The purpose of remediation is to provide additional learning opportunities related to clinical judgment and safe nursing practice.

Continued low scores will result in probationary status and possible dismissal from the program. Each case will be discussed with the individual, the faculty, and the Administrator of the Practical Nursing Program.

POOR ACADEMIC STANDING POLICY

Students may be dismissed for violation of the Practical Nursing Program policy.

Students may be dismissed from the Practical Nursing Program for violation of an affiliating agency's policies or procedures, if the agency submits in writing a statement concerning the student's deficiencies.

A student will receive a failing grade for any of the following:

• Failure to maintain a satisfactory theory/lab skills/clinical grade. Failure is a grade that falls below a 75 (0-74).
• A student would fail the clinical portion of the program if he/she can not apply the principles and concepts presented in the theory portion of the program. Criteria for passing the clinical experience portion of the program are given to students during clinical.
• Absenteeism, greater than 10% of the total nursing calendar school days.
• Failure to complete an incomplete grade obtained in the theory or clinical requirements.

APPEALS

If a student feels there has been an unjust application, interpretation or decision affecting the terms and/or conditions of his/her enrollment in the Practical Nursing Program, the student may appeal the action by using the following procedure:

    A.   A student who has a grievance should discuss it first with his/her instructors in an attempt to resolve the problem at that level.

    B.   If the matter is not resolved at the instructor's level, to the student's satisfaction, the student should set forth his/her concerns in writing and forward it to the Administrator of the Practical Nursing Program. The statement must include the nature of the problem, the results of previous discussions with the instructors, and his/her dissatisfaction with the decisions previously rendered.

    C.   The Administrator of the Practical Nursing Program will carefully review the statement made by the student and will schedule a conference at the earliest possible convenient time for both the administrator and the student. If the student feels that the problem cannot be resolved at this level, the administrator will reply to the student in writing, her/his decisions and the matter will then be transferred by the student in writing, in an attempt to resolve the matter. If the matter is not resolved to the student's satisfaction, he/she may request a review by the Board of Education. The request for the review by the Board of Education shall be made in writing by the student and submitted through the Superintendent's office for his consideration. The Board of Education, or a committee thereof, shall review the problem and may hold a hearing with the student, if deemed necessary.

STUDENT CONFERENCES

The faculty is available to assist the student in making adjustments and interpretations in connection with professional and personal situations. Faculty members have hours reserved for individual counseling. The student is invited to make an appointment for a conference with the instructors as his/her needs dictate. All conferences will be held after classroom hours. There are to be no conferences held at break or lunch times.

Classroom Rules, Regulations and Requirements

1. Read, understand and adhere to the policies stated in the OCVTS Practical Nursing Handbook.
2. Review the syllabi and be prepared for class.
3. Use of cell phones during breaks and lunch only and in designated areas of the building (never in the hallways).
4. Textbooks
   a. bring to each class
   b. pre-read chapter(s)
   c. outlining is suggested
   d. you are responsible for all material in each chapter of the textbooks
   e. know and understand "key terms" of each chapter
5. Study Guides
   a. bring to each class and lab
   b. complete each chapter at the time of lecture
   c. all chapters in the study guides are to be completed in order to receive full credit of independent hours (A&P 12th edition chapters 2, 18, and 21 need not be completed)
   d. all study guide content in each chapter is to be completed including short essays/answers and case studies, with the exception of the following: coloring (optional-A&P) and Conceptual Thinking (A&P), Expanding Your Horizons (A&P) for credit of independent hours
   e. all study guides are to be completed in the student's own handwriting
   f. late study guides will not be accepted
   g. incomplete study guides will not be given any independent hours
6. Take notes during lecture, videos, and power points (bring notebook and pen/pencil).
7. You will be tested on all material, even if it is not covered in class.
8. Proctored ATI will count as a quiz.
9. Review videos for skills and complete all ATI's (dates TBA and are mandatory).
10. The class schedule will be posted in the classroom and on the portal and is subject to change.
11. Only one person is to speak at a time (you may be asking a question someone is thinking of asking).
12. Please raise your hand and wait to be called on.
13. All class and clinical assignments are due by the specified time on the day assigned by the instructor or points will be deducted.
14. If you are going to be late or absent, you must call the school prior to class. If late, you must sign in at the PN Office and get a late pass.
15. It is your responsibility to obtain the work missed due to absence(s) or tardiness.
16. If you are absent and miss a test, you must be prepared to take it the first day back. You must come to your instructor by 8:00 am for a make-up test, which may be fill in the blank.
17. If you are more than 15 minutes late after a test has started, you will not receive extra time.
18. If you are late and the test is almost over, you will receive an alternate test.
19. If you are late or leave early 5 times that will equal one absence.
20. You will receive your test grades when your instructor has completed grading them. You are responsible for keeping track of your grades.

Clinical Experience

SKILLS SETS NECESSARY FOR CLINICAL PLACEMENTS

OCVTS Practical Nursing Program faculty members are responsible for determining, at any point in a student's academic program, whether that student has demonstrated or is able to demonstrate appropriate levels of skills and abilities. Students who fail to demonstrate at the appropriate levels may have their progression interrupted until they are able to demonstrate skills at the appropriate levels. Practice of skills in the nursing lab is essential. Use of the equipment is encouraged. No equipment may be removed from the building.

CLINICAL AFFILIATIONS

Clinical affiliations are chosen for their learning potential and not for geographical proximity to a student's home. Every effort is made to use facilities in Ocean County, however, optimal clinical experiences may only be available beyond Ocean County.

Due to a clinical partner's decision or attrition of students during the school year, students may be re-assigned to other affiliations and/or instructors at other clinical facilities within the system. Advance notice of such a move will be given to the student.

CONFLICT OF INTEREST - CLINICAL SITES

Conflict of interest refers to a situation where an individual's personal, financial, or emotional interests could potentially interfere with their professional responsibilities and judgment. This can lead to biased decisions or actions that may not be in the best interest of others, such as clients, patients, or the public. Conflicts of interest must be identified, disclosed, and managed to maintain fairness, integrity, and trust in professional settings.

Potential conflicts of interest for nursing student:

- Your family members work at the partner site, regardless of their role in the clinical setting
- You are responsible for caring for a family member
- You are a current or former employee
- You are or have been a client (e.g., a patient at a GP practice or in a hospital unit)

It is the responsibility of the student to report any potential "conflict of interest".

CATEGORY I EXPOSURE (OSHA) STANDARD PRECAUTIONS

As a student in the clinical area, you are considered a "Category I" exposure determination (per OSHA definition), meaning your job involves activities with direct contact with blood, body fluids, and/or other potentially infectious materials. You are mandated to maintain appropriate standard precautions as demonstrated to you by your instructor.

Students will report any personal accident, however slight, or illnesses to the instructor. The instructor will refer the student for whatever care or examination is necessary. Students do not report to the emergency room without first reporting to the instructor.

Only emergencies will be treated in the hospital. Students are responsible for having their own medical insurance. Neither the school nor the hospital will assume cost.

Routine examinations by the student's personal physician cannot be done while a student is in clinical.

Students are never to seek medical advice from any physician while working in the clinical site. We do not practice hallway medicine.

CLINICAL TIMES

All students will be in clinical and prepared to begin promptly at 7:30 AM. Clinical hours may vary depending upon the clinical facility and specialty.

During clinical, the six hour daily working hours will include a twenty (20) minute break, conferences, in-service lectures and clinical experiences. All studying and preparation of assignments will be done on the student's own time. Students must be in full dress uniform.

Hours off duty: All students will be expected to leave the hospital grounds immediately after dismissal, unless given special permission by the instructor to remain.

Visiting Patients While on Duty: Students are not permitted to visit friends or relatives who are patients in the hospital without special permission from the instructor, and permission by the charge nurse of the department they wish to visit.

CLINICAL ABSENCES

If the student is going to be late or unable to report for duty, the following must be followed:

- Call the clinical instructor and then the school and state your name, class, clinical instructor's name and indicate you will be late/absent for the day.
- Follow directions of your clinical instructor as to how to report your absence to the clinical area.
- Students may be dismissed from clinical for excessive lateness at the instructor's discretion.
- An absence on a clinical day results in a "0" (zero) for the day's grade.

As explained in the Attendance section of this document (page 23), the Practical Nursing Program adheres to the district wide attendance policy that the student is not to exceed 10% of the nursing school calendar's total days during the course of study. If a student exceeds 19 days of absence, the student is dropped from the nursing program. As clinical expertise in the Nursing Program builds upon previous opportunities in the clinical area, it is essential that students not be absent during his/her clinical rotations. A student cannot miss more than 8 clinical days. If a student nurse exceeds 8 days of absence total during all clinical rotations or exceeds 1 day's absence during any specialty rotation, the student will be placed on clinical probation. Clinical probation is defined as the period of time during which the student is placed under increased observation and scrutiny by his/her clinical educator and an evaluation is performed by an alternate clinical educator within that specialty. When placed on clinical

probation, the student is required to utilize the computer assisted, web-based program (i.e., ATI) specific to the area he/she is failing and provide documentation of the same to their nursing educator. Please note that the nursing faculty has on-line access to monitoring the student's completion of this assignment. The student is also required to return to the school's clinical skills lab, after signing in at the Practical Nursing Office, to practice the nursing fundamentals skill. Probation may extend from 1-4 weeks in the clinical area. Failure to improve may result in dismissal from the program.

Please note that there are no excused absences. Per district policy, any absence of 3 consecutive school days or more requires a physician's note to return to school. Please Note: Any combination of 5 lates and/or leaving early = 1 absent day. Late arrival or early departures over 30 minutes and up to 2 hours will count as half day. Early departure or late arrival of more than 2 hours will count as a full day. There are no excused absences or lateness. If a student exceeds 19 days of absence, the student is dropped from the nursing program.

LAB AND CLINICAL DRESS CODE AND RELATED PROFESSIONALISM

The regulation scrubs/uniform of the Practical Nursing Program must be worn at all times while the student is in lab or on clinical duty, according to regulations established by the school. The following is a list of "DO's" and "DON'Ts" when wearing your lab and clinical uniform:

- DO report to lab/clinical in full clean, ironed uniform and wear clean clinical shoes.
- NO open back shoes or sneakers are allowed.
- DO be well groomed and dignified. Hair must be off the collar of the uniform.
- DO use appropriate behavior when in uniform or in class (no loud behavior, abusive/foul language).
- DO NOT discuss personal issues or patient information in public areas.
- DO NOT wear elaborate hairstyle, excess make-up, perfume, jewelry, or inappropriate nail polish.
- Tattoos must be covered (neutral or white colored covering). NO facial piercings or tongue bars.
- Artificial nails, acrylics and/or 'wraps' are not allowed in clinical area. The chemicals harbor pathogens. All facilities with whom we affiliate do not allow artificial nails, acrylics and/or 'wraps'.
- NO jewelry is to be worn other than a wedding ring, watch with second hand, one pair of simple stud-type earrings and name pin. NO hoops.
- DO NOT smoke in public places, in presence of patients, in presence of inflammable or explosive materials or where tobacco odor would linger and become a part of the uniform.
- DO NOT chew gum in uniform.
- DO NOT visit pubs/taverns or any place that may be of questionable reputation in uniform.
- During specialty clinical rotations, especially psychiatry, you may be required to wear "regular street clothes" in lieu of the school uniform. You must adhere to the specific policies of the facility you will be visiting. Please note that you will be sent home from your clinical assignment if you do not adhere to the dress code policy as stated in each of the above. This will be noted as an ABSENT clinical day.

CELL PHONES

Cell phones must be turned off while at any clinical site. Under no circumstances are students to use the telephones at any clinical site for making or receiving personal telephone calls. Should an emergency arise at your family or child's school can contact you via the school telephone: 732-473-3100 x3137/x3145 (Practical Nursing office).

CLINICAL PERFORMANCE EVALUATIONS

At the beginning of clinical experience, the instructor will explain evaluations. At any time if there is a question regarding a student's progress in the clinical area, the student or instructor may schedule a conference. Clinical grades are based on clinical evaluations and nursing processes. Clinical grade is based on the point system and is a separate subject requiring a minimum of 75% to pass. Failure to maintain a minimum grade of 75% would mandate dismissal from the nursing program. Should the student not show increased competency in their clinical skills, the student is required to utilize the computer assisted, web-based program (i.e., ATI) specific to the area he/she is failing and provide documentation of same to their nursing educator. Please note that the nursing faculty has online access to monitoring the student's completion of this assignment. The student is also required to return to the school's clinical skills lab, after signing in at the Practical Nursing Office, to practice the nursing fundamentals skill.

STUDENT CONFERENCES

The faculty is available to assist the student in making adjustments and interpretations in connection with professional and personal situations. Faculty members have hours reserved for individual counseling. The student is invited to make an appointment for a conference with the instructors as his/her needs dictate. All conferences will be held after classroom hours. There are to be no conferences held at break or lunch times.

Professionalism in the Clinical Setting

Students must exhibit professional behavior that adheres to the legal and ethical codes of nursing, promotes the well-being of clients, healthcare workers, and themselves, demonstrates accountability in preparation, documentation, and continuity of care, and respects the human rights of individuals. Students who fail to meet the academic requirements of the theoretical component of the course may be deemed unsafe and may be automatically excluded from clinical experience.

REGULATORY

Students must practice within the boundaries set by Ocean County Vocational Technical School District, Nursing guidelines and objectives, and the rules and regulations of the healthcare agency. Unsafe, unsatisfactory, or unacceptable performance includes, but is not limited to:

- Failing to notify the school and/or clinical instructor of clinical absence.
- Presenting for clinical practicum under the influence of drugs and/or alcohol.
- Habitual unexcused tardiness to clinical assignments.

ETHICAL

Students must adhere to the American Nurses' Association Code of Ethics, Standards of Practice, and the Nurse Practice Act governing practice in the state where the clinical learning experience occurs. Unsafe, unsatisfactory, or unacceptable performance includes, but is not limited to:

- Refusing an assignment based on the client's race, lifestyle, culture, religious preferences, diagnosis, or condition.
- Not informing clinical instructor of a site that could be deemed "Conflict of Interest,"
- Inappropriate behavior in any assigned activity related to clinical practice, such as:
  - Not reporting known errors in practice
  - Falsifying documents, signatures, or assignments
  - Ignoring unethical behaviors of other healthcare persons which affect client welfare

PROMOTION OF WELL-BEING OF CLIENTS, HEALTHCARE WORKERS, AND SELF

Students must strive to meet the needs of the human system, considering biological, psychological, sociological, and cultural perspectives. Unsafe, unsatisfactory, or unacceptable performance includes, but is not limited to:

- Failing to recognize and seek treatment for mental, physical, or emotional behaviors that may affect the well-being of others.
- Failing to follow through on suggested referrals or interventions to correct deficit areas that may result in harm to others.
- Omitting appropriate care, such as medication errors.
- Abusing clients, including physical, mental, or emotional abuse, failing to recognize or correct hazardous conditions or circumstances.

- Interpersonal relationships with agency staff, co-workers, peers, or faculty that result in miscommunications, disruptions of client care, and/or functioning.
- Failure to use "chain of authority" with compassion when reporting a problem. Allow remediation and recovery to follow. (if you are unsure of the chain of authority, check with your clinical instructor)

ACCOUNTABILITY

Students must demonstrate the expected level of responsibility in the preparation, implementation, documentation, and promotion of continuity in the care of clients. Improper accountability includes, but is not limited to:

- Failing to provide concise, inclusive written and verbal communication.
- Failing to accurately record comprehensive client behaviors.
- Failing to report to the instructor questionable nursing practices that affect client welfare using the appropriate "chain of authority".
- Never show, discuss or disclose confidential and/or sensitive information who does not have the legal authority or the "need to know". Do not discuss/post any information regarding clinical observations or experiences, this includes electronically on text messages and or social media platforms. If you have concerns about a facility, you will need to follow the proper "chain of authority", the clinical instructor.
- Attempting activities without adequate orientation, theoretical preparation, or appropriate assistance.
- Dishonesty.

HUMAN RIGHTS

Students must show respect for individual clients. Unsafe or unacceptable performance includes, but is not limited to:

- Failing to maintain the confidentiality of interactions.
- Failing to maintain the confidentiality of records.
- Dishonesty in relationships.
- Utilizing stereotypical judgments that are detrimental to patient care.
- Failing to recognize and promote every patient's rights.

Violations of these guidelines will result in the student's permanent dismissal from the program.

Nursing Lab and Clinical Rotations: Rules and Regulations (Teacher Sheet)

LAB REQUIREMENTS

- Bring study guides into the lab. Review skills.
- Bring lab bags.
- Bring competency sheets into the lab (after lab use, they must stay in the file cabinet in the classroom – Competency sheets are not to leave the building).
- Bring skills checklist into the lab. You will be bringing it back and forth between clinical and lab. Your instructor will sign our checklist as you perform skills in clinical practice. You will be responsible for handing it in at the end of the year (date to be announced). Failure to turn in a skills checklist will result in you not receiving your final grade.
- Black ink pen.
- You will work on funds while others are in the lab. Noise level should be kept low.
- NO CELL PHONES IN LAB!

DRESS CODE FOR LAB AND CLINICAL

If you do not adhere to any part of the dress code rules listed below, you will receive a zero for that day!

- **OCVTS PICTURE ID** Required and must be visible at all times.
- **WATCH** Plain and must have a second hand. No Smart Watches.
- **ROYAL BLUE SCRUBS/SCRUB JACKET** Clean and neat - worn on lab and clinical days. Only a plain, clean, white, long sleeved shirt will be worn under your blue top. You must wear the assigned blue scrubs/uniform with the OCVTS patch on the left upper sleeve of shirt and jacket.
- **SHOES** Must be white nursing shoes, white nursing sneakers, no clogs, and no crocks. Must be a closed shoe in front and back, with no straps. Must be clean, polished and neat.
- **LEGS** Must be covered with white hose/socks, support is best. NO ankle socks.
- **NAILS** 1/8 inch length. NO artificial, acrylic or gels. NO French manicures. NO dark color on nails. Clear/neutral polish only.
- **HAIR** Must be pulled up, off collar and off face. NO bulky hair bands or clips.
- **JEWELRY** It is best to not wear any jewelry. A plain wedding band without stones is okay. Only 1 pair of plain studded earrings in ear lobes. NO earrings in cartilage or tragus. No tongue or facial piercings. No necklaces. No religious symbols. No bracelets. Wear only medical alert jewelry.
- **TATTOOS** Must be covered with a neutral color or white sleeve, adhesive bandage(s), and/or tattoo tape. **NO COLORS - NEUTRAL or WHITE ONLY!!!**
- **PIERCINGS** Non visible (see jewelry).
- No perfume or excessive make-up.
- No gum chewing.

CLINICAL REQUIREMENTS

- All absences must be called into your instructor and the school.
  - You **must** call your instructor first if you are going to be absent (call by 6:00am).
  - You **must** also call the school at 732-473-3100 X 3137 or 3145 to report any absence. You can call at any time and leave a message, which will be received by Laura or Tiffany in the morning.
- NO CALL/NO SHOW = ABSENT = ZERO for that clinical day.
- No more than 8 clinical absent days are allowed. Only 1 per specialty area!
- Clinical Time: 7:30am – 1:30pm (may vary).
- Arrive by 7:20am. Be ready to start at 7:30am. You must be in uniform, hair up in a bun, hair away from face, tattoos covered (see above dress code).
- Bring the following to Clinical: stethoscope, sphygmomanometer (non-electronic BP cuff), black pen and small pad (to fit in jacket), drug handbook and drug cards, nursing/bandage scissors, paperwork (AM Observation sheets and your Skills Checklist).
- Do not bring coffee or any other drink with you.
- **NO CELL PHONES IN CLINICAL!**
- Clinical Dates: December: 18, 19, and 20 – Clinical Orientation
  - January: 2, 3, 9, 10, 16, 17, 23, 24, 30, and 31
  - February: 6, 7, 13, 20,21, 27, and 28
  - March 10 thru March 28 Medication Rotation: Monday thru Friday

NO CELL PHONES ARE TO BE BROUGHT INTO CLINICAL UNITS OR IN CLINICAL AREAS!

GRADING

SKILLS LAB GRADES

- **LAB** - Completed at OCVTS in Skills Lab - GRADES **PASS/FAIL/REMEDIATE**
  Clinical Nursing Skills/Lab performance. You must PASS the clinical nursing skill for skills lab. It is required of each student to prepare for skills labs for each body system by using ATI Skills Modules and Fundamental of Nursing Textbook. Preparation for the skill is required outside of school hours. If you do not pass the skill, you must complete remediation with the instructor to show competency. If you cannot pass the skill after remediation, you will not be able to move forward in the program.
- **DAILY LAB GRADE** - You will also receive a numeric grade for skills lab for each day in the lab. This grade is based on attendance, dress code, safety, initiative and personal growth, preparation for lab, following rules of school and institution, professionalism, ability to apply classroom theory to lab. (See competency for details.)
  - If you do not adhere to any of the dress code rules you will receive a zero for that day. Absence on lab day results in a zero for that day.
  - Leaving early or arriving late will result in 30 points subtracted from daily grade.
  - When a student is not actively working at the lab bedside with an instructor, they are required to be either practicing/preparing for the skills, working in ATI, completing study guides and/or working on theory material.

CLINICAL GRADE

DAILY GRADE (50%) You will also receive a numeric grade for each clinical day.

- This grade is based on attendance, dress code, safety, initiative and personal growth, preparation for lab, following rules of school and institution, professionalism, ability to apply classroom theory to lab. (See competency for details.)
- Absence on clinical day results in a zero for that day.
- Leaving early or arriving late will result in 30 points subtracted from daily grade.

AM OBSERVATION SHEETS (50%)

You will be required to complete six (6) AM Observation sheets on your assigned patients, which will be graded by your clinical instructor. You will hand them in before you leave clinical or at the start of the next clinical day. After they are corrected and returned to you, please review your instructor's comments. If you have any questions, you can review with your instructor during post conference, not during clinical or when you return to school. All AM Observation sheets are handed into the instructor at the facility you are assigned to be graded. You will receive a total of 6 grades for your AM Observations which will account for 50% of your clinical grade.

Remember: You will be rotating through different facilities. Getting a 'clinical' folder may help you keep track of all your needed clinical paperwork.

- **YOU** are responsible for bringing your required paperwork to each facility.
- **YOU** must be prepared for clinical, including proper paperwork.
- **YOU** must remember to bring your skills checklist from school to clinical and back to school!

Please keep in mind that space may be very limited at the facilities. Bring into the facility what is required!

Program Completion

PROGRAM COMPLETION DOCUMENTATION

Students successfully completing the Practical Nursing Program shall receive an official school diploma from the Ocean County Vocational Technical School Practical Nursing Program. Documentation of program completion will also be provided to the NJ Board of Nursing in order for a student to take the NCLEX-PN for licensure.

QUALIFICATIONS NEEDED TO TAKE THE NCLEX-PN

A. Has attained his or her eighteenth birthday.
B. Is of good moral character, is not a user of drugs and has never been convicted or has not pleaded nolo contendere, non vult contendere or non vult to an indictment, information, or complaint alleging a violation of any Federal or State law relating to narcotic drugs.
C. Holds a diploma from an accredited 4-year high school or the equivalent thereof as determined by the New Jersey State Department of Education.
D. Has completed a course of professional nursing study in an accredited school of professional nursing as defined by the Board and holds a diploma there from.

NURSING PROGRAM AWARDS and SCHOLARSHIPS

Awards may vary from year to year based on funding and availability.

Acceptable Use Policy - Electronic Resource and On-Line Technology

Administrative Procedure and Use (RE: POLICY #2361)

As part of Ocean County Vocational Technical School's commitment to the utilization of new technologies, staff members and students have been provided with access to a variety of electronic resources (i.e. e-mail, OCVTS networked and no networked computer systems, the Internet, and the District Intranet). In order to maintain system integrity and performance, to limit the threat and effect of security threats like hacking and viruses, and to ensure compliance with copyright law, end users of these resources must adhere to strict guidelines. They are provided here so that staff, students, their parents/guardians, and the community are aware of their responsibilities. Your use of these electronic resources is a privilege, not a right.

According to the Federal Electronic Communications Privacy Act (ECPA), an employer/organization provided computer system is the property of the employer/organization. As such, they have the right to monitor all e-mail traffic and Internet surfing on their systems. The District (and its authorized representatives) may access and monitor their electronic resources at any time for any reason, without notice. You should not expect or treat any of these electronic resources, including but not limited to e-mail, as confidential or private. Except for authorized District personnel, no one is permitted to access another person's e-mail, or electronically stored files without prior consent.

The district may modify these rules at any time by publishing the modified rule(s) on the system. The signatures at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

REGULATIONS AND REQUIREMENTS

1. Network and Internet access is provided as a tool for conducting district business and for specific educational purposes (as stated in the various curricula). The District reserves the right to monitor, inspect, copy, review, delete, and store, at any time and without prior notice, any and all materials, files, information, software, communications, and other content that is created, transmitted, received or stored using any of its electronic resources. All information created, accessed, or stored using OCVTS applications and systems is the property of OCVTS. Users (staff and students) do not have a right to privacy to any activity conducted using the district's electronic resources. The district and its authorized representatives can review, read, access, or otherwise monitor all activities on the district systems, or any other systems accessed by use of the OCVTS system.

2. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The district has and continues to

take steps to block objectionable areas, but potential pitfalls remain. The district monitors all web-sites visited. It is specifically prohibited for employees and students to knowingly visit sites that feature pornography, terrorism, espionage, theft, or drugs. The district's electronic resources are not to be used to send or receive harassing, discriminatory, threatening, or otherwise offensive content. Also prohibited is the use of the District's systems for the operation of any unauthorized commercial enterprise, product advertisement, political lobbying, or any activity prohibited by law.

3. Among uses that are considered unacceptable and constitute a violation of this policy are downloading, transmitting, importing, or storing any and all copyrighted materials (i.e. music, pictures, video, text, software) without the expressed permission from the copyright owner. Even if materials on the district's network or the Internet are not marked with the copyright symbol you should assume that they are protected under copyright laws, unless there is clear permission on the materials to use them. Doing otherwise may violate application licensing agreements and/or copyright law.

4. Only authorized district personnel are permitted to install, modify, or remove software applications, utilities, operating systems, and system configurations. Hacking tools and any software having the purpose of damaging other user accounts, files, or breaching network security measures is specifically prohibited.

5. Theft of district property electronic or physical, as well as any act of vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with the district's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another, the hardware, software, and files that comprise district systems, or any of the agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to the intentional uploading or creation of computer viruses, worms, Trojan horses, and other mal-ware.

6. Although drawing, painting and games (when it conforms to the curricular goals of that program and the district) have legitimate academic use, those activities are prohibited when done for recreational purposes. Game playing over dial-up links or other inter-machine communications is prohibited.

DISCLAIMER: The Ocean County Vocational Technical School district has no control over information transmitted over the Internet, including items automatically collected into news groups or e-mail items sent into or stored within this network.

USER CONTRACT: I hereby acknowledge that on this date I received a copy of the OCVTS Acceptable Use Policy (AUP) and procedure on district electronic resources (i.e. Internet, e-mail, and the network system) access. I hereby acknowledge that I have read and understand the policy and procedure. I agree to abide by this policy and specifically understand that a violation of this policy may lead to discipline up to and including termination. Furthermore, a violation of this policy may also be a violation of the law and subject the user to investigation and criminal or civil prosecution. Such action may lead to monetary fines and/or imprisonment.

Acceptable Use Google Apps and Tools Agreement

Google Apps Education Edition offers a free and ad-free set of customizable tools that allow teachers and students to work together and learn more effectively. The account established is a service provided by Google that allows users to communicate and collaborate in a digital educational environment. Students will use Google for educational purposes only. The Google account assigned to OCVTS students was created by OCVTS. No personal information is collected by Google in creating the account. All activities requiring internet access are supervised by an OCVTS teacher while the student is in school. The school is in control of which Google services it provides for student use. Internet safety is a central component to the use of technology. Teacher supervision, school filters, and spot checking of student accounts will be used to ensure that student use of Google Apps follows school rules. Students may use the following Google tools which are available to students at school and at home.

- Email to communicate with teachers and peers
- Calendar to enter school assignments and activities
- Individual or shared word processing, spreadsheet, and presentation documents
- Google Earth and Maps

Google tools help keep students organized, prevent lost homework, and allow students to work collaboratively on school assignments. When using Google Apps and Tools, students work in a safe environment because people in the outside world cannot participate in the assignment; only people the teacher allows can participate (shared collaborators). OCVTS has a registered Google domain and students will be monitored with using Google Apps and Tools under their OCVTS user ID. OCVTS can turn off a student's services based on violation of any item in this Acceptable Use Agreement. The agreement extends to all students during their enrollment at any OCVTS school. This agreement must be executed before students are granted an OCVTS Google account.

RULES OF ETIQUETTE

- Students will be polite at all times
- Students will use appropriate "school" language.
- Students will not type abusive, hurtful, or gossip-type messages.
- Students will respect other students' privacy by keeping names, home addresses, email addresses and phone numbers confidential.
- Students will not share their own password and will not use another's password.
- Students will not delete another student's data without their permission.

The use of my Google account will be in support of and consistent with the educational goals of OCVTS. The use of Google will also follow the guidelines of the OCVTS Acceptable Use Policy. Therefore, students must abide by the following rules.

- Students will not use Google Apps to post any web pages for commercial activities, product advertisements, or political advocacy.
- Students will not use Google Apps to post any obscene, discriminatory or offensive material. All material posted will relate to classroom assignments.
- OCVTS administrators and teachers have the right to monitor all postings, including email.
- Students will only share and collaborate on projects that have been assigned to the student by a teacher.
- Students will respect the collaborative work of OCVTS teachers and peers. Students will not delete the work of others unless permission is granted by the author.

ELECTRONIC MAIL

Inappropriate language or harassment will result in loss of system privileges and possibly other disciplinary measures. By signing this acceptable use agreement, students agree to the following:

- Email sent via Google Apps will be school related and will abide by the guidelines outlined here. Students will report any inappropriate, threatening, obscene, or harassing email to school staff immediately.
- Google Apps passwords will not be shared with anyone. Students are responsible for email sent from their accounts.
- Email sent through this account may be periodically scanned for content violating the terms of this agreement and will be reviewed by school administrators or teachers.

PLAGIARISM AND FAIR USE

In the OCVTS district, a variety of sources are used to conduct research. The purpose of research is to learn more about a specific topic and share information with others in a variety of ways. When participating in research or a collaborative project, students agree to the following:

- Students will not plagiarize. Copying a paragraph and changing a few words is plagiarism as is using someone else's ideas without giving credit.
- All projects must contain a "Works Cited" section.
- Students will receive a zero for work found to be plagiarized. Disciplinary consequences may also occur.

Practical Nursing Program Acknowledgement of Program Requirements

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Every person, 18 years of age, is an adult as per Chapter 18, Laws of 1972 State of New Jersey. Title 18A:37-1 states "Regardless of age, pupils in a public school shall comply with all established rules of the government of such schools, pursue the prescribed course of study, and submit to the authority of teachers and others in authority over them."

All CELL PHONES and electronic devices must be powered off and kept away while in the buildings and during emergency drills.

It is my responsibility, as an adult student, to monitor my own academic progress and be cognizant of the potential for failing.

I am aware that failure to complete all independent hours by the assigned due dates may prevent a student nurse from graduating the nursing program.

It is my responsibility to make an appointment with my instructor to discuss my academic progress.

I am aware that written progress reports regarding my failing grades **WILL NOT BE PROVIDED.**

I am aware that I will be dismissed from the program should I receive a failing final subject / specialty grade **OR** fail 2 correlated exams in one (1) marking period.

I am aware that **NO ADDITIONAL WORK WILL BE OFFERED TO ME TO ASSIST IN ACHIEVING A PASSING FINAL GRADE.**

I am aware that I **CANNOT EXCEED 19 DAYS ABSENCE** and that it is imperative to me to attend both academic lectures and clinical rotations.

I am aware that I may be placed on academic and/or clinical probation should I exceed 10 days absence.

I am aware that any combination of 5 tardies and/or 5 cuts/leaving early = 1 absence.

I understand that if I accept financial aid, and if I am absent (including tardies/early leaves) more than 19 days or if my average falls below a 75, I will lose financial aid.

I am aware of OCVTS Practical Nursing program grading:

A = 93 - 100
B = 85 - 92
C = 75 - 84
Betow 75 = Failing

I am aware that I must adhere to the uniform policy as presented by my instructors. Inappropriate uniform/dress will adversely affect my daily skills lab/clinical grade, and may result in being sent home from clinical (adversely affecting attendance).

I am aware that OCVTS pays the cost for me to attend the NJLN Practical Nurse Student Education Program in the spring and that if I do not attend I will need to pay the cost for that fee.

I am aware that it is mandatory that I attend a resume writing class held after regular class hours.

It is my responsibility to fulfill tuition payment requirements by February 1st as per district policy. Failure to do so may result in my being dropped from the nursing program.

I am aware of the tuition refund policy which states "Tuition refunds will only be given during the school using the following schedule":

- Prior to the first day of class   100%
- Within the first 15 days of class   75%
- Within the first 25 days of class   50%
- From the 25th-40th day of class   25%
- After the 40th day of class   0%

I am aware that food delivery services, such as, but not limited to, GrubHub and DoorDash, are not permitted at the Toms River Center due to a number of safety concerns and staff issues. Safety concerns are as follows: building access to strangers, potential allergic reactions and food-borne illnesses. These types of deliveries may impact workload placed on our staff and delayed deliveries could cause potential delivery disruptions. All potential food deliveries will be turned away and the student who was to receive the food may be disciplined.

I have been made aware of and fully understand the requirements of the OCVTS Practical Nursing Program as related to cell phone use, attendance, academic standards, and dress code.