



**Genesee Valley BOCES Adult Education
School of Practical Nursing
Handbook
Code of Conduct**

Leading collaboratively in creating quality educational challenges

**Main Campus and
Instructional Center**
GV BOCES Batavia Campus
8250 State Street Road
Batavia, NY 14020

Instructional Center
Rochester Tech Park
160 Wallace Way,
Bldg. #9, Room 209
Rochester, NY 14624

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Welcome Letter

Dear Practical Nursing Student:

The Nursing Faculty and Administration of Genesee Valley BOCES welcome you to the School of Practical Nursing. This vocation will be exciting and rewarding. The experiences encountered in this program are expected to lead our students to successful nursing employment. Upon completion of the nursing program, students are eligible to take the National League for Nursing Licensing Examination for Practical Nurses (NCLEX-PN). Nursing is a profession that offers many career opportunities. Practical nurses are hired in a variety of health care facilities.

The Certificate in Practical Nursing requires two semesters of study once you are admitted into the program. The Genesee Valley BOCES Nursing Program has been approved by the New York State Board of Nursing. The Genesee Valley BOCES Nursing Program is committed to high standards, which are reflected in the admission and progression standards of the program.

The nursing program is very demanding and requires outside time commitments to complete course assignments/requirements. Many students must continue to work as they seek to advance themselves educationally. Please realize that it is very difficult to work full time while enrolled in the nursing curriculum. It is critical that you take the time to make lifestyle adjustments to accommodate your educational goals.

This Student Handbook was designed to provide you with information regarding the nursing program, School of Nursing policies and regulations, and general guidelines that will help to make our educational environment a successful one. These documents are fluid documents, meaning they change as necessary. The most current update will be maintained on the program learning-site and made available for all students. As updates emerge, notification to all classrooms will be made so that students may access the current handbook and review changes.

Several qualities or standards are required of all nursing students. One major quality we expect in each student is accountability, which is being responsible for your own actions. You are expected to use this student handbook to assist you in being accountable for your action/behaviors. It is your responsibility to read and understand school and program policies. If you do not understand any policy or your rights as a student, please contact a nursing faculty member, or the program Coordinator.

As we discuss your Student Handbook with you, please ask any questions or seek clarification for any information you do not understand at the end of the discussion, you will be required to sign a Declaration Form stating you understand and will comply with all policies/regulations of the LPN program. Should there be any questions regarding the Genesee Valley BOCES School of Nursing policies or regulations, this Student Nurse Handbook will be used for clarification.

We hope your educational experience is enjoyable and rewarding. Good luck in your educational career.

Heidi Mix, RN MS
Regional Medical Programs Coordinator
Genesee Valley BOCES

Genesee Valley BOCES School of Practical Nursing Directory

Administrative Support

| | |
|---|--------------|
| <p>Program Secretary</p> <p>Gwen Ferchen</p> | 585-344-7788 |
| Fax Number | 585-344-7778 |
| <p>Regional Medical Programs Coordinator</p> <p>Heid Mix RN MS</p> | 585-344-7735 |
| <p>Lead Coordinator of Adult Education/Continuing Education and Financial Aid Administrator</p> <p>John Cima</p> | 585-344-7720 |
| <p>Clinical & Lab Specialist</p> <p>Alyssa Coffey RN BS</p> | 585-344-7722 |

Genesee Valley BOCES School of Practical Nursing

Certificate Number: HEGIS CODE 5209.20

Mission of the Practical Nursing Program

Statement of Purpose

The Genesee Valley BOCES School of Practical Nursing has designed a program that prepares the graduate practical nurse for employment within the health care system. The New York State Education Department has approved the program curriculum and upon program completion, graduates are granted admission to the NCELX-PN Examination for licensure as a Licensed Practical Nurse.

Goal

The goal of the Nursing Faculty of the Genesee Valley BOCES School of Practical Nursing is to prepare the graduate to practice nursing safely and effectively within the role of the Licensed Practical Nurse. The student will correlate nursing theory with clinical practice utilizing the Nursing Process as the foundation of nursing care. The School of Nursing will participate as a member of the New York State Council of Practical Nurse Programs and incorporate current nursing trends into program curriculum.

Philosophy

The Nursing Faculty of the Genesee Valley BOCES School of Practical Nursing believes that we offer a long-term commitment to our community that encompasses the Health Care Industry. We believe that vocational education includes academic education integrated with skill competence for the delivery of safe, competent health care to the community. We believe and have adopted the continuous improvement model revisited by Healthcare in 2015 from the Institute of Healthcare Improvement, 2015. Continuous improvement is an applied science that emphasizes innovation, rapid and iterative cycle testing in the field, and scaling in order to generate learning about what changes need to be made for improvements.

Practical Nursing is an integral component of the Health Care Delivery System and is viewed as an art as well as a science. Nursing involves systematic assessment of patient needs and includes planning and implementing nursing care to meet those patient needs. Evaluation measures the effectiveness of care and determines the need for additional assessment in the Nursing Process.

The application of theoretical principles to the clinical situation provides integration and correlation for the practicing student and may be applied to prevention and health maintenance, supportive, curative, and rehabilitative levels of care.

Continuing education, which develops the existing knowledge base, is an integral component of professional growth for the student, as well as the faculty member.

Notice of Non-Discrimination

In accordance with Federal regulations, the New York State Human Rights Law, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, Genesee Valley BOCES does not

discriminate on the basis of age, race, religion, color, creed, marital status, veteran's status, sexual orientation, national origin, gender, or disability in admission, educational programs, activities, or employment.

Program Objectives

Upon completion of the Genesee Valley BOCES School of Practical Nursing program, the graduate will be able to:

1. Formulate appropriate goals for potential vocational mobility.
2. Utilize basic biological and psychosocial principles in order to deliver safe, effective nursing care.
3. Apply the components of the Nursing Process to meet the basic individual needs of the client/patient.
4. Consider principles of growth and development when planning nursing care.
5. Communicate effectively utilizing therapeutic communication and considering transcultural implications of nursing care.
6. Recognize the role, responsibilities, and limitations of the Licensed Practical Nurse.
7. Assume a role as a member of the Health Care Team while under the supervision of a Registered Nurse or Physician.
8. Provide skilled nursing care within the legal definition of practical nursing in accordance with the guidelines of the Licensed Practical/Vocational Code of Ethics and the Nurse Practice Act.
9. Understand various health care delivery systems and the concept of prevention and control of major health problems affecting the community.
10. Recognize the importance of continuous knowledge base growth and participation in professional organizations.
11. Possess knowledge of student professional organizations.
12. Achieve successful program completion for admission and passing of the National Licensing Exam in Practical Nursing.
13. Apply research skills to increase nursing knowledge base.
14. Develop appropriate communication skills related to successful employment following graduation.

Student Learning Outcomes

Core Concepts:

Safe and Effective Care Environment

1. Provide nursing care that contributes to the enhancements of the health care delivery setting and protects clients and health care personnel.
2. Collaborate with health care team members to facilitate effective client care
3. Contribute to the protection of clients and health care personnel from health and environmental hazards

Health Promotion and Maintenance

4. Provide nursing care for clients that incorporate knowledge of expected stages of growth and development and prevention and/or early detection of health problems
5. Assist in the promotion of physical health and well-being by providing care and comfort, reducing risk potential for clients and assisting them with the management of health alterations.

Psychosocial Integrity

6. Provide care that assists with promotion and support of the emotional, mental, cultural, and social well-being of clients

Physiological Integrity

7. Provide comfort to clients and assistance in the performance of their activities of daily living
8. Provide care related to the administration of medications and monitors clients who are receiving parenteral therapies
9. Reduces the potential for clients to develop complications or health problems related to treatments, procedures or existing conditions
10. Participates in providing care for clients with acute, chronic or life-threatening physical health conditions using the nursing process

Methods of Instruction

1. Selected reading
2. Lectures
3. Demonstrations
4. Audiovisuals
5. Interactive video software programs
6. Computer-assisted instruction
7. Student group work
8. Written paper
9. Study guides
10. Interactive Educational Activities
11. Google Classroom
12. Student lead presentation
13. Critical Thinking Exercises

Classroom Strategies

1. Class Discussion
2. Media Presentations: Video, PowerPoint
3. Group Presentations/Case Scenarios
4. Critical Thinking Exercises

Evaluation Methods

1. Group/Individual Activities
2. Critical Thinking Assignments
3. Class Attendance/Participation
4. Periodic Exams, Final Examination
5. Clinical Performance

Diversity Statement

“Genesee Valley BOCES is an academic community made up of individuals who reflect differences in nationality, culture, ethnicity, gender, religion, color, race, skill, physical ability and sexual orientation.

As a community of global learners, we are proud to affirm and celebrate the rich diversity that exists among us. We believe acknowledging and celebrating our diversity is essential to maintaining academic freedom and inquiry. We maintain that valuing differences can teach us more about ourselves as human beings and provide us with creative energy that comes when we learn from each other.

Valuing diversity requires that we all be willing to respect and attempt to understand the full range of thought and feeling of others’ views. To achieve this dialogue, we strive to maintain open and unprejudiced mind; we suspend our final judgment, and seek to enter into others’ views and knowledge. The Genesee Valley BOCES community supports learning and activities that enhance our knowledge, awareness and appreciation of diversity.”

Civility Statement

“Civility: Our Community’s Core Values”

We, the students, faculty, staff, and administration of Genesee Valley BOCES are committed to core values that include:

- Creating an environment where we value and respect each other;
- Promoting a community that encourages the tolerance of divergent opinions and constructive resolution of conflict;
- Exchanging ideas and enriching our lives through the exploration of our multi-faceted culture;
- Embracing responsibility, honesty, integrity, and courtesy;
- Respecting the dignity, rights, and freedoms of every community member;
- Respecting the intellectual and physical property of others; and
- Respecting campus property including both public and private spaces.

“We, as a community of learners, are affirming these core values to guide our actions and behaviors.”

Academic Integrity/Honesty

In the academic process, it is generally assumed that intellectual honesty and integrity are basic responsibilities of the student. However, faculty members should accept their correlative responsibility to regulate academic work and to conduct examination procedures in such a manner as not to invite violations of academic honesty. Such violations consist mainly of cheating and plagiarism.

The use of instructor materials and resources constitutes academic dishonesty and may be grounds for disciplinary action. The Genesee Valley BOCES Student Handbook provides the definition of Academic Honesty/Dishonesty and information specific to disciplinary action and procedure for appeal.

See Academic Integrity Agreement – Appendix 19

Admission Process

Admissions to the Genesee Valley BOCES Practical Nursing Program is highly competitive and selective. The Practical Nursing Program admits students whose ability, preparation and character indicate potential for success in the program. The selection process is based on **completion and review** of the Prerequisites for Admission (listed below). Acceptance to the program is based on the LPN Program Entrance Rating Matrix as seen on page 12.

Applications are accepted continuously and classes are filled as applications are accepted for the next available class.

Prerequisites for Admission

The candidate must be at least 17-years-old and provide proof of a High School Diploma or GED.

Successfully complete ALL of the steps and requirements of the admission process, as guided on the gvboces.org website.

To participate in the classroom, lab, and clinical activities, students must be able meet the requirements and essential Physical, Cognitive, and Psychological functions of the Nursing Program as discussed on page 15 of handbook.

Steps for Admission

Candidates must complete ALL of the following requirements for admission consideration.

Application Process and Accommodation Requests

- Complete **online application**
- Be prepared to include the following as part of the online application:
 - Submit **via an attachment** a 1,000-word minimum, double-spaced, 12-font, typed essay stating "Why I want to become an LPN."
- Include three letters of reference (one from a supervisor and two from co-workers). Link to Reference Letters is included on the website
- Submission of Request for Accommodations as per "Procedure for Requesting Accommodations" on pages 13-14 of handbook if student is seeking recommendations.
 - Any student seeking accommodations must follow all guidelines of the request for accommodations and requests must be received to be reviewed before continuation of the admission process.
 - If accommodations not required ensure you select appropriate checkbox within the online application.
- Candidates will receive an email notifying that their application was received and directions for the next steps to the admissions process

TEAS Testing and Transcripts

- Submit a \$75.00 non-refundable processing fee
 - over the phone, by credit card, to our Business Office at 585-344-7704 or
 - send a money order (no personal checks) payable to Genesee Valley BOCES

- Send to:
 Genesee Valley BOCES LPN Program
 8250 State Street Road, Batavia,
 New York 14020.

- After completion of the application and processing of the \$75 admission/testing fee has been completed the candidate must call 585-344-7788 to schedule your TEAS Testing date.
- Students must successfully pass **both the reading and math** portion of the TEAS. Refer to grading Matrix on page 12 for scoring.
- It is highly recommended that students review Resources for the TEAS Testing, Reading and Math. Details and resources can be found on our website. Use of study guide is also recommended.

The following documentation is **required before we can move your application** to the final step:

- High School Transcript or GED
 - Include documentation of an original "official" transcript with a seal from a United States High School sent directly from the school to us in a sealed envelope or an original "official" GED transcript (with grades and diploma attached) sent directly to us in a sealed envelope from the institution or Albany (will cost approximately \$10.00).

Please Note: Due to some organizations' processing requirements, some documentation may take time for you to obtain. It is strongly advised to start requesting your documentation at the start of the application process.

Professional Interview

Upon full completion of the application process and meeting minimum scores of TEAS test and receipt of transcripts, the Program Secretary will contact the applicant to set up a **professional interview** with the Nursing Coordinator and Admission Committee.

The application process for acceptance/denial is based on a point system and being accepted into the program can be very competitive. Refer to LPN Program Entrance Rating Matrix as seen on the following page.

After all the documentation and an interview have been completed, the admission staff will make their selections. Candidates will be notified via mail whether were accepted or denied into the program. **Meeting the minimum admission requirements does not guarantee admission to the Practical Nursing Program.**

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

GV BOCES LPN Program Entrance Rating

Applicant Name: _____

Date of Rating: _____

| Criteria | 0 Points | 1 Point | 2 Points | 3 Points | Comments/Score |
|--|--|---|---|--|-----------------------|
| Entrance Exams: Reading Score | <59=Fail TEAS-V-7 | 59-69 | 70-80 | > 80 | Score= |
| Math Avg. Score | <45=fail, but if reading score>75 may be considered for final seats | 45-59 | 60-79 | > 80 | Score= |
| Essay Score | Not in file Incoherent Inability to master language evident Rambling < 2 pages and/or plagiarized | In file Coherent, but with issues with writing and/or < 2 pages | In file Well written <2 pages or 2 pages, but with minor writing issues | Well written 2 pages or more | Score= |
| References Professional= work, business related- not family members | 3 references not in file and/or profound/significant issues noted on references | 3 references in file, but 1 or more not professional and/or concerning issues noted on references | 3 professional references in file, but minor issues or lower ratings noted on references | 3 professional references in file with no issues and all good to excellent ratings noted | Score= |
| Interview Score | <9-not acceptable | 9-10 acceptable but with issues | 11-12-acceptable | 13-15 acceptable | Score= |
| Rating Total Score | <11-not acceptable | 11-enroll last | 12-13 enroll second round of interviews | 14-15 Enroll Immediately | TOTAL= |

Financial Aid

Tuition for the Genesee Valley Practical Nursing Program is \$16,475 broken into three term payments.

Financial aid for LPN Program students is available for qualified candidates. In addition to financial aid, qualified candidates may also be eligible for additional funding sources.

Refer to gvboces.org website for additional information.

Students with Disabilities – Guidelines for Accommodations

The faculty of the Genesee Valley BOCES Practical Nursing Program values the process by which individuals achieve their highest level of functioning. The faculty also is interested in attracting the widest possible group of talented individuals who can successfully enter the profession if appropriately supported. These values are balanced by the responsibility to the public to prepare only those professional nurses who will provide safe and effective care. The Americans with Disabilities Act (ADA) provides legal framework to guide these responsibilities (AACN, 2001).

Reasonable Accommodations

Students with documented accommodative needs may require reasonable accommodation in the classroom and clinical setting. However, there are some impairments that preclude participation in professional nursing. An individual may be able to master content and pass classroom examinations but possess certain limitations or conditions that cannot be surmounted with present technology (AACN, 2001). All students who need special accommodations or services must follow the Procedure for Requesting an Accommodation as discussed below.

References:

American Association of Colleges of Nursing. (January, 2001). Guidelines for accommodating students with disabilities in nursing. www.aacn.nche.edu/education/ada.htm

National Council of State Boards of Nursing. (July 2011). Uniform core licensure requirements – A supporting paper. <http://www.ncsbn.org/regulation/nursingpractice-nursing-practice-licensing.asp>

Procedure for Requesting an Accommodation

If a qualified applicant for admission to the school or a student of the school anticipates a need for an accommodation to complete a course of study or to participate in a school program or activity, the request for accommodation should be brought to the attention of the Regional Medical Programs Coordinator **during the admissions process** as some accommodations may not be considered reasonable and may impact an applicant's ability to complete all components of the program.

Reasonable accommodations will be considered on a **case-by-case** basis for individuals who meet eligibility under applicable statutes. A reasonable accommodation must accompany an evaluation, documentation of a disability, and/or recommendation(s) from a **licensed mental health professional** and must have occurred **within 1 calendar year of the request**. The evaluator's report must provide clear evidence of a disability, including a statement describing the condition, how the condition was diagnosed, a description of current functional limitations, and if pertinent, the prognosis of the condition. The documentation should contain the evaluator's recommendations concerning specific disability-related accommodations, starting clearly with how the recommended accommodations are logically related to functional limitations.

Recommendations from other post-secondary institutions will not be accepted. An Individualized Educational Plan (IEP), 504 Plan, or high school exit summary of performance may be submitted. However, such documents must contain **and be accompanied** by the testing and/or other diagnostic evaluation upon which these plans are

based; the plans, alone, do not constitute sufficient documentation to support a request for accommodations from the school.

The Regional Medical Programs Coordinator, in conjunction with the appropriate faculty and, if necessary, a medical evaluator retained by the school will determine the feasibility of the requested accommodation, considering various factors including, but not limited to, the nature and the cost of the accommodation, the availability of funding, and whether the accommodation will impact the fundamental nature of the course of program. A recommended accommodation will not be authorized if the accommodation would create an undue hardship for the school or compromise the essential nature of a program or activity or provide an unsupported advantage to one applicant over another in the admission process. All requests are reviewed on a case-by-case basis and any questions or concerns should be discussed with the Program Coordinator once a request determination has been rendered.

The applicant/student will be informed of the school's decision on the accommodation request within two weeks of the completed request.

All Documentation must be mailed or faxed to the confidential attention of:

Regional Medical Programs Coordinator
Attn: Heidi Mix
8250 State Street Road
Batavia, New York 14020
Fax (585) 344-7778

Documentation will be kept confidential and shared only on a need-to-know basis in accordance with the requirements of all applicable laws.

Requirements for Participation in the Nursing Program

Essential Functions for Clinical Participation in the Nursing Program

Each participant in the nursing program must have the ability, unaided or with the assistance of reasonable accommodation (must be submitted and approved), to perform these Essential Functions (Physical, Cognitive, and Psycho/Social). Reasonable accommodation is a modification or adjustment that enables an otherwise qualified individual with a disability to have an opportunity to attain the same level of performance or to enjoy equal benefits and privileges that are available to a similarly situated individual without a disability. A reasonable accommodation is defined on a case-by-case basis. Reasonable accommodations must be requested during the admission process. Additional information on the **Procedure for Requesting an Accommodation is found on the previous pages 13-14 of the handbook.**

Physical Essential Functions

- Sit, stand, walk, bend, and reach for long periods of time in accordance with the length of the clinical day.
- Lift > 35 lbs., push, pull, carry, grasp, twist, hold/support extremities, or persons (e.g. during transferring, ambulating, turning, moving or lifting patients in beds).
- Manipulate equipment that requires both fine and gross motor skills such as, but not limited to wheelchairs, beds, IV pumps, blood pressure cuffs, and computer keyboards.
- Maintain full functional use of all senses, including feeling, hearing, seeing, speaking, and detecting odors for activities such as, but not limited to responding to alarm sounds, performing patient assessments, and reading medical records.

Cognitive Essential Functions

- Communicate information in English in an understandable and effective manner, both person to person and with the use of telecommunications devices as well as in writing, both longhand and by electronic/computer devices.
- Interpret written, verbal and electronic communication in English accurately.
- Maintain an alert level of consciousness and orientation to time, place and person at all times.

Psychological and Social Essential Functions

- Function effectively in a fast-paced, dynamic environment.
- Exercise sound judgement regarding all responsibilities, using patience, tact, and flexibility.
- Demonstrate compassion, integrity, empathy, accountability, respect, honesty and a neat, clean professional appearance.
- Maintain a level of functioning unimpaired by substances such as alcohol, prescription or illegal drugs.
- Maintain emotional health and mental well-being.

Program Health and Certification Requirements

Genesee Valley BOCES recognizes the delicate balance that exists between the right of people to develop to their fullest potential and the physical, intellectual and emotional abilities required for the practice of Professional Nursing. To participate in the nursing program, all applicants, students and faculty must meet all of the following health requirements.

Upon Acceptance to the program each student must provide all of the following preadmission health screening and proof of immunizations that includes:

1. A health assessment and physical examination upon admission and updated yearly. Form is provided in acceptance letter.
2. Review of health status to determine that the applicant is able to perform the Essential Functions for Participation in the Nursing Program.
3. Proof of vaccination or immunity to:
 - a. Rubella
 - b. Rubeola
 - c. Mumps
 - d. Tetanus (TDaP) **within the past 10 years**
 - e. Varicella vaccination, medical documentation of history of disease (chickenpox) or +titer.
 - f. Hepatitis B, +titer, or signed waiver declining immunization for hepatitis B.
 - g. Influenza vaccine for current flu season, or signed waiver declining immunization for influenza.
 - h. Covid-19 vaccination series and recent booster, or signed waiver declining immunization for Covid-19
4. Proof of a current **Basic Life Support (BLS) certification**

Resources for obtaining BLS Certification:

- **American Heart Association** – <https://cpr.heart.org/en/cpr-courses-and-kits/healthcare-professional/basic-life-support-bls-training>
- **Upstate NY Life Support Training** – <https://mylifesupport.enrollware.com/calendar>
- **American Red Cross** - https://www.redcross.org/take-a-class/bls?utm_source=RCO&utm_medium=For_Individuals_Find_Classes_and_Certification&utm_content=BLS_CPR_For_Healthcare

After the start of the program proof of results of intradermal test for tuberculosis **via two-step process** or acceptable evidence of freedom from communicability, chest x-ray or results of QuantiFERON blood test. An opportunity will be provided to complete the two-step PPD testing upon start of the program.

NOTE: Additional requirements may be required based on updates and changes by our Affiliated Facility Contractual Agreements for Clinical and Observational hours. These may be at cost to the student.

Practical Nursing Program

Curriculum Outline

| First Term Courses | Clock Hours | | | |
|--|--------------------|-----------------|------------|--------------|
| | Class | Clinical | Lab | Total |
| Nursing I (Foundations of Nursing) Basic nursing skills combined with information necessary to understand the history of nursing. The nursing process is used to apply information from physical and social sciences to provide framework for practice. Clinical experience at selected area agencies provides practical application time. | 191 | 110 | 30 | 331 |
| Anatomy and Physiology (Human Structure and Function) The study of the human body and how it works, with reference to concepts and principles of health and nursing care principles. | 90 | | | 90 |
| Nutrition Concepts of nutrition basic to health and nursing care. Integrated into nursing and anatomy/physiology. | 24 | | | 24 |
| Growth and Development Study of life cycle from prenatal to old age, with nursing implications for health teaching, counseling and care. | 45 | | | 45 |
| Pharmacology I Review and drill in basic math necessary for safe drug administration. Application of the metric system in nursing. Medication calculation and administration principles and techniques. | 40 | | 15 | 55 |
| Totals | 390 | 110 | 45 | 545 |

Practical Nursing Program

Curriculum Outline

| Second Term Courses | Clock Hours | | | |
|--|--------------------|-----------------|------------|--------------|
| | Class | Clinical | Lab | Total |
| Nursing II (Medical Surgical) Advanced nursing skills and concepts to care for hospitalized adults with common illnesses, including therapeutic nutrition application and medication administration. | 160 | 285 | 18 | 463 |
| Pharmacology II Knowledge of drug actions, side effects and nursing implications. Integrated with Nursing II (and Maternal-child and Pediatric Nursing), with clinical application (supervised administration) to assigned patients. | 30 | 15 | | 45 |
| Maternal Child Nursing (Obstetrics) Nursing concepts and skills to care for families during pregnancy and childbirth including postpartum and family planning concepts. | 30 | 21 | | 51 |
| Pediatrics Nursing Nursing concepts and skills used in care for the sick child. | 30 | 21 | | 51 |
| Mental / Community Health Nursing Nursing concepts and skills used to care for the client who is experiencing an alteration in mental health. Introduced the concepts of community health nursing, including home health, rehabilitation, long term care and hospice. Includes leadership roles. | 24 | 21 | | 45 |
| Total Second Term | 274 | 363 | 18 | 655 |
| Program Totals | 664 | 473 | 63 | 1200 |

Genesee Valley BOCES School of Practical Nursing Abbreviated Course Outline

Semester I: 545 Hours

Nursing I: Foundations of Nursing (331 Hours)

- Medical Terminology
- Professional Adjustment
- Evolution of Nursing
- Legal and Ethical Aspects of Nursing
- Documentation
- Admission, Transfer, and Discharge
- Therapeutic Communication
- Nursing Process and Critical Thinking
- Cultural and Ethnic Considerations
- Body Mechanics and Patient Mobility
- Hygiene and Care of the Patient's Environment
- Safety
- Asepsis and Infection Control
- Surgical Wound Care
- Specimen Collection and Diagnostic Testing
- Related Lab and Clinical Skills

Anatomy and Physiology: Human Structure and Function (90 Hours)

- Organization to the Human Body
- Chemistry of Life
- Cells
- Tissues
- Integumentary System
- Bones and Bone Tissue
- Skeletal System
- Joints
- Muscular System
- Nervous System
- Sense Organs
- Endocrine System
- Blood, Heart, Vascular System
- Lymphatic and Immune System
- Digestive System
- Urinary System
- Reproduction System
- Respiratory System
- Fluid, Electrolyte and Acid-Base Balance

Nutrition: (24 Hours)

- Basic Nutrition and Metabolism
- Nutritional Concepts and Related Therapies
- Related Lab Skills

Growth and Development: (45 Hours)

- Lifespan Development (birth to adult, family development)
- Health Promotion and Care of the Older Adult
- Loss, Grief, Dying, and Death

Pharmacology I: (55 Hours)

- Basic Math (Decimal and Fraction)
- Metric, Apothecary, Household Measurements & Conversions
- Pharmacology Math (dosage calculation, conversions, etc...)
- Related Lab Skills

Semester II: 655 hours

Nursing II & Pharmacology II: Medical Surgical Nursing (508 Hours)

- Introduction to Medical Surgery Nursing
- Care of Patients with Pain
- Care of the Surgical Patient
- Care of the Patient with an Integumentary Disorder
- Care of the Patient with a Musculoskeletal Disorder
- Care of the Patient with a Gastrointestinal Disorder
- Care of the Patient with a Gallbladder, Liver, Biliary Tract, or Exocrine Pancreatic Disorder
- Care of the Patient with a Blood or Lymphatic Disorder
- Care of the Patient with a Cardiovascular or Peripheral Vascular Disorder
- Care of the Patient with a Respiratory Disorder
- Care of the Patient with a Urinary Disorder
- Care of the Patient with an Endocrine Disorder
- Care of the Patient with a Reproductive Disorder
- Care of the Patient with a Sensory Disorder
- Care of the Patient with a Neurologic Disorder
- Care of the Patient with an Immune Disorder
- Care of the Patient with HIV or Cancer
- Related Lab and Clinical Skills

*****All topics incorporate related Pharmacology Theory associated with Pharmacology II course*****

Maternal Child Nursing: (51 Hours)

- Antepartum Nursing Care
- Intrapartum Nursing Care
- Postpartum Nursing Care
- Newborn Nursing Care
- Related Clinical Experiences

**** Incorporates related Pharmacology Theory associated with Pharmacology II course****

Pediatric Nursing: (51 Hours)

- Lifespan Development
- Health Promotion for the Infant, Child, and Adolescent
- Basic Pediatric Nursing
- Care of the Child with a Physical and Mental or Cognitive Disorder
- Related Clinical Experiences

**** Incorporates related Pharmacology Theory associated with Pharmacology II course****

Mental and Community Health Nursing: (45 Hours)

- Concepts of Mental Health
- Care of the Patient with a Psychiatric Disorders
- Care of the Patient with an Addictive Personality
- Foundations of Community and Public Health Nursing
- Health Education
- Leadership, Delegation, Professionalism
- Related Clinical Experiences
- *Additional concepts of community Health Nursing incorporated throughout all Semester II courses*

**** Incorporates related Pharmacology Theory associated with Pharmacology II course****

Total Program Hours Required – 1200 Hours

Student Rights and Responsibilities

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

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

Student Rights include, but are not limited to:

1. An education in a safe, appropriate, civil learning environment.
2. Be treated equally regardless of race, color, creed, national origin, religion, gender, disability or any other category of individuals protected against discrimination by federal, state or local laws.
3. Access to school rules when necessary; receive an explanation from school personnel concerning rules that are unfamiliar or confusing.
4. A school community that is chemical free.
5. An explanation of evaluating, marking/grading procedures.
6. A copy of the school classroom and clinical academic and behavioral expectations.
7. Ask questions when they do not understand.
8. Have access to school personnel for appropriate voicing of ideas, opinions and/or concerns.
9. Use program computers, software, and internet, with authorization/approval by staff, for program assignments and research.
10. Have due process and to present their version of events in instances where disciplinary penalties may need to be imposed or grievances filed (See Grievance Procedure)

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

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

Student Responsibilities Include (but are not limited to):

1. Help to maintain a safe, orderly school environment that is conducive to learning and demonstrates respect for all persons and property.
2. Become familiar with and abide by all program policies, rules, and regulations.
3. Attend class and clinical every day and be on time and prepared to learn and perform.
4. Be familiar with and abide by the program Attendance Policy as mandated for licensure by the New York State Education Dept.
5. To sign in when late and sign out when leaving early from class.

6. A pregnant student in the Practical Nursing Program is required to make her condition known to her instructor.
7. Students who are pregnant during their nursing studies may continue in the program with the approval of their attending physician or health care provider. A physician's release will be required.
8. Strive for the highest levels of achievement in all academic and clinical areas.
9. Complete all assignments as given.
10. Respond to directions and information given by instructors and school and clinical site staff in a positive and respectful manner.
11. Ask questions when they do not understand.
12. Express ideas, opinions and concerns with civility to appropriate personnel.
13. Work to develop and demonstrate effective skills for controlling and expressing anger and frustration.
14. Seek help in resolving issues that might lead to unintended consequences.
15. Accept responsibility for actions and in-actions.
16. Notify instructor immediately of any illness or injury. (Students may be sent home at the LPN Coordinator's discretion with subsequent loss of hours).
17. Know and adhere to the Dress Code Policies for both classroom and clinical.
18. Be chemical free unless medications are being prescribed and monitored by a healthcare provider.
19. Conduct themselves as representatives of the Genesee Valley BOCES Nursing Program when participating in or attending program sponsored events and off-site placements by displaying the highest standards of conduct.
20. Always communicate with respectable words and tone.
21. Work with instructors and coordinators to develop stronger social skills that may include (but are not limited to): dealing with anger and frustration, managing stress, recognizing and responding to feelings of self and others, problem solving and decision making.
22. Restrict the use of cell phones to assigned times and places.
23. Use social networking sites responsibly to avoid civil and criminal liabilities involving defamation, copyright, infringement and/or confidentiality rights.

Instructor Rights and Responsibilities

All instructors are expected to maintain a climate of mutual respect and dignity that will strengthen students' self-concept and promote confidence to learn. Instructional staff has a right to an orderly, respectful environment that is conducive to instruction in all areas of learning.

Instructor Rights include, but are not limited to:

1. To intervene with any action that endangers the health, welfare and safety of self or others.
2. To report to supervisors any behaviors or actions that threaten a respectfully safe educational learning environment within this school community.
3. To expect the opportunity to teach without ongoing distracting or disruptive behaviors.
4. To request that a student temporarily leave the classroom or work area to reduce the impact of an anxiety-producing situation and/or give the student an opportunity to regain composure and self-control.
5. To assign homework to support the instructional lessons.
6. To expect appropriate classroom and clinical behavior with a group of individual intervention plan.
7. To expect ongoing training to enhance academic and management skills within the school community.
8. To expect student participation and attentiveness during educational instruction in the classroom, lab and clinical settings.
9. To expect classroom, clinical and technological orientation.

Instructor Responsibilities include, but are not limited to:

1. Arriving on time for building meetings and/or all instruction and provide educational instruction for mandated time frames.
2. Knowing, modeling, and implementing school policies, rules and expected behaviors.
3. Communicating regularly and in an ongoing manner with students, staff and program supervisors.
4. Accurately recording daily attendance in all instructional areas according to standards set by supervisors.
5. Communicating with students:
 - a. Course objectives, grade expectations, requirements and assignments
 - b. Marking/grading procedures
 - c. Classroom management/intervention plan
 - d. Expectations for students
6. Demonstrating interest in teaching, knowledge of current instructional methods and concern for student achievement by attending in-services and staff meetings.
7. Refer to proper faculty for concerns outside of academia.
8. To provide a learning environment that is compassionate, nonjudgmental, and encourages freedom for students to express ideas.
9. To give verbal, written, and critical documentation for remediation for academic and behavioral issues.

Coordinator Rights and Responsibilities

As leaders of school buildings, all coordinators are expected to bring groups of people together, creating a common vision convincing, encouraging, motivating and modeling the best practices of all who are part of the Genesee Valley BOCES Nursing Program. The Genesee Valley BOCES Nursing Program is a program of study where teaching and learning evolves and develops through mutual respect, conscientiousness and accountability. Coordinators are also role models, colleagues and visionary leaders who have the right to an orderly, respectful environment that is conducive to leadership instruction in all areas of learning. Coordinators have a responsibility to create an orderly, safe environment where all members of the school community can depend on them to promote success, accommodate differences, and motivate teaching and learning. Leadership thrives through development of mutual respect, conscientiousness and accountability.

Coordinator Rights include, but are not limited to:

1. Evaluation on a regular basis of all instructional programs, clinical and classroom instructors.
2. Enforcing the Code of Conduct on a case-by-case basis, which includes:
 - a. Student's history in the program
 - b. Nature of the misbehavior and the circumstances surrounding it
 - c. Student's self-defeating pattern of behavior and impact of this behavior on other students and instructors
 - d. Effectiveness of previously tried intervention strategies
 - e. Information from other instructors and/or others as appropriate
 - f. Other variables and/or circumstances that would assist in or influence a fair decision process
3. Creating and developing standards that address circumstances that may not be covered by the Code of Conduct.
4. Removing from the classroom, for the balance an instructional day or longer, any student who threatens the philosophy and practices of this school community.

Coordinator Responsibilities include, but are not limited to:

1. Provide opportunities for staff and students to communicate with their instructors and/or supervisors
2. Listening to all concerns / complaints
3. Provide knowledgeable feedback to instructors for improvement and/or continuity of effective instructional approaches, both in academia and/or behaviorally
4. Respond swiftly, efficiently, and without bias to acts of any kind that threatens the safety and wellbeing of students, staff, administration or any immediate member of the school community.
5. Delegate assignments to instructors to encourage growth and professional development within the program.
6. Promptly respond to all grievances presented

Prohibited Student Conduct

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

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

The rules of conduct listed below are intended to provide examples of behaviors that jeopardize the program's focus on safety and respect for the rights and property of others. Individuals or groups who will not accept responsibility for their own behavior and who violate these school rules be required to accept the consequences for their conduct.

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

1. Committing an act of violence against a school employee, another student or attempting to do so, while on school property or at a school function.
2. Displaying and/or possessing a weapon while on school property or at a school function.
3. Threatening, while on school property or at a school function, to use a weapon.
4. Knowingly and intentionally damaging or destroying school property and/or personal property of any school employee or any person lawfully on school grounds or at a function. Student behaviors that may result in a corrective action include, but are not limited to:
 - a. Failure of student to respond to the corrective efforts initiated by the instructor for inappropriate classroom/clinical behavior, including but not limited to:
 - i. Sleeping in class
 - ii. Arguing with instructor or classmates
 - iii. Failure to comply with rules and regulations at any facility
 - b. Frequent tardiness
 - c. Smoking, use of tobacco products, vaping, alcohol or drugs
 - d. Use of over the counter or prescription medications without appropriate permission or supervision.
 - e. Continued disruption of school or classroom procedures including but not limited to:
 - i. Frequent exiting from class during instructional time
 - ii. Eating in the classroom
 - iii. Talking during instructional time
 - f. Vandalism
 - g. Verbal, sexual and/or physical harassment

- h. Verbal assault/bullying (i.e. the use of demeaning, derogatory, foul, offensive, threatening, or abusive language) toward staff or other students
- i. Actions that endanger the health, safety or welfare of others
- j. Fighting and/or bullying of faculty/staff/students
- k. Premature leaving of a facility without the knowledge or permission of the instructor
- l. Failure to notify the clinical instructor of an absence
- m. Cheating, plagiarism, copying or altering records
- n. Theft of property
- o. Breach of confidentiality/privacy. See **HIPAA Policy Appendix 5**
- p. Use of cell phones in the classroom (outside of designated use times), or at clinical sites
- q. Use of social networking sites that could result in civil/criminal liability
- r. “Chain of Command” not followed in clinical or classroom setting or during grievance procedure
- s. Performing procedures not yet observed or always require an instructor independently
- t. Involvement in procedures that are not within the scope of practical nursing practice
- u. Violation of standard patient safety; these include but are not limited to:
 - i. Failure to observe safety precautions, i.e. bed left in high position or unsafe transfer, completion of a new procedure without instructor
 - ii. Failure to follow infection control measures
 - iii. Failure to document or report appropriately medication administration error(s)
 - iv. Failure to observe side rail precautions
 - v. Failure to report or observe changes in the client/patient condition

Corrective actions include, but are not limited to:

1. Removal from the classroom or clinical facility with the loss of hours
2. Written warning which remains in students file
3. Involuntary withdrawal from the PN program

General Program Rules & Policies

1. Students are to conduct themselves in a professional manner at all times.
2. Each instructor will establish classroom rules and expectations that closely align to that of Genesee Valley BOCES.
3. Student will not be allowed to bring children or pets to the classroom or clinical setting for any reason.
4. Students must adhere to campus and classroom instructor policy regarding cellphone usage.

Parking

Parking is at the student's own risk and expense. Genesee Valley BOCES will not be responsible for any theft or damage arising from parking your vehicle during class or clinical hours. Parking is permitted in designated student parking areas of the school parking lot only. Students must follow clinical agency affiliation (hospitals, nursing homes) rules and regulations for parking. If these rules are broken, the student will receive referral for conduct violation and required to meet with school of nursing faculty/administration.

Smoking/Vaping

The Genesee Valley BOCES School of Practical Nursing enforces a zero-tolerance policy regarding smoking, chewing tobacco, or electronic smoking devices on campus grounds. Students who disregard the smoking policy by smoking within the boundaries of any school campus will be issued a referral and required to meet with school of nursing faculty/administration.

Felony or Misdemeanor

A student who has been convicted of a crime (felony or misdemeanor) should inform the nursing faculty in order to discuss potential problems and specific actions required for application of NCLEX-PN testing. Additional information pertinent to this process will be shared by the Coordinator upon application of licensure.

Cellphones

There are to be no cell phones on the student's desk or visible in the student's possession during class time. Cellphones must be secured in a student's bag, purse on silent or left locked in vehicle. If a student needs to monitor their cell phone due to a current family emergency, they must inform the instructor for permission to keep phone in a visible spot. **Cellphones are prohibited on all clinical unit!**

Recording Devices

Use of recorders by students in the classroom is permitted **only** at the discretion of each individual faculty member. It is the responsibility of the student to obtain each instructor's permission before using a tape recorder in class. **There is absolutely No Recording while at the clinical sites.**

Computer Ethics

Students are expected to demonstrate ethical behavior and decision making in the use of the school and nursing program computer system. Profanity, harassment, and other inappropriate communication or use of the computer system is prohibited. Students are expected to conduct themselves in a professional and ethical manner at all times.

Email

Each student will maintain a school email address while a student at Genesee Valley BOCES. Communications will be sent to the students account by faculty. Students are expected to check their email account at least once a day.

Attendance Policy

Practical Nursing programs in New York State are under the supervision of the State Education Department. Office of the Professional Education Program Review. We can offer this program only under their direction and with their approval. Combined classroom and clinical instruction equal a 1200 clock hour program as approved by the New York State Education Department.

Attendance is mandatory to successfully complete the program and to be eligible to take the National Council Licensure Examination, Practical Nurse (NCLEX-PN). *This is a national examination which, when passed, enables the graduate to apply for licensure throughout the United States.*

Students are expected to attend **all** class sessions. **Punctuality** is required. This includes in-person and online lectures, clinical and lab. Notification if absence is absolutely necessary and **must** be completed via phone message to Program Secretary. Class attendance will be checked daily. We recommend students report to class **15 minutes prior** to the start of class. **The door will be closed at the exact start of class. If a trend of tardiness begins to occur, the student will be asked to meet with the coordinator to discuss the causes of the tardiness and review if any further action needs to happen.**

The program does recognize that illness and emergencies do happen. If this occurs, you need to fill out an **Emergency Time Off request form (see appendices) and submit it to the office with attached documents stating and supporting the need to miss school.** The program Coordinators office needs to receive the emergency form and supporting documents **within 24 hours of absence.** The Coordinator will review all documents before final approval.

The maximum emergency time any student can use is 50 hours for the **duration** of the program. This includes no more than 2 days missed in the clinical setting. **All missed time must be made up.** There are fees associated with all missed Lab and Clinical time regardless of reason. The missed **lab fee is \$25** and missed **clinical fee is \$50.**

The overall 50 hours (including clinical time) may be used for absences such as illness, unexpected class tardiness (accident, flat tire, etc.), necessity to leave class early, family emergencies (where back-up plans fail), unexpected personal/family situations and deaths outside of the immediate family. **Leaving early is considered absent hours. An emergency form will need to be completed and submitted. Reminder: Emergency Hours**

Must Be Approved. Non-emergency absences will result in the student not meeting the 1200 clock hour requirement for the program.

Students exhibiting any of the following signs and symptoms will be required to get tested for Covid-19, influenza, and/or Respiratory syncytial virus (RSV). Students must provide the results to the program secretary and follow any isolation requirements set forth by the CDC and or program and or facility policies.

Signs and Symptoms include:

- **Fever or Chills**
- **Severe cough, sore throat, congestion or runny nose**
- **Shortness of breath or difficulty breathing**
- **Fatigue**
- **Muscle or body aches**
- **Nausea, Vomiting or Diarrhea**
- **Headache**
- **New loss of taste**

Students are solely responsible for all material that is missed, including notes, assignments and class announcements. Students are to maintain a record of any missed hours either mailed to them or reviewed by their instructor(s).

****Supporting documentation Verifying the emergency **must** be attached to your form** and submitted within 24 hours. All missed hours must be made up. Once hours are made-up these hours are **not added** back into your 50 hours allotment. **Students that exceed the designated amount of emergency hours at any point during enrollment will be withdrawn from the PN program.****

Please note: Appointments that you schedule such as doctor, dentist, pediatrician, etc. are **not** considered exempt from absence. These appointments should be arranged at times so as not to conflict with class or clinical times.

Steps to Reporting ALL Absences and/or tardiness ALL settings (classroom, lab, clinical)

All emergency absences and tardiness must be reported through the appropriate notification method. If a student is going to miss or be late to class, lab, or clinical due to an emergency, the student **must** call the main adult education office at 585-344-7788 and leave a message with the Program Secretary. The student then must follow-up their absence with an Emergency Time Off form and provide supportive documentation for their absence to the Clinical Lab Specialist within 24 hours of absence. **Failure to notify the program secretary prior to the start of the scheduled clinical time is considered a “No Call, No Show”.** The student will then be issued a Level 2 warning. A student who **has two “No Call, No Show” absences will automatically be removed from the program.**

Bereavement

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

Health Changes

Changes in health status or injuries should be reported the instructor and LPN Coordinator if accommodations are necessary due to that injury. Documentation from a physician may be necessary, depending on the type of accommodation requested. This includes request and rationale for separate testing areas, etc.

Jury Duty

Students who receive a summons for jury duty are encouraged to defer jury duty while attending the LPN Program at Genesee Valley BOCES. If the student is unable to defer jury duty, the student must present the summons to the administration office. Students are expected to call the attendance line daily to update the school regarding jury status.

Written Assignments/Homework

Unless an assignment is clearly stated as a group/team project, the expectation is that the student will complete his or her own work independently. If this is not followed, it will be considered cheating, resulting in a grade of zero (0). All ATI assignments are mandatory, including practice and proctored tests. These assignments are scheduled at the discretion of the instructor.

Plagiarism/Copied Work: Should a student plagiarize any portion of their clinical project they will receive a **zero** and a referral will be made. Both students found for copied work will receive a **zero**. **This includes Medication Cards.**

Grading Policy

Grading is a mechanism to evaluate the student's level of learning. The student will be evaluated for classroom learning, laboratory competencies and clinical performance. The student is responsible for all assigned reading materials, written assignments, active participation, demonstration of employability skills in class/lab/clinical activities, and for seeking clarification of any concepts that seem questionable. Students will be assessed with the use of quizzes, comprehensive exams, homework, clinical competencies and evaluations. These assessments allow the student to identify those areas that need reinforcing or further study.

Students will be evaluated at the end of each unit and a grade must equal 80% to remain in the program. Component weights of the semesters are noted below, as well as any required passing scores:

1. Quizzes: 20%
2. Comprehensive Exams: 30%
 - a. Note scores on quizzes and comprehensive exams (Mastery) a student must meet or exceed 80% in all courses with the exception of;
 - i. Anatomy and Physiology must meet or exceed a 75%
 - ii. Pharmacology I must meet or exceed 85%
3. Capstone and Classroom projects: 10%
4. Lab and Clinical Projects: 20%
5. Class Participation Grade and homework assignments: 10%
6. Professionalism/Employability Grade: 10%
7. Clinical Rotations are graded via Pass or Fail: A student must successfully pass all clinical rotations to graduate.

Student Course and Clinical Surveys

Surveys are provided at the end of a course and must be completed prior to students receiving their final course grade. The surveys are anonymous and they are scored through a computerized system. We do not see the student's names the system tells us only who completed them.

We utilize student feedback for all courses and clinical settings to make needed changes and create new processes.

Grade reports: will be provided at the end of each course, **after students complete a Course Survey.**

Transcripts are only given after full completion of the Practical Nursing Program. If a student requires a more frequent report, they may contact the primary instructor and request a verbal update. If they require a written interim report, they may submit a formal request to the Coordinator 10 business days in advance of the required report deadline.

Quizzes: Each student will have a bank of available quizzes to use on retakes. Retakes may be retaken **Once** per quiz if initial quiz score was less than an 80 (with exceptions for A&P is <75% and Pharm 1 is < 85%). Each **course** will be assigned a designated number of quiz retakes in the bank.

Mastery Test Bank: Each student will have a separate bank of available retakes to use on mastery exams per course. Retakes may be retaken **Once** per mastery exam if initial exam score was less than an 80 (with exceptions for A&P is <75% and Pharm 1 is < 85%). Each **course** will be assigned a designated number of mastery retakes in the bank.

Each course will be assigned a retake bank with both a designated number of quizzes and masteries, see table below. All retakes, quiz and mastery, must be retaken within one week of the original. Any missed quiz or mastery due to absence or tardiness will result in a ZERO and the student will use a retake from their bank for that course.

The highest grade that can be achieved on a retake quiz or mastery is 80%, excluding Anatomy and Physiology is 75% the Pharmacology Math Exam which is an 85%.

Retake banks do not carry over to another course

If a student's retake bank has been depleted, this will lead to dismissal from the program.

RETAKE BANK

| Course Name | Number of Quiz Retakes | Number of Mastery Retakes |
|--|------------------------|---------------------------|
| Anatomy & Physiology **A&P course requires passing score of 75%** | 3 Quizzes | 2 Mastery |
| Nursing I: Foundations of Nursing | 3 Quizzes | 1 Mastery |
| Nutrition | 1 Quiz | 1 Mastery |
| Growth & Development | 1 Quiz | 1 Mastery |
| Pharmacology I & II (2 courses Combined retake bank/ not each course) **Pharm I course requires passing score of 85%** | 3 Quizzes | 1 Mastery |
| Nursing II: Adult Health/Med Surg | 3 Quizzes | 2 Mastery |
| 1. Maternal Child Nursing 2. Pediatric Nursing 3. Mental Health 4. Community Health (4 courses Combined retake bank/ not each course) | 3 Quizzes | 2 Mastery |

Student Retention

The School of Practical Nursing faculty and administration are available for guidance and support throughout the program. Additionally, students may request academic remediation from the nursing faculty. Financial aid counseling can be acquired from Lead Adult Ed Coordinator at 585-344-7720.

Students have access to tutoring and remediation through Instructor office hours and open Lab days. Instructors in the program will post open hours for individual student assistance. If a student is struggling with course material it is the student's responsibility to make the effort to schedule and attend office hour time to get additional help.

Remediation and Tutoring hours are available for all students that want extra help. Contact your lead Instructor for a schedule of office hours or the Coordinators office for availability of tutors.

Students on a Level 2 Academic warning will be scheduled by the Coordinator for specific remediation and tutoring assignments and or requirements. Student Warning Notices are discussed below.

Student Warning Notices

Students who violate program policies, have poor attendance and are academically struggling will be given written warnings that are reviewed with their instructor and/or the Coordinator depending on the Level and circumstance.

LEVEL ONE warnings are a first step to recognizing with the student that they are not meeting program expectations in one of the following areas: Student Code of Conduct/policies/Expectations, Academic Performance, and attendance concerns. A level one warning indicates the student needs to change some processes to be successful completing the program.

****Level one warnings are aimed at advising the student for success in the program. The goal is to correct the student problems and provide a pathway to assist the student in correcting certain processes before they become a barrier in successfully completing the program****

LEVEL TWO warnings are a serious concern or ongoing problem in one of the following areas: Student Code of Conduct/policies/expectations, Academic performance, and attendance concerns. The Coordinator or Health Careers Specialist will meet with the student to review next steps. A Level two warning can lead to program dismissal if the problem continues. Students who have been given a level two warning for the same Level one violation can also be put on a Last Chance Agreement plan. (See Appendices)

Circumstances Requiring Referral and/or Administrative Action

1. Cheating, plagiarism, furnishing false information on school or health facility records.
2. Physical or verbal abuse/threats, bullying, sexual innuendo or sexual harassment of faculty, staff, or fellow students.
3. Failure to respond to corrective efforts initiated by an instructor for inappropriate behavior.

4. Knowingly and intentionally damaging or destroying school property and/or personal property of any school employee or any person lawfully on school grounds or at a school function.
5. Sale or use or misuse of narcotics, marijuana, prescription drugs or any other drug including alcohol, is prohibited by law.
6. Failure to follow “No smoking” policies for campus/clinical sites.
7. “Chain of Command” not followed in clinical or classroom setting or during grievance procedure.
8. Unprofessional attitude, disrespectful words or actions.
9. Use of social networking sites that could result in liability or negatively impact the practical nursing program.
10. Patient confidentiality not maintained.
11. Performing procedures not yet observed or performing procedures which require an instructor, independently.
12. Involvement in procedures that are not within the scope of practical nursing practice.
13. Violation of standard patient safety; these include but are not limited to the following
 - a. Failure to observe safety precautions, i.e. bed left in high position or unsafe transfer
 - b. Performing a new procedure without an instructor
 - c. Failure to follow infection control measures
 - d. Failure to document or report appropriately medication administration error(s)
 - e. Failure to observe side rail precautions
 - f. Failure to report or observe changes in the client/patient condition

All the above are considered serious events and the Program Coordinator will make the final decision on exiting the student from the program for any of the above events.

There may be times when students and/or faculty are in conflict or under stress. The nursing faculty feels it extremely important for individuals to learn and to use a process to resolve any conflicts in a constructive manner. The following are identified as constructive steps to be used in resolving conflicts which may arise:

1. Identify the essence of the problem, clearly stating objective as well as subjective data
2. First, attempt to approach the person(s) who are directly involved in the conflict in a manner in which you would wish to be approached
3. Ask for a meeting to explore the issue and resolve the conflict with the person involved
4. If you are unable to resolve the issue at the most direct level, contact the program Coordinator for an appointment to seek resolution.

****Know that All Persons Involved will participate as the issue moves up channels**

Final Student Agreements

Final student agreements may be offered to a student when they are in danger of being removed from the LPN program for the following reasons:

- Academic Performance
- Violation of Code of conduct

Not all students are offered a Final Student Agreement. Students who are offered a final student agreement have excellent attendance, they are not tardy or leave class early. They turn in 100% of their student assignments and come to class prepared and engaged in the topics for the day. A student final agreement is not a right it is earned by the above definition.

A student who is given a Final Student Agreement is not able to utilize the Grievance process if removed from the LPN Program.

Grievance Procedure & Concern Procedure

The Genesee Valley BOCES School of Practical Nursing provides a Grievance Procedure/Chain of Command mechanism by which the student may problem solve or resolve complaints. The objectives that govern the grievance procedure are as follows:

1. To offer the student an easily accessible means to voice issue/complaints
2. To alert instructors and the Coordinator to issues/complaints that may impede student progress

The following sequences of events has been established to guide students in resolution of issues or complaints. You may seek the assistance of a faculty or staff member at any time during the grievance procedure. Because the “Chain of Command” is recognized as the cornerstone of problem resolution, the following steps **must** be followed in **sequential order** for the grievance procedure to be recognized as appropriate by faculty and administration of the School of Practical Nursing.

1. **Step One:** The first step in resolving any problem is discussing it frankly with the person involved, whether it is a classmate, instructor or staff member. This can be settled in a professional and satisfactory manner; if this is not the result, move to step two.
2. **Step Two:** If a satisfactory resolution is not possible, a meeting with the LPN Coordinator must be requested, where a resolution will be determined. Students will be required to submit written documentation as to the specifics of the issue. Prior to meeting the Coordinator
3. **Step Three:** If the student disagrees with the finding with the resolution within step two or disputes the validity of the solution, the student may request an appointment with the Adult Education Director within 3 business days of receiving the LPN Coordinator’s findings. The student will provide the following in writing at the time of the request:
 - a. Reason for disagreement with the specific findings and/or resolution of the LPN Coordinator
 - b. Other pertinent information

4. **Step Four:** The Adult Education Director will meet with the student and the Coordinator (where appropriate) and review the problem or policy violation together. The student and Coordinator will submit any documents pertaining to the process to the Adult Education Director prior to the meeting.
Student Must follow the above process in sequential order
5. Final decision on the Grievance will be written up and sent to the student and Coordinator within a 5 Business day period of time

****All official documents and communication are to be submitted by EMAIL ****

Students on a Final Student agreement, that have violated the agreement do not participate in the Grievance Process

Transfer, Withdrawal and Readmission

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

Students who wish to withdraw from the program must notify the LPN Coordinator, in writing, of their decision. A clean email is sufficient for this notification, formal letter is preferable.

Students who are dismissed or voluntarily withdraw from the School of Nursing for either academic, attendance, or personal situations, may submit a \$100 readmission fee and request (in writing) readmission to another Genesee Valley BOCES program class, using the readmission procedure provided to them in writing upon their exit. Readmission is **not guaranteed** and requires a four-month waiting period. **During that time, student must meet with financial aid regarding potential readmission.**

Students who reapply may be evaluated for appropriate placement in the curriculum using a written exam and clinical skills test. Students are not guaranteed to be placed at the program exit point. Some students may need to start from day one depending on their readmission test scores and past academic performance.

Any new textbooks and equipment added to the program will need to be purchased by the student reentering the new class. **Students are allowed only one readmission request. Students who exhibited severe behavioral problems while in the program will not readmitted.**

Student Dress Code

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

Dress Code

Uniform When on Campus or Lab

Students are responsible for purchasing hunter green scrub tops and pants to be worn whenever on campus, regardless of location, for a class or skill lab. Sneakers or closed toe should be worn, and these should not be the same shoes used for clinical. ID badges are required to be worn and visible when on campus for class or skill lab.

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

1. Be safe, sanitary, and appropriate and not disrupt or interfere with the educational process.
2. **Include hunter green nursing scrub uniforms to be worn in the classroom and lab setting every day. The style of the scrubs can be the student's choice. The student must purchase these at their own expense.**
3. Shoes worn for clinical should not be interchangeable with those worn in the class/lab setting.
4. Clean sneakers or shoes are acceptable, no flip-flops or open-toe shoes or sandals.
5. To reduce the risk of spreading infections/germs, clinical scrubs or uniforms and duty shoes worn in the clinical setting are not to be worn in the classroom.
6. Ensure that underwear is completely covered with outer clothing.
7. Sweatshirts or jackets with hoods must be worn with hood down.
8. Not include items that are vulgar, obscene, and libelous or that denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
9. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent acts.

Once the student ID is issued, this must be worn for all classroom and lab experiences. **If a student requires a replacement Student ID's they must email the Clinical Lab Specialist and will be required to pay a \$5 replacement fee.**

Online class- students need to have their cameras on and in a quiet room. Students cannot be working, driving, shopping or attending appointments during online class. Students must to wear their Hunter Green scrubs to online classes.

Dress Code – Clinical:

The Genesee Valley BOCES School of Practical Nursing provides standard uniforms that are required for clinical practice nursing experiences. Uniforms provided by the school of nursing should not be worn to classroom or lab settings. The School of Nursing will arrange for uniform fitting opportunities. This will be completed at the beginning of the school year. All provided clothing and equipment are considered the student uniform and must be available to the student during clinical practice experiences. If the appearance of the student uniform becomes unsightly, it will be the responsibility of the student to purchase additional uniforms at their own cost.

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

1. Two green, **school-issued pants** (Capris and jogger style pants are not permitted). Pants must be worn at the waist. Any student that is visibly pregnant at any time during clinical rotation must purchase and wear a regulation maternity uniform.
2. Two white, school-issued tops with monogrammed “GV BOCES Nursing Student” and two school patches. Patches are to be placed on the right sleeve by the student.

The following items will be included in addition to the clinical uniform allotment and must be worn and brought to all clinical experiences:

1. Photo identification noting name and designating student practical nurse
2. Stethoscope, Blood Pressure Cuff, lab bag, scissors and pen light

Uniforms must be properly fitted, clean, unwrinkled and in good repair. If the uniform becomes worn, a new uniform must be purchased at the student’s expense.

Feet

The following item is not included in the uniform allotment: **uniform shoes**. It is expected the student will purchase a **white** comfortable uniform shoe/sneaker or nursing clog that meets the following criteria: **is not open toe or open back; is not a high-top sneaker, no canvas or sandals; is majority solid white with no other colors**. Shoes worn for clinical should not be interchangeable with those worn in the class/lab setting. Students should wear white hose, knee-hi or socks, clean and without runs. Shoes must be regulation, clean, including shoelaces.

Outer Coverings

No sweaters, vest may be worn while giving patient care in clinical areas. Students may wear long sleeve **white** shirts underneath uniform top during cold weather or a hunter green scrub jacket. These items are purchased at the student’s expense.

Hair

Long hair must be pulled up off collar and face and should be secured in a neat arrangement with all hair contained. Items used to secure hair should match the color of hair and not be decorative; white is acceptable.

Hair extenders/temporary fashion colors are not acceptable. Males must be clean shaven. Beards and mustaches must be neatly trimmed. No non-natural colored hair (i.e. pink, green, bright red, blue).

Hands

Students must have clean fingernails; not to be extended beyond tip of fingers. No nail polish of any type may be worn, including clear coat, acrylics or nail jewelry. Students will be asked to leave the clinical site for the day if nail polish/acrylics are worn or nails are too long.

Jewelry

Jewelry should be worn in minimal. One small (less than the size of a green pea), silver or gold stud post earrings permitted in each ear lobe only. If a student wears gauges, full plugs must be worn and transparent or flesh in color. Plain smooth wedding band is permissible. No bracelets or ankle bracelets are to be worn. **Loss of or damage to jewelry or precious stones is not the responsibility of the School of Practical Nursing.**

Make-up, Perfume, and Tattoos

Should be limited and not worn in excess. No sparkled or jeweled eye shadow or mascara allowed. No false eyelashes. No fragrance products allowed. Use of deodorant and appropriate hygiene are expected. Tattoos must be covered if there is profanity, offensive, or explicit images.

Personal Belongings and Valuables

No valuables should be in the student's possession while in the clinical area. Neither the clinical facility nor the School of Nursing will be held responsible for loss of valuables. Purses/valuables brought to the clinical area are at the student's own risk. See Appendix for electronic use, social media policy.

Dress Code Is Mandatory for all Clinical Locations. Non-Compliance with Dress Code: Student will be dismissed from the clinical day and will be required to complete a make-up and will be responsible for the make-up clinical fee.

****Dress Code Policy and Expectations may change based on individual Clinical Facility's Policy and students will be required to meet those expectation to continue in the program****

Skills Laboratory Competency and Expectations

All laboratory days are held at the Batavia Campus, unless notified otherwise. Attendance is mandatory for **all** skills and medication labs to meet the requirements of the program. Students are expected to complete **assigned weekly ATI skills lab pre-work prior** to the scheduled lab. Assignments are assigned with ample time for completion. Incomplete, late, or missing assignments will result in a **zero and a written level 1 warning**. The student must complete the missing pre-work prior to admission to the skills lab and will be responsible for a lab fee of \$25.00. The student may be assigned to attend the skills session on an alternate day then their originally scheduled one.

Students should arrive to the lab 10 minutes prior to the designated start time. Late arrivals or unprepared students will be sent home and result in attending an alternative session and be responsible for a lab fee of \$25.00. Any Emergency situation must be notified through the appropriate channels (call main office and leave a message) as stated in handbook and proper documentation must be submitted.

A Clinical/Laboratory Skills Checklists / Attestation will be provided to each student at the start of skill lab and medication lab. The student is responsible for maintaining an accurate sign-off from each laboratory instructor that is designated for each skill completed with proficiency. The checklist must be handed in at the completion of lab daily and will be returned to the student on the next lab day until full completion of skills laboratory checklist, where it will become part of the student's permanent file.

The students must demonstrate proficiency with all specified clinical and medication skills within the laboratory setting before they enter the clinical setting. Additional practice and skills remediation must be discussed with the Clinical/Lab Specialist and open lab hours may be utilized.

- Prior to entry into the Nursing 1 Clinical Rotation each student must successfully demonstrate and **pass** a Full Head to Toe Assessment including a full set of manual vital signs as part of the skills checklist attestation.
- Prior to entry into the Nursing 2 Clinical Rotations each student must successfully demonstrate competence and successfully pass a full medication attestation within the guidelines provided.

Failure to successfully complete the skills lab or medication lab attestations may result in student failure and removal from the program.

Additional Requirements for Admission to Clinical Rotations and Experiences

Entrance into the Clinical Facilities is based on a Contractual Affiliation Agreements between the program and facilities. Students and staff are required to complete and maintain various requirements set forth by the program and facilities.

These requirements for **all facilities** include but are not limited to;

- Maintain an up-to-date Health File including;
 - a. Physical examination within 1 year

- b. Documentation of up-to-date **mandatory** immunizations and or declinations (Measles/Rubella/Mumps (MMR), Varicella, Adult Tetanus/Diphtheria, Hep B, influenza, Covid-19).
- c. Documentation of a two-step PPD or equivalent blood screening for tuberculosis
- Current (non-expired) BLS Certification

Additional facility requirements may include but not limited to;

- N-95 fit testing
- Background or other personnel database check
- Facility specific orientations

Note the health and facility requirements may be at additional cost to the student. **Failure to comply with any requirements will affect the student's ability to attend clinical and essentially complete the program in entirety.**

Clinical Expectations

Students must be prepared to attend clinical course work at any time of the day, either **AM** or **PM**, on the defined days throughout the program. **The full clinical day must be kept available to the program** as clinical hours vary and may begin as early as 7AM and end as late as 11PM. Locations of the facilities also vary and it is the student's responsibility to have reliable transportation to the clinical site along with any associated fees (parking, tolls, etc.). **Do not schedule yourself to work on either of these days and ensure you have adequate and reliable child care options for both day and evening hours.**

Clinical schedules are provided to the student at least 3 weeks prior to the start of the clinical rotation. **Students are not allowed to request specific clinical times or locations nor are students allowed to trade or switch clinical with another student.** There may be instances where a facility may decline a student for certain reasons or a last-minute change in the facility's availability, at that time the Clinical Lab Specialist and/or the Programs Coordinator may need to make changes to the clinical schedule after the initial schedule has been provided. **Should weather or unexpected facility changes be necessary, hours may need to be altered with less than 24-hours' notice.**

Mandatory weekly Clinical "pre-work" is **required** to attend clinical each week. All assignments must be completed fully and submitted via Google Classroom by the scheduled due date and time. Failure to complete the required pre-work or submit the assignment on time will result in the student's inability to attend clinical day 1 of that week and will receive a **Clinical Fail/absence** for the day. The student is responsible for completing all missing or late "pre-work" within 24 hours to attend the next Clinical Day.

The student is expected to enter and leave the clinical area/clinical grounds in a professional manner. If a professional manner is not maintained, the student will be issued a referral for unprofessional conduct and a meeting with nursing faculty/administration will result. A professional manner includes, but is not limited to:

1. Wearing clinical uniform while entering and exiting the facility
2. No raised voice
3. No profanity

4. No argument/debate
5. No threatening or negative body movements with authority figure

No smoking is allowed on all clinical grounds; this includes any form of electronic smoking devices and/or tobacco products. Students are not permitted to leave the clinical grounds during any scheduled times for any reason.

Students taking prescribed controlled substances must provide documentation of said prescription upon admission. A student taking **prescribed narcotics and/or medical marijuana** cannot be present at clinical facility while under the influence of said narcotics as it is against facility policy.

Any student suspected of being impaired in any setting (classroom, lab, or clinical) will be asked to leave the property immediately. The student **must obtain a ride home and CANNOT drive themselves**. Students found to be in violation of the school's drug and alcohol policy (see Appendix 14) will be removed from the program.

Basis for determination of reasonable suspicion of substance abuse may include, but not limited to:

1. Behavioral changes
2. Mood Swings
3. Social Withdrawal
4. Irritability
5. DWI or DUE arrest or violation
6. Decline in quality of schoolwork or care giving
7. Frequent absences and/or Tardiness
8. Unkempt appearance
9. Alcohol or Marijuana odor
10. Defensive Behavior
11. Signs of obvious impairments such as confusion, inappropriate sleepiness, balance issues or erratic behavior.

Unsafe practice within the clinical setting will be defined as: inappropriate student behavior/misconduct, incorrect performance of procedures, actual or potential safety violations that endanger a patient, visitor, staff member, peer, or the student nurse. Unsafe practice will result in a FAIL (F) for the clinical day, issued a Level 2 referral, and will be required to meet with the school of nursing faculty/administration.

Failure to report on or off to the staff nurse will result in a reflection of the daily grade. Subsequent incidents will result in a referral and meeting with nursing faculty administration.

Clinical Attendance

The general attendance rules and expectations as discussed on page 29, also apply to the clinical setting. All students must meet the approved clinical hours to successfully complete the Practical Nursing Program. As noted in the attendance portion of the handbook, no more than 2 clinical days can be missed for the entire duration of the program. All Emergency clinical absences must be made up and there is a subjected to a **\$75.00 make-up clinical fee**.

All emergency absences and tardiness must be reported through the appropriate notification method. If a student is going to miss or be late to class, lab, or clinical due to an emergency, the student **must** call the main adult education office at 585-344-7788 and leave a message with the Program Secretary. The student then must follow-up their absence with an Emergency Time Off form and provide supportive documentation for their absence to the Clinical Lab Specialist within 24 hours of absence. **Failure to notify the program secretary prior to the start of the scheduled clinical time is considered a “No Call, No Show”.** The student will then be issued a Level 2 warning. A student who **has two “No Call, No Show” absences will automatically be removed from the program.**

A student is expected to report for clinical experiences **10 minutes prior** to the start of the clinical. If a student arrives tardy or is found to be unprepared (i.e. missing equipment, badge, or improper uniform, etc.) for any clinical experience, the student will receive a verbal and a written level 1 warning for the first incident along with a reflection in students clinical evaluation grade. For any subsequent issues a student will be asked to leave the clinical area, which they must do without incident, and a student will be issued a referral level 2 warning and will be required to meet with the Clinical Lab Specialist and/or the Programs Coordinator.

All missed clinical hours are required to be made up. The Clinical Lab Specialist will schedule designated make-up clinical days. These make-up days may include evenings and/or Fridays. The student is responsible to meet all requirements to attend the make-up session along with payment of associated fee of \$50. All accrued fees must be paid in full prior to date for make-up.

Clinical Grading

Each facet of the grading procedure will be specified during clinical orientation.

The student will demonstrate a level of performance in the clinical setting that indicates a proficient integration of classroom theory with technical skills. Student Clinical Evaluations will be completed for each rotation by the clinical instructor of the facility. Students lacking progression of skills in the clinical setting will be referred to the Clinical/Lab Specialist to plan for remediation.

Clinical grades for each rotation are based on a Pass/Fail system. A student will receive either a Pass or Fail each clinical day. To achieve a passing grade each day, a student must complete all of the required weekly clinical pre-work, complete all required clinical documentation forms, and complete a weekly clinical post-assignment. If any of those assignments is missing assignment, incomplete, or late, the student will receive a Fail for that clinical day. Any students who are observed displaying unsafe or unprofessional practices will automatically result in a **fail** for the clinical day and be issued a **Level 2 warning**. These events will be reflected in the student’s clinical evaluations.

A clinical evaluation is completed for each of the three clinical rotations. The clinical evaluations are specific to the objectives associated with that clinical rotation. In addition categories for clinical knowledge, skills, and performance; for communication, critical thinking and application skills, and Leader and Management Skills. For each clinical rotation the student must achieve a **passing score of 80% or higher by the final evaluation** of each rotation to pass that clinical rotation. Note: An 80% is **not required** at the mid evaluation mark. A student must successfully pass all clinical rotations to meet the requirements to graduate from the program.

Lab and Clinical Project

Students will complete 2 Clinical Projects during the program. Each project that will count toward 20% of their grade for a designated course. It is expected that a minimum of 80% is achieved on all projects. Project Grades below an 80% may lead to the student not passing the designated course.

- Nursing 1 Clinical Project counts as 20% of the students Nursing I Foundations course
- Nursing 2 Clinical Project counts as 20% of the students Nursing II Adult Health (Med Surg) course

Late Projects will be deducted 10 points and must be submitted within 24 hours. After 24 hours the student will receive a **zero**.

Graduation

Program Graduation Requirements

Practical nursing students will be required to successfully complete classroom and clinical requirements necessary for preparation for the NCLEX-PN Licensing Examination. Any student needing special accommodations needs to provide the Coordinator with adequate information to determine an alternative plan. This may take up to 2 weeks to finalize. School of Nursing certification of program completion will not be submitted to the State Education Department until after completion of all requirements and tuition financial obligation is fulfilled.

A student will be eligible to participate in graduation, receive his/her certificate in Practical Nursing and have all forms releasing the new nurse to take state licensing testing after meeting the following requirements:

1. Attaining completion and a minimum grade of 80% in program components.
2. Pass ALL clinical rotations with an 80% or higher on the final evaluation and submit all required clinical paperwork.
3. **Satisfaction of all financial obligations to Genesee Valley BOCES.**
4. Individual attendance record of Classroom, Lab and Clinical hours meets the 1200 program hour requirements.
5. Approval of professionalism/employability by the nursing department. It is incumbent upon the student to avoid actions, behaviors and practices that are in violation of nursing standards, handbook guidelines or professional integrity/ethics.

When these requirements have been met, transcript and grade reports will be issued to other schools or employment agencies and the necessary verification forms for licensure will be submitted to the State Education Department. **If you are lacking in any area, your information will not be included in the submission to the State Education Department.**

Students can find information on the transcript policy and transcript request form on the www.gvboces.org website.

Felony/Misdemeanor Conviction

1. The following documents may be required when sending your NCELX-PN testing application:
 - a. Submit letter giving complete detailed explanation of the incident
 - b. Include copies of court records (conviction records)
 - c. A copy of your Certificate of Relief of Disabilities or your Certificate of Good Conduct
2. There is no guarantee that the State Education Department will issue you a license after completion of the program

Graduation and Pinning Guidelines

In order to accomplish a successful graduation ceremony, students play an important part of this program. Your attendance is vital in obtaining the professionalism required to celebrate your accomplishments in this accelerated and demanding program.

Genesee Valley BOCES administration, Cooperative Services Board, staff and practical nursing Faculty and instructors are invited to this momentous occasion. Some will make congratulatory speeches.

Attire is provided by the student. In order to maintain a professional appearance, everyone will be required to wear a white nursing uniform, top and bottom, no skirts or dresses, with white shoes (no high heels will be permitted) to graduation. Hair should be pulled up securely off collar and face in a neat arrangement with all hair contained. Jewelry should be minimal. One small silver, gold or pearl stud post earrings are permitted in each ear lobe only. Weddings rings only. No necklaces, bracelets or body piercing jewelry.

Students may request an **immediate family member who is a practicing nurse** to place their pin during the graduation ceremony. These requests must be submitted in writing to the Programs Coordinator.

At the end of your school year, the program for graduation will be discussed again with details of dates, time and place.

Emergency School Closings

Closings or Cancellations will always be posted on your Google Classroom site. This should be the first place to confirm cancellations or schedule changes.

The two major regions of Genesee Valley BOCES are:

1. Batavia Genesee Valley BOCES Region: Includes BOCES program operated throughout the Batavia Region
2. Mt. Morris BOCES Region: Includes BOCES program operated throughout Mt. Morris Region.

Batavia region BOCES may close, while Mt. Morris region BOCES does not, and vice versa. BOCES may close apart from the decisions of the component districts that it serves. *Those in the Monroe County classes, please watch for closings associated with Monroe 2 BOCES.* In the event of adverse weather conditions without school closing, the student is advised to make every reasonable effort to safely attend class/clinical.

Radio/TV announcements will indicate which region is closing. If day classes are cancelled, evening classes are automatically cancelled as well. Every effort will be made to notify radio stations prior to 6:30 a.m. Decisions of other school districts may delay the decision to close beyond the 6:30 a.m. deadline.

The LPN Coordinator/Clinical Specialist/Clinical Instructor may need to make the decision to cancel clinical before the School District actually closes school due to our early morning hour to report to clinical sites. Students will use their best judgement with respect to unsafe road conditions. Instructors will exercise judgement with extenuating circumstances. Please also check your Genesee Valley BOCES email and Google Classroom for any announcements before leaving to travel to class or clinical.

The following radio stations will announce school emergencies/closings:

1. WBTA 1490 AM – Batavia
2. WBTF 101.7 FM – Batavia
3. WHAM 1180 AM – Rochester
4. WMJQ 102.5 FM – Buffalo
5. WBEN 930 AM – Buffalo

The Snow Alert Hotline on WHEC-TV Channel 10 (Rochester) and WKBW-TV Channel 7 (Buffalo) will be contacted in addition to radio stations

Student Representation

Students from the PN Cohorts have opportunities to serve on the following Committees:

1. Curriculum Committee
2. Genesee Valley BOCES PN Advisory Board

APPENDIX 1 – Blood and Body Fluid Exposure Procedure

When a blood or body fluid exposure occurs, it is required that the faculty and student know what procedures to follow for the facility and the necessary follow up and medical care that is essential. If the student or faculty sustains a needle stick injury, blood or body fluid splash, cut from any device used on a patient, etc., please contact the department manager/nursing supervisor urgently. He/she will advise you on how to proceed. In addition, cleanse the area as noted in the facility's blood/body fluid exposure policy. Some exposures may be true medical emergencies depending on the source patient's medical problems or the type of injury that occurred. Therefore, act quickly and the nursing supervisor/department manager may then refer you to Employee Health Services or ED if indicated. More specific details can be found in the facility's infection control policies.

As noted in the contracts, students and faculty are responsible for their own medical expenses, including the urgent/emergent care received at the hospital site. In addition, the student and faculty may need to obtain ongoing follow up care with their Primary Care Physician and take post-exposure prophylactic treatment, which can be costly. Consequently, all faculty/students should be informed of this possibility in case such an event occurs, and that students/faculty has the opportunity to choose adequate insurance coverage to assist in such an event. This will help prevent delay in treatment as well as minimize confusion and distress when such an event may occur. Please note students and faculty may have to decide whether to go on post-exposure prophylactic therapy within two hours of the exposure. Therefore, students and faculty need to process the information prior to getting to the clinical site in the event they may need to make a quick decision.

The incident is to be reported to the LPN Coordinator as soon as possible after initial care, if required, has been initiated. Faculty and student are to complete an incident report at the facility and a copy is to be provided to the LPN Coordinator in addition to a Genesee Valley BOCES School of Nursing incident report within 24 hours.

APPENDIX 2 – Code of Conduct for the Licensed Practical Nurse (LPN)

The LPN shall:

1. Consider as basic obligation the conservation of life and the prevention of disease
2. Promote and protect the physical, mental, emotional and spiritual health of the patient and his/her family
3. Fulfill all duties faithfully and efficiently
4. Function within established legal guidelines
5. Accept personal responsibility for his/her acts and seek to merit the respect and confidence of all members of the health team
6. Hold in confidence all matters coming to his/her knowledge, in the practice of his/her profession and in no way at no time violate this confidence
7. Give conscientious service and charge just remuneration
8. Learn and respect the religious and cultural beliefs of his/her patient and of all people
9. Meet the obligation to the patient by keeping abreast of current trends in health care through reading and continuing education
10. As a citizen of the United States of America, uphold the laws of the land and seek to promote legislation that will meet the health needs of its people.

APPENDIX 3 – Legal Aspects for Licensed Practical Nursing-General Provisions for Health Occupations

Unprofessional conduct shall also include:

1. Abandoning or neglecting a patient or client under and/or in need of immediate professional care, without making reasonable arrangements for the continuation of such care, or abandoning a professional employment by a group practice, hospital, clinic or other health care facility, without reasonable notice and under circumstances which seriously impair the delivery of professional care of patients and clients.
2. Willfully harassing, abusing or intimidating a patient either physically or verbally.
3. Failing to maintain a record for each patient which accurately reflects the evaluation and treatment of the patient. Unless otherwise provided by law, all patient records must be retained for at least six years and until one year after the minor patient reaches the age of 21 years.
4. Using the word "doctor" in order to perform professional services without also indicating the profession in which the license holds a doctorate.
5. Claiming professional superiority or special professional abilities, attainments, methods or resources, except that a specialist qualified or certified by an agency recognized for such purpose by the Board of Regents. This provision shall apply in lieu of Section 29.1 (b) (1) (6).
6. Failing to exercise appropriate supervision over persons who are authorized to practice only under the supervision of the licensed professional.
7. Failing to make available to a patient or, upon a patient's request, to another licensed health practitioner consistent with that practitioner's authorized scope of practice, copies of reports, test records, evaluations or x-rays relating to patient, or failing to complete form or reports required for the reimbursement of patient by a third party. Reasonable fees may be charged for such copies, forms or reports.
8. Guaranteeing that satisfaction or cure will result from performance of professional services.
9. Ordering of excessive tests, treatment or use of treatment facilities not warranted by the condition of the patient.
10. Claiming or using any secret or special method of treatment which the license refused to divulge to the state board of the profession.
11. Failing to wear an identifying badge indicating the practitioner's name and professional status, while practicing as an employee or operator of a hospital or clinic or while practicing at a group practice or other multi-professional facility or at a commercial establishment.
12. Entering into an arrangement or agreement with a pharmacy form compounding and/or dispensing of coded specialty marked prescriptions.

APPENDIX 4 – Infectious Disease Control

Amendment of Section 29.2 of the rules of the Board of Regents pursuant to sections 207, 6504, 6506, 6509 of the Education Law. Paragraph (13) of subdivision (a) of section 29.2 of the Rules of the Board of Regents is added effective March 13, 1992 to read as follows:

1. Failing to use scientifically accepted infection prevention techniques appropriate to each profession for the cleaning and sterilization or disinfection of instruments, devices, materials and work surfaces, utilization of protective garb, use of covers for contamination-prone equipment and the handling of sharp instruments. Such techniques shall include but not be limited to:
 - a. Wearing appropriate protective gloves at all times when touching blood, saliva, other body fluids or secretions, mucous membranes, non-intact skin, blood-soiled items or bodily fluid-soiled items, contaminated surfaces, and sterile body areas, and during instrument cleaning and decontamination procedures;
 - b. Discarding gloves used following treatment of a patient and changing to new gloves if torn or damaged during treatment of a patient; washing hands and donning new gloves prior to performing services for another patient; and washing hands and other skin surfaces immediately if contaminated with blood and other body fluids;
 - c. Wearing of appropriate masks, gowns, or aprons, and protective eyewear or chin length plastic face shields whenever splashing or spattering of blood or other body fluids is likely to occur;
 - d. Sterilizing equipment and devices that enter the patient's vascular system or other normally sterile areas of the body;
 - e. Sterilizing equipment and devices that touch intact mucous membranes but do not penetrate the patient's body or using high level disinfection for equipment and devices which cannot be sterilized prior to use for a patient;
 - f. Using appropriate agents including but not limited to detergents for cleaning all equipment and devices prior to sterilization or disinfection;
 - g. Cleaning, by the use of appropriate agents including but not limited to detergents, equipment and devices which do not touch the patient or that only touch the intact skin of the patient;
 - h. Maintaining equipment and devices used for sterilization according to the manufacturer's instructions;
 - i. Adequately monitoring the performance of all personnel, licensed or unlicensed, for whom the licensee is responsible regarding infection control techniques;
 - j. Placing disposable used syringes, needles, scalpel blades, and other sharp instruments in appropriate puncture-resistant containers for disposal; and placing reusable needles, scalpel blades, and other sharp instruments in appropriate puncture resistant containers until appropriately cleaned and sterilized;
 - k. Maintaining appropriate ventilation devices to minimize the need for emergency mouth-to-mouth resuscitation;
 - l. Refraining from all direct patient care and handling of patient care equipment when the health care professional has exudative lesions or weeping dermatitis and the condition has not been medically evaluated and determined to be safe or capable of being safely protected against in providing direct patient care or in handling patient care equipment; and
 - m. Placing all specimens of blood and body fluids in well-constructed containers with secure lids to prevent leaking; and cleaning any spill of blood or body fluid with an appropriate detergent and appropriate chemical germicide.
 - n. Failure to follow Infection Control Procedures is now Unprofessional Conduct. Nurses who fail to follow accepted infection control procedures can now be reported to the Office of Professional Discipline (OPD) and run the risk of losing their licenses to practice. The new regulations, designed to protect the public from unnecessary risk, have been approved by the Board of Regions and are effective March 13.

In addition, the Board of Regents plans to encourage administrators, colleagues, and patients to report all health care professionals who do not meet accepted standards. Given the current climate of alarm over possible HIV infection, nurses can expect increased scrutiny from all sides. Rigorous adherence to universal precautions protects nurses and patients alike. NYSNA urges all nurses to familiarize themselves with the guidelines listed below and to follow them scrupulously.

1. Wear gloves when touching blood and other body fluids, secretions, or surfaces contaminated by these fluids.
2. Discard or change gloves when appropriate; wash hands and other skin surfaces.
3. Wear appropriate protective garb.

4. Utilize sterile technique for sterile areas of the body.
5. Clean and disinfect equipment prior to sterilization.
6. Monitor technique of all personnel responsible for infection control policies.
7. Dispose of sharp instruments appropriately.
8. Refrain from direct patient care when one has communicable lesions.

Report, Official Newsletter of NYSNA, March 1992, page 3.

APPENDIX 5 – HIPAA

Student HIPAA/Confidentiality Acknowledgement Form

Introduction to HIPAA

What is HIPAA?

HIPAA stands for Health Insurance Portability and Accountability Act

The act itself was signed into law in 1996 with the intention of protecting people, who lost or changed jobs, from losing their health insurance.

In addition, the HIPAA Act created a **NATIONAL STANDARD** intended to protect the access, use, and disclosure of personal health information.

Called Administrative Simplification, the requirement had three components:

Transaction Rule – this rule standardized billing codes and practices nationally. This rule was fully implemented by October 16, 2003. This standard affects the agency/facility's billing processes and the fiscal and information technology departments.

Security Rule – this rule addresses the physical and electronic protection of records held in computers which contain protected health information. This rule was individually identifiable health information maintained or transmitted via electronic media or any other form fully implemented April 20, 2005. This standard effect billing, professional nursing and clinical support staff and the information technology department.

Privacy Rule – this rule addresses the access, use, and disclosure of protected health information created and maintained by Genesee Valley BOCES LPN Program.. This rule became effective April 14, 2003. The Privacy Rule requires all members of the workforce, including volunteers, receive training in the legal requirements to access, use and disclosure of protected health information, and the rights of the patient/employee as to how this information is used and maintained.

Definitions

Please read the definition list below:

Access: the ability or the means necessary to read, write, modify, or communicate data/information or otherwise use any system resource.

Health Information: means any information, whether oral or recorded in any form or medium that is created or received by Genesee Valley BOCES LPN Program students or faculty member and relates to the past, present, or future physical or mental health or condition of an individual, the provision of health care to an individual, or past, present, or future payment for the provision of health care to an individual.

Individually Identifiable Health Information: is information that is collected from an individual, including demographics (such as address, social security or health insurance number, etc.). This information is created or received by Genesee Valley BOCES LPN Program. Program student or faculty member and it relates to the past, present, and future physical or mental health of the individual, the provision of health care to an individual, or the past, present or future payment for the provision of healthcare to an individual. This information identifies the individual or there is a reasonable basis to believe the information can be used to identify the individual.

Protected Health Information (PHI): Individually identifiable health information maintained or transmitted via electronic media or any other form or medium. Information that can be used to identify an individual that is directly related to that individual's health and is used by Genesee Valley BOCES LPN Program in electronic transactions and maintained or transferred in any medium (including paper records).

Privacy Official: The person in a health organization that is responsible for HIPAA compliance and the privacy practices.

Treatment: means the provision, coordination, or management of health care and related services by one or more health care providers, including the coordination or management of health care by a health care provider with third party; consultation between health care providers relating to the patient; or the referral of a patient for health care from one provider to another.

Use: means the sharing, utilization, examination, or analysis of individually identifiable information maintained or utilized by Genesee Valley BOCES LPN Program.

Disclosure: means the release, transfer, allowing access to or divulging in any other manner of information outside of Genesee Valley BOCES LPN Program.

Minimum Necessary: means when using or disclosing PHI or requesting PHI from another covered entity, by Genesee Valley BOCES LPN Program must make a reasonable effort to limit PHI to the minimum necessary to accomplish the intended purpose of the use, disclosure, or request. Minimum necessary does not apply to requests by a health care provider for treatment

What does the Privacy Rule mean for Genesee Valley BOCES LPN Program and **you** as a student of this school?

HIPAA affects you in three ways:

You are obligated to uphold the school's policies and federal regulations governing the health and financial information about the patients that you access, use, and disclose in the process of meeting patient care responsibilities.

Is there a difference between privacy regulations and confidentiality law? While both the confidentiality law and privacy regulations are mandatory, the privacy regulations guarantee the individual greater access to his or her personal health information and establishes clear penalties for any breaches. For example, any provider who knowingly discloses health information for the purpose of financial gain may find himself or herself facing fines as large as \$250,000 and 10-year jail sentences, depending on the scope and severity of the disclosure.

The privacy regulations clearly describe how and what information may be used and disclosed. The confidentiality law is a general guideline that left the health care provider with responsibility for determining how, what, and when the information should be disclosed.

The patient's privacy rights do not end with the death of the patient. The individual's representative may invoke, with appropriate credentials, the privacy rule on behalf of the patient. The patient's right under the confidentiality law ended with the patient's death.

The privacy regulations require agency/facility governed by the Department of Health to set up a specific policy regarding discipline for breaches in privacy. The privacy regulation requires that written documentation of the action taken be placed in the personnel file or the business associate agreement file.

The privacy regulations require that documentation of disclosure of health information to be tracked and available to the patient, upon request. Under confidentiality, a health care provider is not required to track the disclosure nor provide the patient with a report of those disclosures.

The privacy regulation describes the conditions under which the patient's authorization is required for releasing protected health information. This authorization limits the information that is to be accessed, used, and/or disclosed. Under confidentiality, the health care provider would decide when a release of information is required.

The HIPAA Privacy Rule creates a **national standard** to protect an individual's medical records (including your own) and other personal health information.

It gives individuals more control over their health information and may, therefore, influence the choices the individual makes in health care providers and/or services. Under HIPAA the individual has **SEVEN RIGHTS**:

- The right to receive a paper copy of the agency/facility's Notice of Privacy Practices. This is provided to the patient at the time of admission.
 - This is provided to the employee during orientation
- The right to file a complaint related to the agency/facility's privacy practices.
 - The notice contains a description of the process to take to file a complaint with the agency/facility or the Office of Civil Rights.
 - Complaints must be kept by the agency/facility for 7 years.
- The right to request restrictions on the use and disclosure of health information.
 - Although the agency/facility is not required to agree, the patient has a right to request restrictions on how the agency/facility uses and discloses health information.
- The right to receive confidential communications.
 - The patient has a right to request that they receive any communication from the agency/facility at any place or in any manner they wish.
 - The agency/facility must make reasonable attempts to meet the patient's wishes. The agency/facility requires that this request be in written form.
- The right of access to protected information.
 - The patient may request to access their protected health information to read and/or obtain a copy.
 - While there are some legal restrictions, the agency/facility is expected to comply with the patient wishes as completely as possible. The agency/facility may charge up to \$.75 per sheet for any copying.
 - This agency/facility requires these requests to be in written form. The right to amend health care information.
- The patient has a right to request an amendment to his record if he feels that the documentation is incorrect or incomplete.
 - This does not mean that information in the record is changed, but rather that information from the patient will be added to the existing record.
- The agency/facility does have a right to refuse the request for amendment.

What is a breach? A breach is the failure to abide by a rule or law. There are three types of breaches under HIPAA:

LEVEL I – Also called Incidental- it is an unplanned, unexpected use or disclosure of protected health information with no deliberate intent. Students may not even be aware that the breach has occurred. Ex- a telephone repairman overhears students discussing a patient.

LEVEL II – unplanned, unauthorized use or disclosure of protected health information with no deliberate intent.

LEVEL III – a planned, deliberate, unauthorized use or disclosure of protected health information. Ex- a student reads the chart of a family member who was a patient she had on her first rotation.

Under the Privacy Rule, HIPAA requires that each facility develop and maintain a Notice of Privacy Practice, which outlines how the individual's PHI may be used and disclosed. Each facility a student is placed in for clinical experience will have such policies and may require the review of their policies by the student.

All patients are informed of their privacy rights at the time of admission. It also requires that the health care provider make a reasonable attempt to obtain the individual's signature on a receipt of privacy practices notice. If written acknowledgement cannot be obtained, the reason must be clearly documented in the patient's record.

The governing authority of each facility designates a Privacy Officer/Official. This individual is responsible for seeing that the HIPAA Privacy Standards are incorporated and followed.

Secure health information so that it is not readily available to individuals who do not require access.

The Notice of Privacy Practices will describe the agency/facility's practices regarding the permitted and required uses and disclosures of health information and the patient's rights with respect to that information. Students should be aware that:

- a. It allows the agency/facility and identified staff/students to receive, access, use, and discloses protected health information without further authorization for treatment, payment, and health care operations, except when disclosing of HIV, Mental Health, and substance abuse information is involved.
- b. It allows the agency/facility and its staff to share information with any provider with whom the patient has or had a relationship, providing the information requested pertains to the subject of that request.
- c. It requires the agency/facility obtain authorizations when use and disclosures is not for treatment, payment or health care operations or when in doubt as to whether an authorization is needed.
- d. Copies of the Notice must be available to anyone who requests a copy. Each office is provided with a supply of the Notice of Privacy Practices. A copy of the Notice is posted in each regional office and on the agency/facility's website.
- e. The agency/facility may use the patient health information, applying the "minimum necessary" rule, use information for treatment, payment, and health care operations. Watch for any documentation that suggests that use or disclosure has exceeded the limits set by the regulation.
- f. All outside requests for protected health information or an accounting of disclosures will be processed and approved by the Privacy Officer.

VI. General Applications of the Privacy Rule

A. Protecting PHI-All students are responsible for:

1. Accessing, using, and disclosing the minimum necessary to perform tasks assigned by their instructors.
2. Securing PHI in his/her possession from inappropriate/incidental disclosure, including not discussing the patient's health with the patient's family or friends.
3. Securing reports with PHI, keeping them out of sight and secure.

APPENDIX 6 – Social Media and Technology Policy

Policy: The transmission of electronic data and communication via computer, phone, or other electronic devices provides students with opportunities to share knowledge, experiences, and express ideas through academic, professional and social venues (e.g. Facebook, blogs, Twitter). However, the sharing of electronic information also has the potential to cause grave harm and compromise to confidentiality. Therefore, students are responsible and accountable to protect personal and professional reputations of themselves and others, and to avoid exposing private, slanderous, sensitive, and protected health information- particularly when transmitting electronic data and communications that are susceptible to public dissemination.

All types of communication (electronic, verbal, or written) should follow standards, guidelines, and policies set forth by the:

American Nurses Association

National Council of State Boards of Nursing

U.S. Department of Health and Human Services, Office for Civil Rights- Health Insurance Portability and Accountability Act (HIPM)

Healthcare facilities and agencies used as clinical sites

Nursing students may not post any material, pictures, or information that could potentially violate patient privacy and confidentiality on social media sites. Students may be subject to disciplinary action within the school and clinical agency for behaviors that are either unprofessional or violate patient privacy. HIPM regulations apply to postings made on social networking sites, and violators are subject to the same prosecution/sanctions as other HIPM violations.

When using an electronic venue of any sort, any transmission of information or communication which can cause actual or potential harm or violate the privacy of any person the student encounters, will be grounds for dismissal from the nursing program. Electronic venues include (but are not limited to) text messages, emails, photographs, and postings to websites that may be academic, professional, or social in nature. Persons the student may encounter include (but are not limited to) fellow peers, faculty, health care workers, and health care consumers/patients and their families and friends. Students are required to promptly report any discovery of a breach in this policy to their instructor or the coordinator of the nursing programs

Students are expected to review and follow the American Nurses Association's (ANA) and National Council of State Boards of Nursing's (NCSBN) guidelines on social networking. These guidelines apply to both nurses and nursing students. (American Nurses Association, 2011, National Council of State Boards of Nursing, 2011).

Resources:

American Nurses Association's Social Networking Principles Toolkit at

<http://www.nursingworld.org/FunctionaiMenuCategories/AboutANA/Sociai-Media/Sociai-Ntworking-Principles-Toolkit>

American Nurses Association's Principles for Social Networking

<http://www.nursingworld.org/functionalmenucategories/aboutana/socialtips-for-nurses-using-social-media-poster.pdf-media/social-networking-principles-toolkit/6->

American Nurses Association's Fact Sheet- Navigating the World of Social Media

<http://www.nursingworld.org/FunctionaiMenuCategories/AboutANA/Sociai-Media/Sociai-Networking-Principles-Toolkit/Fact-Sheet-Navigating-the-World-of-Sociai-Media.pdf>

National Council of State Boards of Nursing's Social Media Guidelines website resources: NCSBN White Paper: A Nurse's Guide to the Use of Social Media https://www.ncsbn.org/Sociai_Media.pdf

NCSBN- A Nurse's Guide to the Use of Social Media- pamphlet https://www.ncsbn.org/NCSBN_SociaiMedia.pdf

NCSBN- Social Media Guidelines for Nurses- video <https://www.ncsbn.org/347.htm>

Procedures:

1. Comply with all applicable federal and state laws, college policies, and clinical facility/agency policies for the use of technology and social media.
2. Examples of such regulations include, but are not limited to, HIPAA and other privacy protection laws, copyright protection laws, the Computer Fraud and Abuse Act, and the Electronic Communications Privacy Act, among others. Users are responsible for understanding and complying with the laws, rules, and policies applicable to use of technology and mobile devices.
3. Comply with all policies, rules and regulations established by GENESEE VALLEY BOCES and clinical facility/agency partners, including network access rules and security programs.
4. Engage in safe computing practices by establishing appropriate access restrictions.
5. Failure to abide by the professional behavior set by this policy and institution will lead to disciplinary action, up to and including dismissal from the nursing program.

Social Media:

1. Social media includes but is not limited to blogs, podcasts, discussion forums, online collaborative information, and publishing systems that are accessible to internal and external audiences. Examples include, but not limited to, Wikis, RSS feeds, video sharing, and social networks such as Instagram, Vik Yak, Snapchat, Twitter, YouTube, and Facebook.
2. Transmission of electronic communication and/or postings on social networking sites are subject to the same professional standards as any other personal interactions. The permanence, worldwide access, and written nature of these postings make them even more subject to scrutiny than most other forms of communication.
3. Restricted postings include, but are not limited to, protected health information- individually identifiable information (oral, written, or electronic) about a patient's physical or mental health, the receipt of health care, or payment for that care.
4. Online postings or any discussions of patients or events are strictly prohibited, even if all identifying information is excluded.
5. Under no circumstances should photos or videos of patients or photos depicting the body parts of patients be taken or displayed online.
6. Statements made by you within online networks will be treated as if you verbally made the statement in a public place.
7. Students must recognize that all electronic communications are considered public, not private, and therefore subject to discovery in legal matters, and can be made available to the general public.
8. Patient data, patient identifiers, and other sensitive personal health information must not be transmitted electronically.
9. Students cannot post any information related to patient care or clinical work anywhere online. This includes direct identifiers of healthcare facilities/agencies/units, patients, and events, as well as any indirect comments that, when combined with other information available online such as place of work, may lead to identification of patients. This also includes comments regarding patient status, behavior or activity that does not include identifying information.
10. Students who choose to participate in an online community or other form of public media should do so with the understanding that they are accountable for any content posted online.

Use of Mobile Devices in Clinical Agencies:

If a student uses an internet based smart phone or tablet to download reference material or their clinical paperwork, the clinical instructor has the authority to instruct the student of the time and place of the use of the device. Devices will not be allowed in patient care areas.

1. Care and security of the device used will be the sole responsibility of the student.
2. Use of these mobile devices in classrooms and clinical settings will comply with course, school, and/or healthcare facility/clinical agency policies where they are used, as well as the individual expectations set forth by each professor or clinical instructor.
3. The clinical instructor will communicate with the unit manager at the clinical site to establish an acceptable place on the clinical unit where students may use their mobile devices. Students cannot use the device in front of patients, families, or visitors within the clinical unit. NOTE: Some units in a healthcare facility/agency may have specific policies regarding no use of mobile devices/phones on a particular unit.
4. In the clinical setting (including pre- and post-conferences), the camera and phone mechanisms in these devices will be turned off. Students may use their phone for personal use during breaks, but only in designated break areas in the healthcare facility/agency/unit for this purpose.
5. Failure to follow the Genesee Valley BOCES policy will make the student subject to disciplinary action up to and including termination from the program.
6. Still and video photography may not be used to capture any patient data or patient identifiers (including lab settings) or patient images.
7. Devices must have a passcode or security-question to prevent unauthorized use.
8. Wallpapers, screensavers, or other publicly visible aspects of your device (i.e. cases, covers) must be professional and appropriate for a patient-care environment.
9. Devices must follow institution infection control practices in the settings in which they are used.

APPENDIX 7 – Student Transcript Sample Form

Student Transcript – GENESEE VALLEY BOCES – School of Practical Nursing
 8250 State Street Road – Batavia, NY 14020 (585) 344-7793

Name: _____ Clinical Affiliations: _____
 Address: _____
 Social Security: _____ Date of Birth: _____
 Date Enrolled: _____ Date Completed: _____

Graduation Requirements: A grade of “B” meets minimal objectives

ACADEMIC AND CLINICAL GRADE SUMMARY

| Courses | Theory | Learning Lab | Clinical Hours | Grade |
|-----------------------------|--------|--------------|----------------|-------|
| <i>First Term Courses:</i> | | | | |
| Nursing I | 191 | 30 | 100 | |
| Anatomy & Physiology | 90 | | | |
| Growth and Development | 45 | | | |
| Pharmacology | 40 | 12 | | |
| Nutrition | 24 | 6 | | |
| <i>Second Term Courses:</i> | | | | |
| Nursing II (med-surg) | 140 | 18 | 285 | |
| Pharmacology | 30 | | 37 | |
| Maternal Child Nursing | 30 | | 21 | |
| Pediatric Nurse | 30 | | 16 | |
| Mental Health Nursing | 24 | | 21 | |
| Community Health | 20 | | 21 | |
| Overall GPA | | | | |
| Total Program Hours | 664 | 66 | 480 | 1200+ |

Adult Ed. Coordinator: _____ Program Coordinator: _____

Date: _____ Date: _____

| Numerical | Letter Grade |
|---------------|-----------------------------------|
| 100-89.5 | A |
| 89.4-79.5 | B |
| 79.4 or Below | F |
| | S/U (Satisfactory/unsatisfactory) |

**** TRANSCRIPT OFFICIAL ONLY WITH GENESEE VALLEY BOCES SEAL ****

APPENDIX 8 – Emergency Time Off

| | |
|------------------------------------|------------------|
| <i>Instructor Use Only:</i> | |
| Classroom _____ | Batavia _____ |
| Clinical _____ | Greece _____ |
| Skills Lab _____ | Mt. Morris _____ |

Genesee Valley BOCES Practical Nursing Program

EMERGENCY TIME OFF

***** FORM *****

_____ was *late/left early* _____
Student Name Minutes/Hours

OR *absent* on _____ due to an emergency stated _____
Date

This student has been made aware of this incident and has been informed of the attendance policies as stated in the Genesee Valley BOCES School of Practical Nursing Student Handbook.

Instructor signature: _____ Date: _____

APPENDIX 9 – Student Warning Form Level One

| | |
|------------------------|-------------------------|
| Student Name | Class |
| Instructor Name | Date of Incident |

| |
|--|
| Reason(s) for Warning |
| <input type="checkbox"/> Violation of Student Code of Conduct/Policies/Expectations <ul style="list-style-type: none"> ○ Being unreasonably noisy and/or disruptive in the classroom/site ○ Using language or gestures that are profane, lewd, vulgar, or abusive ○ Obstructing vehicular or pedestrian traffic (driving recklessly) ○ Hygiene Issue/Inappropriate Dress ○ Violation of tobacco, alcohol, or drug policies ○ Demonstrating disrespect to instructor, school administration, or other school employees ○ Failing to comply with reasonable direction of instructor, school administrators, or other school employees <input type="checkbox"/> Academic Performance <ul style="list-style-type: none"> ○ Violating Academic Standards (i.e. cheating, plagiarizing, or copying a fellow student work) <input type="checkbox"/> Attendance concerns <ul style="list-style-type: none"> ○ Tardiness or leaving school/site without prior permission ○ Absent without notifying the office or instructor <input type="checkbox"/> Other (please describe) |

| | | | |
|--|--|---|---|
| Current Student Performance (check box for EACH category) | | | |
| Academic Performance | | | |
| <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Meets Expectations | <input type="checkbox"/> Exceeds Expectations |
| Technical Competency | | | |
| <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Meets Expectations | <input type="checkbox"/> Exceeds Expectations |
| Professionalism/Attendance | | | |
| <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Meets Expectations | <input type="checkbox"/> Exceeds Expectations |

| | |
|---------------------------|--------------------------------|
| Attendance | |
| Total Program Hours _____ | Cumulative Program Hours _____ |
| Total Hours Absent _____ | % of Attendance Level _____ |

| | |
|---|--|
| Comments/Plan of Action | |
| <p>Reviewed policies w/student; student agrees to cooperate.</p> | <p>Student regrets incident Student agrees to cooperate</p> |

| | | | |
|-------------------|------|----------------------|------|
| Student Signature | Date | Instructor Signature | Date |
|-------------------|------|----------------------|------|

APPENDIX 9 – Student Warning Form Level Two

| | | | |
|---|--|--|---|
| Student Name | Class | | |
| Instructor Name | Date of Incident | | |
| ➤ Reason(s) For Referral | | | |
| <input type="checkbox"/> Excessive Absences | <input type="checkbox"/> Inappropriate use of Cell Phone | <input type="checkbox"/> Rude/Discourteous | |
| <input type="checkbox"/> Disruptive Behavior | <input type="checkbox"/> Lack of Cooperation | <input type="checkbox"/> Inappropriate Dress | |
| <input type="checkbox"/> Violation of Student Code of Conduct/Policies/Expectations (plagiarism, cheating, copying) | <input type="checkbox"/> Academic Misconduct | <input type="checkbox"/> Poor Academic Performance | |
| | | <input type="checkbox"/> Other (please describe): | |
| ➤ Incident Description | | | |
| | | | |
| ➤ Instructor Action Taken Prior to Referral (include dates) | | | |
| <input type="checkbox"/> Student Warning(s) Issued: _____ | <input type="checkbox"/> Academic concerns | | |
| <input type="checkbox"/> Violation of Code of Conduct/Policies/Expectations: _____ | <input type="checkbox"/> Attendance concerns | | |
| <input type="checkbox"/> Other (please describe) | | | |
| ➤ Current Student Performance (Check Box for each Category) | | | |
| Academic Performance: _____ | | | |
| <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Meets Expectations | <input type="checkbox"/> Exceeds Expectations |
| Technical Competency: _____ | | | |
| <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Meets Expectations | <input type="checkbox"/> Exceeds Expectations |
| Professionalism/Attendance: _____ | | | |
| <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Meets Expectations | <input type="checkbox"/> Exceeds Expectations |
| ➤ Comments | | | |
| | | | |

| | | | |
|-----------------------------|------|----------------------|------|
| Student Signature | Date | Instructor Signature | Date |
| Admission Advisor Signature | Date | Director Signature | Date |

APPENDIX 11 – Hepatitis B Waiver Form



Hepatitis B Waiver Form

The New York State Department of Health (NYS DOH) currently recommends immunization of Hepatitis B for health care workers. Although not required by the NYS DOH nor Genesee Valley BOCES LPN Program, the NYS DOH ideally recommends that nursing students be immunized with Hepatitis B vaccine prior to the beginning of their clinical practice.

Your health record needs to stipulate whether you have received the series of three immunizations, whether that series is in progress or whether you do not plan to receive the Hepatitis B vaccine.

Please complete the information that appropriately reflects your current status pertaining to this matter

Student Name: _____

- Hepatitis B received – copies of dates provided to the office
- Currently receiving series – will provide copies of dates to office
- Decline the Hepatitis B vaccine series – no copies needed by office

Student Signature: _____ Date: _____

APPENDIX 12 – Student Acknowledgement Form #1



- _____ I have had the opportunity to ask questions regarding the Genesee Valley BOCES School of Practical Nursing Handbook updated: _____. Any questions that I might have asked seeking clarification to points I did not understand have been explained satisfactorily.
- _____ I understand that I will not be allowed to attend clinical until all my required health forms and immunizations have been submitted. I also understand that at any time during the year updated immunizations may be required, this is my responsibility.
- _____ I understand that I must have an updated CPR card in order to attend clinical. I also understand that if my BLS/CPR card expires at any time during my admission into the program, it will be my responsibility to renew the card on my own time.
- _____ I understand that I must complete at least 1200 hours of combined clinical, lab and classroom time in order to graduate from Genesee Valley BOCES School of Practical Nursing.
- _____ I understand that I must pass my Pharmacology Mathematics Exam with an 85% or I will be dismissed from the Genesee Valley BOCES School of Practical Nursing.
- _____ I understand that I must pass ALL clinical with an 80% or higher on the evaluation in order to graduate from the Genesee Valley BOCES School of Practical Nursing.
- _____ I understand that if I am not dressed for clinical, as per the clinical instructor, I may be asked to leave for the day. This time will be deducted from my total time bank and I will need to make it up at my expense.
- _____ I understand I must carry my own health insurance to cover any inadvertent errors I may make or may occur to me in the class, lab, clinical or observational environment that appear to cause a change in my health status. I understand that Genesee Valley BOCES does not carry health insurance to cover student illness/injury/health prevention.
- _____ I understand that I can miss no more than 50 hours of approved emergency time signed off by the coordinator on the emergency time off request. These hours include clinical time and clinical hours which cannot exceed 2 clinical days within the 50 mark.
- _____ I understand that such excuses will be reviewed by the faculty/Coordinator on an individual basis regarding the possibility of making up the time. I understand that made up time is not guaranteed nor necessarily readily available.
- _____ I understand that if I have an emergency that impacts clinical attendance, I must communicate with the nursing office through phone call and email.
- _____ I understand that if I do not show up to clinical and no phone call was made indicating the absence, it will result in possible subsequent removal from Genesee Valley BOCES School of Practical Nursing.
- _____ I understand that I must act appropriately in the classroom, clinical sites and in my communication with the Coordinator, instructors and associate instructors. I understand that if my behavior is deemed inappropriate, I will be asked to leave the classroom/clinical site. A referral form will be completed by the instructor. Depending on the level (determined by the Coordinator) or the conduct violation, it could result in dismissal from the Genesee Valley BOCES School of Practical Nursing.
- _____ I agree that I have been informed what appropriate behavior is.
- _____ I am aware of the grading policies in the Student Handbook, inclusive of the policy that requires me to be punctual to all exams and quizzes.
- _____ I understand that if I am late or absent to an exam, I will not be allowed to enter the room. I will need to use an available retake and I will be dismissed immediately if I fail the available retake.
- _____ I understand that I am responsible for the maintenance of the computer device purchased as a textbook with my tuition dollars.
- _____ I agree to abide by the Policies, Procedures, Expectations and Regulations set forth in the Genesee Valley BOCES School of Practical Nursing Student Handbook. I realize that there is a copy of the handbook on the Genesee Valley BOCES website. I understand that the policies and regulations set forth in this student handbook will be used as a guideline for resolution of any questions/controversy regarding the School’s policies, procedures, expectations or regulations.
- _____ I have read and completely understand the policy for Laboratory Skills and Clinical Attendance and I am responsible for all make-up sessions and associated fees. **Make-up Lab \$25; Clinical \$50**
- _____ I was given an opportunity to clarify and ask questions relating to this Student Acknowledgement Form.

Student Signature: _____ Date: _____

Student Name (printed): _____

APPENDIX 13 – Student Contact Update



Practical Nursing

Student Contact Update

Student Legal Name:

Student Social Security Number:

Student's Current Address (House Number, Street, City and Zip Code):

Student's Current Phone Number:

Date Change is Reported:

Please be sure to full this form out completely and if there are changes during the year be sure to send in an updated form to keep your files current. Please do not call the office or email the office with this information. It must be on this form so that it can go into your file.

APPENDIX 14 – Drug and Alcohol Policy

DRUG AND ALCOHOL POLICY

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

1. In compliance with state and federal law, it is illegal to possess, consume, use, manufacture, or distribute (or intend to distribute or use) any drug controlled by federal or state laws on any campus of Genesee Valley BOCES, Instructional Service Centers or at event sponsored or supervised by the school, including facilities used for clinical experiences.
2. No person may consume, possess, or sell any alcoholic beverages, containers, or bottles on any campus of Genesee Valley BOCES, Instructional Service Centers or at any event sponsored or supervised by the school, including facilities used for clinical experiences.

A student suspect of impairment at any clinical facility may be asked to leave the property immediately. The student must do so without incident. **The student is not permitted to drive themselves and must arrange for a ride home.** Students found to be in violation of the school’s drug and alcoholic beverage policies and/or who will result in termination of enrollment.

Basis for a determination of reasonable suspicion of substance abuse may include, but are not limited to:

1. Behavioral changes
2. Mood swings
3. Social withdrawal
4. Irritability
5. DWI or DUI arrest or violation
6. Decline in quality of schoolwork or care giving
7. Frequent absences
8. Tardiness
9. Unkempt appearance
10. Alcohol on breath
11. Defensive behavior
12. Signs of obvious impairment such as confusion, inappropriate sleepiness, balance issues or erratic behavior

(New York State Nurses Association Statewide Peer Assistance for Nurses, 2017. www.nysna.org)

APPENDIX 15 – Student Information Notice and Declination



The Genesee Valley BOCES takes great pride in our students. We celebrate their activities and accomplishments. We share those activities and accomplishments with the public in many ways, including through our own flyers and newsletters, as well as through newspapers, on the Partnership website, on teacher websites, on video recordings used for professional development and to obtain teacher certification, and on social media such as Facebook, Twitter and podcasts. We love to tell our story.

In the process of telling our story, sometimes we release background information about the students who participate. That information is called, “directory information.” More specifically, directory information includes:

1. Student honors, awards, degrees earned, and past projects completed.
2. Student names, the Partnership activities they participate in, their photograph and video recordings of the students.
3. Student academic programs, courses, statements and interviews.
4. Student grade level, dates of attendance and home school.

Directory information **does not include** more private information such as student test scores, grades, special education classification or student discipline records.

The Partnership does not share information that we feel is of a personal or private nature. However, some eligible students, parents or legal guardians may still prefer that even the directory information listed above not be shared or publicized. In that case, the eligible student, parent or legal guardian may prohibit the release of the student’s directory information completing this form and returning it to the Principal at the student’s campus.

DO NOT SIGN AND RETURN THIS FORM

UNLESS YOU WANT TO PROHIBIT THE SHARING OF YOUR STUDENT’S DIRECTORY INFORMATION

Dear Program Coordinator _____,

Please do not share or publicize this student’s Directory Information:

Student Name (print)

Student (signature)

Date

APPENDIX 16 – Dignity for All Students Act

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student’s ability to learn and achieve high academic standards, and a school’s ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the Partnership will strive to create an environment free of bullying, discrimination and/or harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the Partnership’s educational mission. Since cyberbullying is a form of bullying, the term “bullying” as used in this policy will implicitly include cyberbullying even if it is not explicitly stated.

The Partnership condemns and prohibits all forms of bullying, discrimination, and/or harassments of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of bullying, discrimination, and/or harassment, outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

Dignity Act Coordinator

At least one (1) employee at every school shall be designated as the Dignity Act Coordinator(s). The Dignity Act Coordinator(s) will be thoroughly trained to handle human relations in the in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) and sex. The Board of Education shall appoint the Dignity Act Coordinator(s) and share the name(s) and contact information with all school personnel, students, and parents/persons in parental relation, which shall include, but is not limited to, providing the name, designated school and contact information by:

1. Listing such information in the Code of Conduct and updates posted on the internet website, if available;
2. Including such information in the plain language summary of the Code of Conduct provided to all persons in parental relation to students before the beginning of each school year;
3. Providing such information to a parents and persons of parental relation in at least one mailing or other method of distribution including, but not limited to, sending such information home with each student and, if such information changes, in at least one subsequent Partnership or school mailing or other such method of distribution as soon as practicable thereafter;
4. Posting such information in highly visible areas of school buildings;
5. Making such information available at the Partnership’s and school-level administrative offices.

If a Dignity Act Coordinator vacates his/her position, another school employee shall immediately be designated for an interim appointment as Coordinator, pending approval from the Board of Education, within thirty (30) days of the date the position was vacated. In the event a Coordinator is unable to perform the duties of the position for an extended period of time, another school employee shall immediately be designated for an interim appointment as Coordinator, pending return of the previous Coordinator to the position.

Training and Awareness

The Partnership shall establish guidelines for training which shall be approved by the Board of Education. Training will be provided each school year for all Partnership employees in conjunction with existing professional development training

to raise staff awareness and sensitivity of bullying, discrimination and/or harassment directed at students that are committed by students or school employees on school property or at a school function. Training will include ways to promote a supportive school environment that is free from bullying, discrimination and/or harassment, emphasize positive relationships, and demonstrate prevention and intervention techniques to assist employees in recognizing and responding to bullying, “discrimination and/or harassment as well as ensuring the safety of the victims.

Instruction in grades Kindergarten through 12 shall include a component on civility, citizenship and character education. Such component shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, observance of laws and rules, courtesy, dignity and other traits which will enhance the quality of their experiences in, and contributions to, the community. For the purposes of this policy, tolerance, respect for others, and dignity shall include awareness and sensitivity to bullying, discrimination and/or harassment and civility in the relations of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, genders and sexes.

Rules against bullying, discrimination and/or harassment will be included in the Code of Conduct, publicized Partnership-wide and disseminated to all staff and parents. An age-appropriate summary shall be distributed to all students at a school assembly at the beginning of each school year.

Reports and Investigations of Bullying, Discrimination and/or Harassment

The Partnership will investigate all complaints of bullying, discrimination and/or harassment, either formal or informal, and take prompt corrective measures, as necessary. Complaints will be investigated in accordance with applicable policies and regulations. If, after an appropriate investigation, the Partnership finds that this policy has been violated, corrective action will be taken in accordance with Partnership policies and regulations, the Code of Conduct, and all appropriate federal or state laws.

The Partnership will annually report material incidents of bullying, discrimination and/or harassment which occurred during the school year to the State Education Department. Such report shall be submitted in a manner prescribed by the Commissioner, on or before the basic educational data system (BEDS) reporting deadline or such other date as determined by the Commissioner.

Prohibition of Retaliatory Behavior (Commonly known as “Whistle-Blower” Protection)

Any person who has reasonable cause to suspect that a student has been subjected to bullying, discrimination and/or harassment by an employee or student, on school grounds or at a school function, who acts reasonably and in good faith and reports such information to school officials or law enforcement authorities, shall have immunity from any civil liability that may arise from making such report. The Board prohibits any retaliatory behavior directed at complainants, victims, witnesses and/or any other individuals who participated in the investigation of a complaint of bullying, discrimination and/or harassment.

Education Law Sections 10-18 and 801-a 8 New York Code of Rules and Regulations (NYCRR) Section 100.2Q), 100.2 (kk), and 100.2 (1)(2)

Adopted by Board

10/17/12

Revised 1/2024

APPENDIX 17 – Dignity Act Incident Report Form



Dignity for All Students Act

Bullying, Harassment and Discrimination Complaint Form

The purpose of this form is to inform the district of an incident, or series of incidents, of bullying and/or harassment so we can investigate and take appropriate steps.

Today's date: _____

Person filling out this form:

- _____ Student
- _____ Parent/Guardian
- _____ Staff Member
- _____ Community Member
- _____ Component School District Personnel

Contact Information of person filling out this form:

Name: _____

Address: _____

Phone Numbers: (Home) _____ (Cell) _____ (Work) _____

(If you are a student filling out this form)

Educational Program: _____ (AM or PM, circle one)

Instructor's Name: _____

Incident Information

The basis of the actual or perceived bullying, harassment or discrimination is:

- _____ Race
- _____ Color
- _____ Weight

- National Origin
- Ethnic Group
- Religion
- Religious Practice
- Disability
- Sexual Orientation
- Gender (identity/expression)
- Sex

Name(s) of individuals involved: _____

Is the person(s) involved a (check all that apply):

- Student
- Employee

Description of alleged bullying, harassment, and discrimination:

Date(s) of the alleged incident(s): _____

Where did the incident(s) take place? _____

Explain what happened (use additional paper if necessary):

(please attach any supporting documentation (i.e. copies of emails, notes, photos, etc.)

Were there any witnesses? YES NO

If YES, please list the name of the individual(s): _____

Has the incident been previously reported? YES NO

If YES, when and to whom? _____

I certify that all statements on this form are accurate and true to the best of my knowledge.

Signature _____ Date _____

(For Office Use Only)

Person(s) investigating the incident:

_____ Title: _____

_____ Title: _____

Please describe, in detail, how the investigation was handled

What is the result of the investigation?

_____ Unfounded

Explain why incident was unfounded: _____

If founded, please indicate type:

_____ Harassment

_____ Bullying

_____ Discrimination

_____ Cyber bullying

Corrective action that was taken: _____

Provide copies of documentation pertaining to corrective action (i.e. referrals, counseling notes, etc.)

Signature of staff member completing this form:

Name: _____ **Date:** _____

APPENDIX 18 – Standardized Testing Policy



A goal of the Nursing Program is to prepare graduates for success on the NCLEX-PN examination. In order to assess readiness for the NCLEX-PN examination, students will be given nationally standardized assessment examinations at intervals throughout the program. These may be computerized or paper/pencil exams.

This testing program has been planned to:

1. Apprise students on their achievement of course objectives at various stages of the program.
2. Allow the students and faculty to compare scores of Genesee Valley BOCES students with those of students in AD programs throughout the country.
3. Assist the student in preparing for the National Council Licensure Examination for Practical Nurses.
4. Assist the faculty in monitoring the effectiveness of the curriculum and identifying areas that may require modification.

The results of each exam are meant to provide guidelines for the students' strengths and areas for improvement in knowledge and skills required by the nursing profession for safe and effective entry level practice.

APPENDIX 19 – Academic Integrity Agreement

Genesee Valley BOCES School of Practical Nursing Academic Integrity Agreement

Academic integrity is integral to Genesee Valley BOCES School of Practical Nursing's mission to prepare students to deliver safe, competent health care to the community. Academic integrity ensures that all students have a just and equal opportunity to succeed. Any behavior that provides an unfair advantage to one student is unacceptable and will be subject to discipline as outlined in the Student Handbook. Each assessment completed by a student must be solely a reflection of that student's own work and knowledge.

- Students may NOT have personal items at the exam station (i.e. cell phone, personal electronic device, wallet, purse, binders, books, etc.). The proctor will require the student to surrender these items before the exam is administered. Proctors are not responsible for lost, stolen or broken items. To ensure safety of these items, please leave them in your vehicle or at home while testing.
- Google Glass, Smart Watches or any other Bluetooth enabled devices are not permitted in the testing area.
- Calculators, note paper, writing utensils, books and notes will only be allowed with proctor's written permission.
- Students are not permitted to browse the internet, access email, course materials, computer software or use any other form of electronic aid unless specified by the proctor.
- Under no circumstances is the student permitted to print, copy, screen shot, take pictures of or remove exam material from testing premises.
- Cheating is NEVER tolerated and examinees will be asked to stop testing and leave the Testing facility if found cheating. If an examinee is found cheating on any exam, the instructor will be notified immediately and appropriate actions will be taken (for more information on consequences of cheating, please see Genesee Valley BOCES LPN Student Handbook). Cheating may include attempting or trying to remove test materials or notes from the testing room, not following test procedures, failing to stop work when time is called, disturbing or attempting to get answers from another examinee, using unauthorized aids during testing and disregarding the proctor's instructions.
- Talking among examinees is not allowed. Noise level must also be kept to a minimum.

Students confirmed of cheating will be immediately removed from the program.

APPENDIX 20 – Legal Limitations to Licensure

Legal Limitations to Licensure

Graduation from the program does not guarantee licensure. Refer to the New York State Education Department Office of the Profession, State Education Building 2nd floor, Albany, NY 12234. (www.op.nysed.gov)

Completion of the Nursing Program does not assure admittance to attempt the licensure examination. Graduates of this Nursing Program meet the education requirements for admittance to the LPN licensure exam, however, there is a requirement that the applicant be of “good moral character” and a fee must be paid for the test. On the application for the test the applicant is required to truthfully answer the following questions:

1. Have you ever been found guilty after trial, or pleaded guilty, no contest, or nolo contendere to a crime (felony or misdemeanor) in any court?
2. Are criminal charges pending against you in any court?
3. Has any licensing or disciplinary authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license or certificate held by you now or previously, or ever fined, censored, reprimanded or otherwise disciplined you?
4. Are charges pending against you in any jurisdiction for any sort of professional misconduct?
5. Has any hospital or licensed facility restricted or terminated your professional training, employment, or privileges or have you ever voluntarily or involuntarily resigned or withdrawn from such association to avoid impositions of such measures?

In accordance with Federal regulations, the New York State Human Rights Law, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, Genesee Valley BOCES does not discriminate on the basis of age, race, religion, color, creed, marital status, veteran’s status, sexual orientation, national origin, gender, or disability in admission, educational programs, activities, or employment.

APPENDIX 21 – Library Resources & Information

1.) Gates Library

Address: 902 Elmgrove Rd, Rochester, NY 14624 Phone: 585-247-6446

Hours:

Monday 9am-8pm

Tuesday 9am-8pm

Wednesday 9am-8pm

Thursday 9am-8pm

Friday 9am-6pm

Saturday 9am-5pm

Sunday Closed

2.) GCC Library 585-343-0055 ext. 6418

Hours:

Monday – Friday 9:00am – 4:00pm (Hours May change during semester breaks)

Check website for hours: <https://genesee.libcal.com/hours/>

3.) Novel New York online resource

<https://novelnewyork.org/>