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Rosemarie Van Patten, RN, AAS, Maria College
Kathleen Wunderlich, RN, St. Peter's School of Nursing

PROGRAM STAFF

Catherine Minafri-Dapcic, Financial Aid Advisor
Kathy Gray, Bursar
Linda Martin, Registrar

VISION STATEMENT

Capital Region Career and Technical School is a learning community that provides educational opportunities in applied learning, technology and academics that are on course for tomorrow.

MISSION STATEMENT

The Capital Region Career and Technical School, in collaboration with business and community partnerships, will provide educational opportunities dedicated to empowering students to enter the workforce, compete in a global marketplace, and engage in life-long learning.

BELIEF STATEMENTS

We believe that:

1. All students are unique and have the ability to learn.
2. Respect, honesty and open communication promote a sense of trust, well-being and foster self-esteem.
3. Dedicated staff and work-based learning experiences develop student accountability, responsibility and independence.
4. Applied learning, technology and integrated academics are essential to successful student experiences.
5. Continuous opportunities for staff development enhance their ability to serve students.

PRACTICAL NURSING MISSION/GOAL STATEMENT

The approved mission of the Practical Nursing Program is consistent with the mission of Albany-Schoharie-Schenectady-Saratoga BOCES: To support and promote growth of individuals, through cooperative planning and action, in meeting the needs of their communities.

PHILOSOPHY

The philosophy of the Practical Nursing Program is that nursing is a dynamic, holistic occupational field that incorporates theory and practice in assisting individuals to achieve optimum wellness.

Concepts upon which the framework of the program and curriculum has been built have developed from beliefs of the nursing faculty concerning the community, nursing, nursing education and students.

The nursing faculty believes:

- The **community** is composed of interacting individuals and groups. The scope of nursing encompasses acceptance of multicultural and socioeconomic diversity, the uniqueness of individuals, and a concern for the community.
- A nursing **student** is an individual with a unique background and experiences who seek to acquire knowledge and practice in the health care field. An orderly, sequential curriculum will provide the essential requirements needed to become a licensed health care provider.
- **Nursing Education** prepares the student to become a licensed professional capable of providing skillful nursing care in a variety of settings within the community. The faculty assists the student in attaining his/her goals by providing sequential instruction, evaluation and guidance. An emphasis is placed on the student's development of increased accountability and problem solving abilities. With the nursing process as a foundation, and the application of it throughout the curriculum, the student will understand the scientific principles and gain the technical skills needed to practice nursing.
- The profession of **nursing** is an art and a science that is an integral part of the humanitarian process. The practice of nursing encompasses broad knowledge relating to science, behavior, moral and legal guidelines. Incorporating Maslow's theory of the hierarchy of human needs, nursing practice should reflect a holistic approach in meeting those complex needs of individuals, through curative and preventive measures, in a skilled, compassionate manner.

PROGRAM OBJECTIVES

Upon graduation the student will be able to:

- Utilize scientific principles in demonstrating nursing care to clients of all age groups.
- Use the nursing process to collect data, and assist in planning, implementing and evaluating patient care.
- Assist in the development and revision of nursing care plans with members of the health care team.
- Utilize the principles of communication when engaging in interpersonal relationships.
- Utilize verbal and written skills to communicate information to members of the health care team.
- Demonstrate attitudes and behaviors that indicate respect for the individual rights of patients, their families and co-workers.
- Adapt nursing care and education to meet the needs of the patient based on his/her level of understanding, social and cultural background.
- Participate in the delivery of health care throughout the illness-wellness continuum.
- Demonstrate responsibility for personal growth in vocational and community life through continuing education and participation in professional organizations.
- Comply with the scope of practice as outlined in the Nurse Practice Act.
- Meet the requirements of the State Board for Nursing for licensure and enter the work force as a safe and competent practical nurse.

According to our latest statistics:

- 91% or 51 out of 53 of the students enrolled in this program in 2001-2002 went on to graduate.
- 83% or 69 out of 83 of the students enrolled in this program in 2002-2003 went on to graduate.
- 82% or 80 out of 97 of the students enrolled in this program in 2003-2004 went on to graduate.
- 88% or 83 out of 94 of the students enrolled in this program in 2004-2005 went on to graduate.

CURRICULUM

The Albany-Schoharie-Schenectady-Saratoga BOCES Adult Practical Nursing Program is registered by the New York State Education Department. A copy of the registration is available in the Coordinator's office. The program is based upon a minimum of 1100 clock hours that all students must complete in order to graduate. The program of learning is divided into two sections, each containing academic/theory courses and rotations of related clinical experience.

The program of learning is as follows:

Foundations of Nursing

- Study Skills
- Critical Thinking in Nursing Practice
- Microbiology/Infection Control
- Nursing Care of the Elderly
- Introduction to Pharmacology
- Nursing Skills and Lab
- Anatomy and Physiology
- Mental Health Nursing
- Transcultural Nursing in Community Care
- Supervised Clinical Rotations and Skills Lab

Advanced Nursing Theory

- Comprehensive Medical-Surgical Nursing
- Pharmacology
- Nutrition and Diet Therapy
- Maternal and Neonatal Nursing
- Child Development and Health and Disease
- Nursing Leadership and Ethics
- Supervised Clinical Rotations and Skills Lab

Clinical Sites

The academic program is taught at the Capital Region Career and Technical School, Albany Campus and the clinical experience is held at the following sites:

- Albany County Nursing Home
- Albany Medical Center
- Baptist Retirement Center
- Ellis Hospital
- Guilderland Center Nursing Home
- Dutch Manor Nursing Home
- St. Clare's Hospital
- Our Lady of Mercy Life Center

Guidelines for Clinical Experience

Arrive at the facility at least 15 minutes prior to the start of your shift (8 am) in order to store your belongings, find your unit and be ready to meet with your instructor at 8 am for patient assignment.

Grooming and Hygiene

According to contractual agreements between the Capital Region Career and Technical School and clinical experience sites or agencies for student observation, the agency may refuse access to its areas for any student who does not meet the agency's standards of conduct, appearance, safety, or health. Anyone not conforming to standard dress may be asked to leave the clinical area and will be marked absent for that day.

Uniform requirements	Student Nurses – Women	Student Nurses – Men
Pants/Trousers	Seafoam blue Landau uniform pant	Seafoam blue Landau pant with side pocket
Shirt	White/Seafoam blue uniform top with Capital Region Career and Technical School Emblem Patch , short sleeves <u>only</u> <ul style="list-style-type: none"> • Turtlenecks, long sleeves or v-necks may not be worn under uniform • Undergarments must be colorless 	White/Seafoam blue uniform top with Capital Region Career and Technical School Emblem patch, short sleeves <u>only</u> <ul style="list-style-type: none"> Wear plain white undershirt under top • Turtlenecks, long sleeves or v-necks may not be worn under uniform • Undergarments must be colorless
Shoes	Clean white uniform shoes (preferably tie with good support) No Sneakers and No backless clogs White stockings, white socks (above the ankle)	Clean white uniform shoes (preferably tie with good support) No Sneakers and No backless clogs, White socks
Hair/ Accessories	Hair must be worn off the collar and neatly styled. No large decorative or colored hair accessories. No hats, caps, or other head coverings Watch with sweep second hand Nametag must be worn at all times	No hair touching collar Facial Hair neatly groomed No hats, caps, or other head coverings. Watch with sweep second hand Nametag must be worn at all times

GENERAL CLINICAL GUIDELINES

1. **No Jewelry** (including facial/oral piercing) except watch, wedding band or single post earring (smaller than earlobe) **(No Hoop or dangle Earrings allowed)**.
2. Bathe daily, attention to oral hygiene and hair. Use deodorant.
3. Avoid strong cologne or aftershave.
4. Nails should be clean and neatly trimmed. Long fingernails, acrylic and nail polish are **not allowed**.
5. Minimal amounts of make-up should be worn.
6. Uniform **must** be laundered daily and neatly pressed.
7. Carry a pen, clipboard, paper and small change purse in uniform pocket. **(Do not** bring purses, backpacks, or large sums of money or other valuables into the facility. BOCES is not responsible for lost property).
8. A white or navy blue sweater may be worn over uniform **only when not providing** direct patient care.
9. If you are ill – elevated temp, persistent cough, diarrhea or other contagious diseases, **you must call** your nursing instructor and the **Nursing Department at 862-4709** to report your illness/absence. Students **must call** prior to the start of their shift **(between 7:00 am and 7:45 am)**. Student is responsible for Beeping Instructor and leaving a number where they can be reached. **Each clinical instructor is equipped with a beeper. You will be provided the beeper number of your clinical instructor. Please be advised that when you call the beeper, once you hear the sound, key in the telephone number you are calling from (Do not leave a voice message)**.
10. **NEVER** leave the nursing unit without notifying your instructor and giving a report on your patient or primary care nurse.
11. Students should not leave the facility **at any time** without specific permission from the instructor.
12. Students will adhere to all rules and regulations of the facility and will conduct themselves according to rules outlined in student handbook.

FAILURE TO COMPLY WITH ANY OF THE ABOVE RULES FOR CLINICAL WILL BE CONSIDERED A VIOLATION OF TERMS OF ENROLLMENT.

I have read and understand the clinical guidelines as outlined.

NAME: _____
(Please Print)

SIGNATURE: _____ Date: _____

Admissions Process

All applicants must take a pre-entrance Aptitude Test for Practical Nursing. The Pre-Entrance Exam fee is \$20.00. The results will remain valid for one full year. Those applicants who score at or above the twenty-fifth percentile (25%) in academic aptitude will receive an application packet. Once your application and payment of \$25.00 are submitted in full you will be contacted for an interview with the Coordinator or a Program Instructor. Applicants who score lower than the twenty-fifth percentile will receive notification regarding which areas were deficient and a referral for remediation will be made. Upon completion of remedial work, applicants may be retested using the Practical Nursing Pre-Entrance Exam for a fee of \$20.00.

Prior to the interview applicants will read the consumer information booklet. The Practical Nursing Coordinator is designated to handle consumer information and satisfactory Academic Progress pertaining to the Adult Nursing Program. At the interview the Instructor/Coordinator will discuss the course content, program calendar, references, physical exam, attendance requirements, satisfactory academic progress and the financial aid process. All specific financial aid questions should be directed to the Financial Aid Officer. The Financial Aid Officer may be reached at the Health Careers and Services Center.

The student will receive a letter of acceptance upon faculty review of interview ratings and upon receipt of 3 satisfactory letters of reference (2 personal, 1 employer) and a high school diploma or equivalency diploma.

Enrollment

To enroll, a student must pay the commitment fee, submit a satisfactory report of physical exam (including immunizations) signed by a physician or individual designated by a physician, provide proof of CPR certification valid through June 2008, and sign the Program Enrollment Agreement.

NON-Discrimination

The Albany-Schoharie-Schenectady-Saratoga BOCES does not discriminate on the basis of race, color, national origin, creed, sex, age or handicap as defined by law, and is in compliance with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973.

The compliance officer for Title IX and Section 504 is Dr. Gerald Carozza. He is available between the hours of 8 a.m. and 4 p.m. at the Albany-Schoharie-Schenectady-Saratoga Board of Cooperative Educational Services, 1031 Watervliet-Shaker Road, Albany, New York 12205; telephone (518) 862-4900

Confidentiality

BOCES students dealing with patient and/or client information have a responsibility to maintain confidentiality. Any information a student acquires about a patient, client or institution must not be shared. Disclosure of such information is a cause for dismissal from the program. Students will be instructed in both the New York State Law and Federal laws regarding HIV confidentiality and HIPAA and may be prosecuted or fined for violation of those laws.



ADULT PRACTICAL NURSING PROGRAM ENROLLMENT AGREEMENT

Having read the consumer information booklet and having been accepted into the program, the following student: _____ will enroll in the 2007-2008 Adult Practical Nursing Program at:

**Capital Region Career and Technical School
1015 Watervliet-Shaker Road
Albany, New York 12205**

The 2007-2008 Practical Nursing Program will be in session from September 6, 2007 through June 25, 2008 for a total program length of 1100 hours. The tuition is \$8,800.00 (books, uniforms, graduation, and licensure fees **not** included in tuition).

The conditions of enrollment are as follows:

1. Student will maintain satisfactory academic progress by maintaining a grade of at least 75% in each theoretical subject.
2. Student will maintain satisfactory progress in the clinical area by receiving passing evaluations and providing safe nursing care.
3. Student will maintain satisfactory attendance as outlined in the handbook.
4. Student will meet all financial obligations. Payment or arrangement for payment of \$8,800.00 is due on the first day of class. If a student ceases to participate in the program, a tuition refund will be made according to BOCES Tuition Refund Policy and/or the Federal Pro Rata Refund.
5. Student will maintain confidentiality in all dealings with patients, clients, facility staff, and instructors.
6. Student will exhibit appropriate conduct in class and clinical, as specifically outlined in the handbook.
7. Student will adhere to the non-smoking policy of the Capital Region BOCES.
8. Student will accept and conform to the personnel policies of the BOCES and those of the affiliating health care agencies.
9. Student has received a student handbook and will be obligated to follow the rules stipulated.

My signature below indicates that I have read and understood the information in the Program Handbook and that I agree to the above-stated Conditions of Enrollment. I understand that failure to meet any of the above conditions may result in my dismissal from the nursing program.

Printed Name

Signature

Date

2007 – 2008 Program Costs

FEES: Payable to BOCES.

Tuition		\$8800.00
Books (approximate)		400.00
Graduation Fee		30.00
Picture ID Badge		5.00

- All students enrolled in the PN program must assume responsibility for tuition. A non-refundable commitment fee of \$100.00 must be paid to guarantee a place in the program. The commitment fee is applied toward tuition.
- All students will be responsible for purchasing the necessary uniform and books.
- Books will be available for purchased the first week of class. **Money orders or Certified Checks** will be the **only** accepted form of payment for all fees. **There are no deferments or waivers granted for textbooks or uniforms based on financial aid eligibility. Personal Checks will not be accepted for payment.**

FEES: Cash, check, money order, or voucher needed to place your order.

Male	Shoes/1 pr				\$60.00
	Shirts/2	@ 49.95	for	SM-4XL	\$99.90
	Pants/2	@ 22.95	for	SM – XL	\$45.90
		23.95	for	2X - 3X	\$47.90
		26.95	for	4X - 5X	\$55.90
	White Uniform Polo Shirt			SM - XL	\$11.95
	(for graduation)			2X - 3X	\$13.95

Female	Shoes/1 pr.				\$55.00
	Tops/2	@ 49.95	for	XS – XL	\$99.90
	Pants/2	@ 17.95	for	XS – 2X	\$35.90
		21.95	for	3X –5X	\$43.90

Warm-up Jacket	¾ sleeve	With school patch, add \$5.00	\$20-26.00
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Supplies:	Scissors	\$ 4.00
	Stethoscope Pack (includes: scissors, clip, pen & penlight)	\$24.95
	Watch with sweep hand	\$30.00
	Name Pin (provided by Capital Region BOCES)	\$ 2.00
	Emblem Patch	\$ 5.50

* Uniform costs are approximate and subject to change by the uniform company.

All uniform orders must be paid in full prior to shipment.

Payable to Student's Selected Agency:

CPR Certification	(prerequisite to clinical experience)	(approximate)	\$ 55.00
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Payable to New York State (or state of choice)

Licensure, exam and permit fees	(after graduation)	(approximate)	\$ 375.00
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Upon graduation, applications for licensure examination and a limited permit are made to the appropriate agencies. Students are responsible for the cost of each. The total for licensure, examination and permit for 2007 is \$375.00. This fee is set by New York State and is subject to change.

Student Information

Transportation

All students must provide their own transportation. Students must abide by the parking rules and regulations at the Capital Region Career and Technical School site and all clinical facilities.

Parking

Parking is permitted in designated student parking areas only. Parking stickers are required and may be obtained during the first week of school upon completion of a registration form. The fee for parking registration is \$5.00.

BOCES Refund Policy

Students who officially withdraw from the program by giving written notice to the Nursing Supervisor may be eligible for a tuition refund. Refunds will be based on the date the withdrawal letter is received and will be calculated as follows:

<u>Official Withdrawal Date</u>	<u>Percent of Tuition Refund</u>
Upon or before the completion of week 1	Full Refund
Upon or before the completion of week 2	80%
Upon or before the completion of week 3	70%
Upon or before the completion of week 4	60%
Upon or before the completion of week 5	50%
After week 5 of the program	No Refund

Snow Days

Announcements are made on area radio stations between 6:30 and 7:30 a.m. Listen for **Capital Region Career and Technical School** to be announced. If the center is closed for inclement weather, students should “**NOT**” report to either class or clinical.

Please listen to the following radio stations for school-closing announcements:

WTRY 98 AM	WTRY 98 FM	WFLY 92 FM
WROW 590 AM	WTRY 98 FM	Channel 13 TV
WGY 810 AM	WGY 99.5 FM	Channel 10 TV

CNA Exam

A NYS Certified Nurse Assistant training and examination will be offered to all interested Adult Practical Nursing Students during the last week of January, 2008.

- **COST: \$135.00** **Certified check or money order made payable to:
New York State Commissioner of Health
No personal checks**
- Please stop by the Bursar’s office if you choose to sign up.

Satisfactory Academic Progress

Students must maintain satisfactory academic progress in order to remain in the program and continue to be eligible for financial aid. Although all students should be able to complete the 1100-hour program in 40 weeks, the following minimum standards must be achieved:

- **Complete 550 hours by the 30th week**
- **Complete all program requirements in 60 weeks**
- **If a student is absent and misses a test, they must take the test on the first day that they return to campus. Failure to comply will result in a grade of zero for that test.**
- **Maintain a 75% in all theory areas**
 - **A student who does not achieve a 75% grade in a particular theory area will be placed on academic probation.** Following a two-week remediation period, the student will be retested. A 75% grade will allow the student to progress to the next academic area. If a 75% grade is not achieved, the student will be asked to withdraw from the program
 - **A student is only allowed to remediate in a total of two courses.** If a student fails a third course they will be removed from the program.
- **Receive a passing evaluation in the clinical portion of the program**
 - Clinical rotations are graded on a pass/fail basis using curriculum objectives. A student must pass each clinical rotation in order to advance to the next rotation and remain in the program. If a student fails a clinical rotation they are removed from the program. Please refer to your clinical guideline handout that will be distributed prior to the first clinical rotation.
 - Students who are asked to leave the program because of failure to maintain satisfactory academic progress may meet with the Nursing Coordinator to discuss the possibility of re-entering one of our programs at a later date. Future financial aid eligibility will be discussed with the financial aid officer prior to re-admission.
 - A student who wishes to appeal said decision must meet with the nursing program administrator. If the student is not satisfied with the determination, he or she may appeal in writing, within ten days to the Director of the Career and Technical School.

To receive a diploma and be recommended for licensure and the National Council Nursing Examination, students must:

- Have a high school diploma or GED on file
- Achieve at least 75% in each academic area
- Complete 1100 hours of program instruction
- Pass each clinical rotation
- Have met all financial obligations

Attendance Policy

It is the responsibility of each student to read and understand the attendance policy and related procedures. Class and clinical attendance are vital to achieve of course and program objectives. Attendance will be recorded at all nursing lectures, laboratory and clinical sessions. Tardiness and absences will be reflected in the student's final evaluation and employability profile.

- *A maximum of 6 days (36 hours) excused absences will be allowed during the school year.*
- Absence beyond **6 days (36 hours)** is considered **unexcused absence** and **must be made up after graduation** between July 8, 2008 and July 11, 2008.
- A fee of \$10.00/hour will be charged for make-up time and must be paid with certified check or money order prior to the scheduled make-up day(s). Make-up days are conducted as regular clinical days and include daily evaluation process. Students must report in uniform to the assigned facility at 8:00 a.m. **NO late entry to clinical make-up will be permitted. A late entrance will result in dismissal.**
- **Absenteeism in excess of 12 days (72 hours) (including the six excused absences) will result in dismissal from the program.**

Reporting Absent/Late Arrival

It is the responsibility of the student to notify the program secretary and the clinical instructor prior to starting time when he/she will be late or absent from clinical. The student must call between 7:00 am and 7:45 am prior to the start of their shift at 8:00 am.

- **NOTE:** Each clinical instructor is equipped with a beeper. You will be provided the beeper number of your clinical instructor. Please be advised that when you call the beeper, once you hear the sound, key in the telephone number you are calling from (Do Not leave a voice message). Instructors in each program will provide students with more specific reporting procedures.
- **If a student fails to personally notify an instructor of clinical absence (No Call / No Show) or tardiness (No Call/Late) they will receive a written warning stating that if the incident happens a second time, they will be removed from the program. A second incident will result in dismissal from the program.**

A student who reports to the clinical area with symptoms of illness (fever, rash vomiting, diarrhea, cough) or injury that may impair ability to provide safe, effective care to patients or that may cause potential harm to patients, staff, or students will be dismissed for the day and the student will be charged with a day's absence. The instructor may request a written physician's release before permitting the student to return to the clinical area. The physician's release must be in a sealed envelope and approved by the school nurse. A student who has a change in medical condition must also submit a physicians release to the school nurse.

Tardiness to class or clinical will be **recorded as absence hours** in one-half hour increments. Lateness to class or clinical will also be reflected in the student's overall grades, clinical evaluations and in references to potential employers as part of the employability profile. Chronic tardiness will require student counseling and a student contract will be initiated to address the problem. Continued tardiness will result in dismissal from the program.

Leave of Absence

In the case of extended illness or absence documented by a physician, or circumstances requiring an extended period of absence a student may make a **written request** for a leave of absence (**up to three weeks**). The Nursing Coordinator may grant a **one-time leave of absence**. This leave of absence must be made up at additional cost to the student between July 15, 2007 and August 2, 2007.

Student Services

Library and Media Services

- The library is located in Building A. It is equipped with reference texts and an on-line database of nursing and allied health publications with full-text capability that can also be accessed from the student's home computer.
- Also available in the library is a collection of learning videos, CDs and DVDs that students may view on the library media systems.
- A copy machine is also available for student use in the library.
- Students are not permitted to use classroom or office Phones, Faxes or Xerox machines
- A payphone is available in Building C.
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Nursing Skills Lab

The nursing skills lab is supplied with state of the art equipment used for student clinical practice. The lab is available to students for open practice during posted hours when classes are not being held in the lab. Supervised practice time can be made available to students between 8 a.m. and 2:30 p.m.

Counseling

In addition to faculty and the Nursing Coordinator, there are two (2) Capital Region Career and Technical Student Assistance Counselors available to students as a resource for immediate needs and referral. One counselor is located in Building A and the other is in Building C. They can be reached at 862-4702 or 862-4706 respectively.

Health Services

A registered Nurse serves as the Capital Region Career and Technical School Nurse and is available Monday-Friday from 8:00-2:30. The School Nurse office is located in Bldg. C next to the Main Office. Telephone: 862-4819

Transcripts

A transcript of courses and final grades will be maintained on file in the Health Careers office. Each student will receive a final transcript at the end of the program. Official transcripts must be requested by completing a transcript request form which is available in the nursing office. Requests must be accompanied by payment of \$5.00 in cash or money order.

Employability Profile

Two employability profiles, which include a brief summary of classroom and clinical performance and a faculty reference, will be prepared and kept on file. Upon a written request from the student, employability profiles will be sent to prospective employers or educational institutions.

Career Development

- Assistance with resume preparation
- A career and educational fair is held at the end of the school year that allows students to network with potential employers and educators.

Graduation

- Adult Practical Nursing Graduation is scheduled for Wednesday, June 25, 2008.
- The location will be announced at a later date. Graduation is scheduled for 7:00 pm.
- Students are required to arrive no later than 6:00 pm.

NOTE: In order to participate in the graduation ceremony, your fee of \$30.00 must be paid before June 27, 2008.

**** NO caps will be permitted during the graduation ceremony.
Clinical guidelines for dress, hair and jewelry will be observed at the
Graduation Ceremony.**

Graduation Attire:

Women **White** A-line dress or pantsuit/following specifications for the student uniform

Men **White** uniform trousers and white uniform top following specifications for the student uniform

State Board Licensure

Practical Nurses who apply for Licensure through the New York State Education Department will be asked the following questions. A student who will be answering yes to any of the questions must make an appointment to meet with the Supervisor within the first week of classes.

1. Have you ever been convicted of a crime (felony or misdemeanor) in any state or country?
2. Have you ever been charged with a crime (felony or misdemeanor) in any state or country, the disposition of which was other than acquittal or dismissal?
3. Have you ever surrendered your license or been found guilty of professional misconduct, unprofessional conduct, incompetence or negligence in any state or country?
4. Are charges pending against you for professional misconduct, unprofessional conduct, incompetence or negligence in any state or country?
5. Has any hospital or licensed facility restricted or terminated your professional training, employment or privileges, or have you ever voluntarily resigned or withdrawn from such association to avoid imposition of such measures?

In addition, students will be asked about the status of any student loans they may have. If a student answered yes to either having an outstanding student loan or a loan in default, their name will be forwarded to the coordinator.

A high school diploma or GED and completion and graduation from an approved school of nursing are required in order to sit for state boards.

Conduct and Behavior

Students must conduct themselves professionally both in the classroom and clinical areas. Respect for fellow students, faculty and administration must be displayed. By contractual agreement with affiliating agencies, the facility may request removal of a student at any time, or for any reason e.g. unprofessional behavior, failure to comply with facility regulations, breach of confidentiality, etc. Students who are removed from a clinical area will also be dismissed from the nursing program. Specific descriptions of behaviors and consequences are outlined in the Capital Region Career and Technical School disciplinary code that will be distributed to students during the first week of class.

Academic Dishonesty

Academic dishonesty is a cause for immediate dismissal from the program. This includes cheating on a test, plagiarism of written or oral assignments and/or falsification of clinical activities. A conference will be held with the Coordinator as soon as possible to determine a student's status in the program.

Smoking

Smoking is prohibited in all BOCES facilities and clinical sites at all time (It is also against the law to smoke on public school grounds). This prohibition applies to everyone including faculty, staff, students and visitors. Students/Faculty wishing to smoke must leave the campus to an appropriate area of school grounds.

In compliance with the New York State Handbook for Student Rights and Responsibilities, and to insure a safe, comfortable school environment, the display or use of tobacco, snuff, chewing tobacco, or other smoking materials is prohibited on hospital and nursing home sites, school property, buses, or at school related functions.

Cell Phone Use Procedure

The Capital Region Career and Technical School/Health Careers Division is committed to provide an environment that is conducive to student learning. The use of cell phones is “**prohibited during instructional time**” in the classroom, in the lab, and in any clinical setting.

In an emergency, if cell phone use is necessary, please follow these guidelines:

- Go to the main/nursing office to return the call, or consult your instructor for advice.
- Turn your cell phone ringer off or set to “silent” before entering the classroom.

Cell phones may be used on school grounds and in “common” areas outside of instructional time.

Sexual Harassment

It is a violation of policy for any employee or student of this BOCES to harass another employee or student through conduct or communication of a sexual nature as defined in Policy Number 5062.

Alcohol and Other Drug Related Issues

In compliance with the laws and regulations of the Drug Free Schools and Campuses Act, the Albany Schoharie Schenectady Saratoga BOCES has adopted a "Comprehensive Policy Concerning Tobacco, Alcohol and Other Substances", Policy No. 1035. Below are the information, regulations and procedures, which implement that policy. As a student in the Capital Region Career and Technical School program, you are encouraged to read this information. You will be receiving instruction in your Capital Region Career and Technical School program relating to the impact of alcohol and other drugs on work place safety and behavior. Instructors will also review the information, regulations and procedures contained in the handbook.

- **Possession and/or Consumption of Alcohol**

Under Sec. 65C of the New York State Alcohol and Beverage Control Law, it is illegal for a person under 21 years of age to possess and alcoholic beverage with the intent to consume. A person under age 21 found to be in violation of this law might be referred to the appropriate family court for judicial action.

- **BOCES Board Policy**

Board Policy No. 1035 states "No person may use, possess, sell or distribute alcohol or other substances, nor may use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician." A student found to be in violation of this policy will be subject to the sanctions identified under Violation No. 14 of the Capital Region Career and Technical School Disciplinary Code. Further, the student may be subject to criminal prosecution as outlined in the previous summaries of the New York State Penal Law, Sec. 220 and 221 and the New York State Beverage and Control Law, Sec. 65C.

- **Intervention, Treatment and Reentry Procedures**

If a Capital Region Career and Technical School student, either high school or adult, is found to be in violation of BOCES Board Policy 1035 regarding the possession and/or use of alcohol or other drugs, the following procedures will be followed after the institution of sanctions as outlined in the Capital Region Career and Technical School Disciplinary Code or referral for criminal prosecution.

1. If the student is of school age, and is from a district which has a Student Assistant Counselor on staff, the Capital Region Career and Technical School Guidance staff will refer the student for a formal alcohol or other drug evaluation by the student assistance counselor. If the student comes from a district where a student assistance counselor does not exist, the Guidance staff will facilitate a referral of the youth and his/her family to an appropriate community based treatment agency for a formal evaluation. In either case, the Guidance staff, in compliance with Federal Confidentiality Regulations, 42CFR, will request that the student voluntarily sign a release of information with the Student Assistance Counselor or the community based treatment provider which will allow them to inform the BOCES that the student has participated in the formal evaluation.

2. If an adult student is found to be in violation of the policy, the Guidance staff will facilitate a referral to a community based alcohol or other drug treatment provider who will conduct a formal evaluation. Again, the student will be asked to voluntarily sign a release of information with the treatment provider in compliance with 42CFR, which will allow the treatment, provided to inform the BOCES that the student has participated in the formal evaluation.

3. If a student is not in violation of Board Policy No. 1035 but there is significant information about the student's behavior away from the school setting which would indicate that there may be an alcohol and/or other drug problem, the Guidance staff may carry out any or all of the following procedures:

- Meet with the student to determine the extent of any problem and whether a referral may be necessary.
- Refer the student and/or family to a home school student assistance counselor or community treatment provider.

Personal Data

Students are required to notify the Adult Practical Nursing office immediately upon changing their address, phone number or name during the course of the program.

Campus Security

In compliance with the Federal requirements of the Students Right-to-Know and Campus Security Act, as amended and signed into law in 1990, The Capital Region BOCES provides the following information:

The Albany Capital Region Career and Technical School Center has a student enrollment of approximately 1,000 students. In addition to students, there are approximately 150 faculty and staff. There are 5 buildings and parking for approximately 120 vehicles.

Our goal is to provide a safe and secure campus environment in order that students and employees may pursue their educational and occupational goals.

The Capital Region BOCES has developed policies and procedures to ensure that students and staff are protected. It is the responsibility of the students or staff members to report crimes and a citizen's responsibility to provide for his/her own personal safety, both by taking simple common sense precautions and by reporting information to authorities.

The Capital Region Career and Technical School Student Handbook as well as the Capital Region Career and Technical School Disciplinary Code are distributed to all entering students. The Capital Region BOCES Policies are available upon request.

Incidents of campus criminal activity, including sexual assault should be referred immediately to an administrator or other authority. Accident/Incident Report forms are available in the Main Office and Director's Office.

Capital Region BOCES campus security is covered by the Superintendent of Buildings and Grounds and his staff from 6 am to 10 pm. There are three Campus Monitors on duty on regular school days from 8:00 am to 1:35 pm. The Campus Monitors report to the Capital Region Career and Technical School Principal. In an emergency, a student should contact any staff member to initiate appropriate emergency procedures.

CAMPUS CRIME STATISTICS

The following statistics summarize the occurrences on campus for the following offenses reported to this institution:

	96-97	97-98	98-99	99-00	00-01	01-02	02-03	03-04
Aggravated Assault	0	0	0	0	0	0	0	0
Automobile Theft/Accident	2	0	1	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Weapons Possession	0	0	1	0	0	0	3	0
Murder	0	0	0	0	0	0	0	0
Drug Violations/Use	6	4	6	4	0	5	8	8
Alcohol Violations/Use	0	2	0	0	0	0	1	1
Attempted Sexual Assault	0	0	0	0	0	0	0	0
Verbal Harassment/Threats	1	3	0	0	0	0	0	0
Robbery	1	1	0	0	0	4	0	0
Burglary	1	2	0	0	0	1	2	1

FINANCIAL AID INFORMATION

Students who enroll in the Adult Practical Nursing Program may be eligible for Federal financial aid. The financial aid programs available to adult nursing students are Federal Pell Grant and Federal Family Education Loans (FFEL).

GENERAL FEDERAL STUDENT AID ELIGIBILITY REQUIREMENTS

All recipients of federal student aid must meet the following requirements:

- Demonstrate financial need using the current Free Application for Federal Student Aid (FAFSA).
- Have a high school diploma or GED
- Be a US citizen or eligible non-citizen
- Maintain satisfactory academic progress (See page 13)
- Not be in default on any federal student loan or owe a refund on a federal grant or loan
- Provide all required documents to the BOCES financial aid office by specific deadlines

FEDERAL PELL GRANT

Pell is a grant. It does not have to be repaid.

Students who already have a Bachelor's degree are not eligible to receive Pell Grant.

- **How to Apply**
Complete a current FAFSA either on-line or submit a paper one to the financial aid office. The Financial Aid Advisor will submit the FAFSA to the Department of Education electronically for processing.
- **When to Apply**
After you have been accepted into the LPN program, you will be given a financial aid packet to complete along with instructions.
- **How Award Is Determined**
The federal processor analyzes your family size, number in college, income, and assets to derive your Expected Family Contribution (EFC) and determine your financial need. The EFC is the amount the student and/or the student's family are expected to contribute toward educational costs. Financial need is determined by subtracting the EFC from the total cost of attendance.
Pell Eligibility is based on the Expected Family Contribution (EFC) reported on the Student Aid Report (SAR). Currently, awards range from \$400 to \$4,310 per year for the full-time student and from \$200 to \$2,155 per year for the evening student.
- **How Eligible Students Are Notified**
Within two weeks after you have submitted your FAFSA, the BOCES Financial Aid Advisor will contact you if any additional information is needed from you. You will receive a financial aid package including an estimated award letter indicating the amount of federal financial aid for which you are eligible either at your one-on-one appointment, or in the mail.

FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFEL)

The Federal Family Education Loan Program offers low interest Stafford Loans or the PLUS Loan to parents and students to help pay educational costs. For Stafford Loan student borrowers, these loans are either subsidized or unsubsidized.

FEDERAL SUBSIDIZED STAFFORD STUDENT LOAN

This is a loan: You must begin repaying this loan six months after you leave school.

- **How and When to Apply**

Use the same procedure as described under Federal Pell Grant. In addition to submitting a FAFSA, student loan applicants must attend an Entrance Interview meeting. Loan applicants must also complete a loan request form and a Master Promissory Note (MPN). Loan request forms and Master Promissory Notes will be available at the Entrance Interview meeting, as well as in the Financial Aid Office. The Entrance Interview meeting is usually scheduled during orientation.

- **How Award is Determined**

Your loan eligibility is determined by taking your Cost of Attendance and subtracting both your Expected Family Contribution and the total aid for which you are eligible for from all other sources. For full-time students, \$3,500 is the maximum you may borrow for the year; for part-time students, the maximum is \$1,750.

- **How Eligible Students Are Notified**

Same procedures followed as under Pell Grant. You will also receive additional correspondence from your lender and guarantor.

- **Subsidized Stafford Loan Terms**

A subsidized loan is awarded on the basis of need and is interest-free until the student begins repayment, usually six months after graduation. The federal government pays the interest for you until six months after you leave school. At that time you must begin repaying the principal and interest. The interest rate on new loans is fixed at 6.8%, effective July 1, 2006. The minimum monthly payment is \$50. The maximum repayment period is ten years. ***See the Sample Loan Repayment Schedule (appendix).***

FEDERAL UNSUBSIDIZED STAFFORD STUDENT LOAN

This is a loan: You must begin repaying this loan six months after you leave school.

- **How and When to Apply**

Use the same procedures as under Federal Subsidized Stafford Loan.

- **How Award is Determined**

The amount of your unsubsidized loan is determined by taking your Cost of Attendance and subtracting the total aid you are receiving from all other sources. The maximum Unsubsidized Stafford Loan you may borrow as a full-time student is \$3,500 for dependent students and \$7,500 for independent students (part-time maximum is \$1,750 for dependent students and \$3,750 for independent students), **minus the amount of subsidized Stafford Loan for which you are eligible.**

- **How Eligible Students Are Notified**

The procedure is the same as listed under Federal Subsidized Stafford Loan.

- **Unsubsidized Stafford Loan Terms**

Students who borrow through this program will be charged interest from the time the loan is disbursed until the loan is paid in full. The Unsubsidized Stafford loan has the same rate as the Subsidized Stafford Loan effective July 1, 2006. Students can choose to pay the interest quarterly while in school or allow the interest to capitalize. If the student chooses to allow the interest to capitalize, it will be added to the amount the student has to repay. You must begin repaying the principal and interest six months after you leave school. The minimum monthly payment is \$50. The maximum repayment period is ten years.

FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)

This is a loan which is borrowed by the parent of a dependent student. Your parent must begin repaying the principal and interest after the loan is disbursed.

- **How to Apply**

Follow the same procedure as listed under Pell Grant. In addition, the parent applicant must complete a loan request form and a Master Promissory Note. Both forms are available in the Financial Aid Office. Both forms must be completed, signed, and returned to the Financial Aid Office.

- **When to Apply**

Follow the same procedure as listed under Pell Grant. The PLUS request form and Master Promissory Note may be submitted once your FAFSA has been processed.

- **PLUS Loan Terms**

The annual maximum PLUS is your cost of attendance minus the total for which you are eligible from all other sources. The interest rate on new PLUS loans is fixed at 8.5% effective July 1, 2006. Repayment begins 60 days after the full disbursement of the loan. The government does not subsidize this loan and it has no grace period. Interest is charged from the time the loan is disbursed until it is paid in full.

Special Circumstances

If you or your family has unusual circumstances (such as loss of employment) please contact the Financial Aid office.

VERIFICATION: This applies to all forms of federal aid

If the SAR indicates that the student has been selected for verification, the student must submit the required documents to the financial aid office within two weeks of notification. If a change in eligibility results from the verification process, students will be sent a revised award letter within 30 days. If a student fails to submit the requested document(s), the verification cannot be completed. If verification is not completed, all federal funds must be withheld.

FINANCIAL AID AND YOUR BILL

Tuition charges are due on the first day of classes. Eligible students can defer payment of tuition and fees based upon receipt of Financial Aid. All tuition and school fees must be paid before students can receive a diploma, attend an exit counseling session, participate in graduation, and/or receive grade transcripts.

In order to defer payment, all aid applications must be complete and on file in the Financial Aid Office. A voucher or letter of intent is required in order to defer payment if you are being sponsored.

Books and uniforms are not deferrable and must be paid for upon receipt unless your sponsor is covering them. If your sponsor is covering your books and/or uniforms, again you must have a voucher or letter of intent to defer payment.

FEDERAL FINANCIAL AID DISBURSEMENT REQUIREMENTS

The Practical Nursing Program is measured in clock hours. Student eligibility and percentage rates for Title IV Federal Financial Aid earned are based on clock hours completed in the classroom. The Practical Nursing Program is 1100 clock hours. However, a full-time academic year is defined as 900 clock hours for financial aid purposes. Payment periods and disbursements are based on a full-time academic year, 900 clock hours.

Federal Pell grants and FFEL loan funds are applied electronically directly to students' accounts.

Financial Aid is received from the Federal Government in two installments, one during the first payment period of the academic year and the final installment during the second payment period of the academic year. All financial aid received shall be applied to the student's outstanding balance in order of receipt. Any money in excess of charges will be refunded only when the account has been paid in full and an overage occurs. Students receive excess financial aid funds in two disbursements, one in each payment period.

Each payment period consists of 450 clock hours. The calculations are based on completing sixty percent of the hours in each payment period. Refunds will be calculated and disbursed once 270 hours have been completed within each payment period. Students who do not have an excess of financial aid funds or whose financial aid only covers tuition and graduation fees, will not be eligible to receive a refund. Also, students who are not in good academic standing will not be eligible for a refund.

November -After the completion of 270 clock hours (60% of payment period one completed; 100% of Title IV aid earned for payment period one.

March -After the completion of 270 clock hours (60% of payment period two completed; 100% of Title IV aid earned for payment period two.

TREATMENT OF FEDERAL STUDENT AID WHEN A STUDENT WITHDRAWS

The law specifies how your school must determine the amount of Federal Student AID (FSA) assistance that you earn if you withdraw from school. The FSA programs that are covered by this law are: Federal Pell Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Perkins Loans and in some cases, certain state grant aid.

When you withdraw, the amount of FSA program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you receive more assistance than you earned, the excess funds must be returned by the school and/or you.

***The amount of assistance that you have earned is determined on a pro-rata basis. For example, once the 30% mark of your payment period or period of enrollment has been reached, you earn 30% of the assistance you were originally scheduled to receive for that payment period or period of enrollment. Once the 60% mark of your payment period or period of enrollment has been reached, you earn 100% of the assistance that you were scheduled to receive for that payment period or period of enrollment.**

Under HERA, only scheduled hours are now used to determine the percentage of the period completed by a student withdrawing from a clock-hour program.

For a clock-hour program, the percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period or period of enrollment, as of the day the student withdrew, by the total number of clock hours in the same period.

A student withdrawing from a clock-hour program earns 100% of his or her aid if the student's withdrawal date occurs after the point that he or she was scheduled to complete 60% of the scheduled hours in the payment period or period of enrollment.

NOTE: A sample case is available in the Financial Aid Office.

There are some FSA funds that you were scheduled to receive that you cannot earn once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not earn any FFEL loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parents receive on your behalf) excess FSA program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your FSA program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any Amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the unearned amount. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for FSA program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any FSA program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a

copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your FSA program funds, you can call the Federal student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on “Student Aid on the Web” at www.studentaid.ed.gov.

*** Federal regulations require that refunds be made in the following order: Unsubsidized Federal Stafford Loans, Subsidized Federal Stafford Loans, Federal Plus Loans, Federal Pell Grants, other assistance under this title for which a return of funds is required.**