

PRACTICAL NURSING PROGRAM



STUDENT HANDBOOK

2023-2024
Updated 2/24



Welcome to the Exciting Journey of Practical Nursing!

On behalf of the entire faculty and staff, it is our pleasure to extend a warm welcome to you as you embark on the rewarding journey of Practical Nursing (PN) at the Rochester Educational Opportunity Center (REOC). We are thrilled to have you join our program, and we are confident that the coming months will be filled with growth, discovery, and accomplishment.

As a PN student, you are about to step into a profession that plays a crucial role in healthcare, touching the lives of individuals and communities. Your decision to pursue this path reflects not only your dedication to personal and professional development but also your commitment to making a positive impact on the lives of others.

Throughout your time at the REOC PN program, you will receive a comprehensive education that combines theoretical knowledge with hands-on clinical experience. Our faculty members are not just educators; they are mentors, guides, and advocates for your success. Feel free to reach out to them with any questions or concerns you may have along the way.

In addition to academic excellence, we encourage you to actively engage in the various extracurricular activities and networking opportunities available. Building connections with your peers, faculty, and professionals in the field will enrich your educational experience and contribute to your future success.

The REOC PN Student Handbook has been designed to provide you with the pertinent information necessary for your success. This handbook works in tandem with the general REOC student handbook, and contains the specific policies, regulations, and guidelines related to the PN program. If you have any questions, or need clarification, do not hesitate to ask. After thoroughly reviewing the handbook, sign the attestation provided. This attestation indicates your understanding and agreement with the terms and policies stated within. Additionally, please take some time to familiarize yourself with the resources and support services available to you at the REOC. Our goal is to provide you with the tools and encouragement you need to thrive academically, personally, and professionally.

As you begin this exciting chapter, remember that challenges are opportunities in disguise. Embrace the learning process, ask questions, and don't hesitate to seek assistance when needed. Your success is our priority, and we are here to support you every step of the way. Best wishes for a successful and fulfilling journey!

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy R. Shafer".

Timothy R. Shafer, Ed.D.
Director of Academic Affairs
trshafer@brockport.edu

A handwritten signature in black ink, appearing to read "Valerie C. Joseph".

Valerie C. Joseph, BSN, RN
Practical Nursing Department Chair
vjoseph@brockport.edu

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REOC PN Program Staff Directory (updated 2/24)

Faculty and Administration Support			
Name	Telephone Number	Full/Part Time	Credentials
Valerie Joseph Interim PN Coordinator	585-327-4013	Full	BSN, RN Nazareth University, Rochester, NY
Safa Rabah-Muhammad Instructor	585-232-2730	Full	AAS, RN Excelsior College Enrolled in the BSN program at the Univ. of Rochester, Rochester, NY
Diana Wong Associate Professor	585-327-4041	Full	MA, RN SUNY Brockport, Brockport, NY
Akia Blandon Adjunct Faculty	585-232-2730	Part	DNP Chatham University, Pittsburgh, PA
Marcella Carr Adjunct Faculty	585-232-2730	Part	BSN, RN SUNY Brockport, Brockport, NY
Kimberly Kidd-Watkins Adjunct Faculty	585-232-2730	Part	MSN, RN, CGRN Bowie State University, Baltimore MD
Nikia McGee Adjunct Faculty	585-232-2730	Part	MS, RN Western Governors University, Salt Lake City, UT
Steven K. Fugle Mental Health Counselor	585-327-4053	Full	DSW, LCSW University of Buffalo, Buffalo, NY
Administration			
Roosevelt Mareus Dean/Executive Director	585-327-4069	Full	PHD Regent University, Virginia Beach, VA
Timothy R. Shafer Director of Academic Affairs	585-327-4034	Full	EdD St. John Fisher University, Rochester, NY
Margaret Walker Retired Assistant Professor Emeritus, SUNY Brockport	585-232-2730	Consultant	MA, BSN, RN SUNY Brockport, Brockport, NY
Deborah C. Stamps Founder/CEO, Deborah Stamps Consultant, LLC	585-414-6622	Consultant	EdD, MBA, MS, RN, GNP, NE-BC, CDE®, FAAN Ralph C. Wilson School of Education, St. John Fisher University
Other			
Main Office	585-232-2730		
Fax	585-232-4391		
ATTENDANCE HOTLINE	585-327-4090		

REOC PN Mission (updated 11/23)

To empower the Practical Nursing student with an evidence-based educational program that provides knowledge, professional skills and abilities to meet the diverse and ever-changing community needs as a Practical Nurse while maintaining a personal commitment to lifelong learning.

Rochester EOC's Practical Nursing program was established in 1970 and is a 1135.5 clock hour comprehensive, accredited New York State program, which combines classroom study and clinical experience. This training program encompasses training and education of direct patient care in acute and long-term care facilities. The course content, combined with successful program completion, assists students in preparing for the NCLEX exam. Upon successful completion of the program, students are eligible to apply for the NCLEX-PN examination.

REOC PN Program NYSED Information (updated 2/24)

The REOC Practical Nursing program (HEGIS 5209.20) is registered thorough September 1, 2025 with:

The New York State Education Department Office of the Professions

89 Washington Avenue Albany, NY 12234

518-474-3817, ext. 360

opprogs@nysed.gov <http://www.op.nysed.gov>

REOC PN Program Vision

The vision of the REOC PN Program is to have professional, passionately engaged, life-long learners whose pursuit of excellence in the field of nursing allow the graduates to make significant contributions to the present and future health care environment.

REOC PN Program Philosophy

The REOC PN Program believes that practical nursing is grounded in evidence-based knowledge in a holistic approach with biological, psychological, sociological, and spiritual sciences that are all performed under supervision of a qualified healthcare professional. The practice of nursing is founded on the ideals of caring through health promotion, maintenance, and restoration of the health of individuals, their families and care partners, from the beginning of life to providing an environment that allows for a peaceful and dignified death. Licensed Practical Nurses (LPNs) care for diverse individuals and families across the lifespan in a variety of inpatient and community-based settings by providing safe, culturally sensitive, individualized, and patient/family centered care.

Professional values guide practice and interactions with those individuals, families, and others on the healthcare team. These values are demonstrated with every encounter with accountability for their actions, meeting the needs of patients and families, as well as understanding and assuming legal responsibility for all care that they provide. They demonstrate a professional identity by upholding their commitment to the community they serve by adhering to the established code of ethics, guiding their practice.

As holistic care providers, LPNs contribute to the promotion of wellness, they function as advocates for their patients as an integral part of the health care team, utilizing nursing judgment to identify current and emerging patient problems.

LPNs act as leaders guiding and coordinating other LPNs and unlicensed assistive personnel to provide safe, quality patient care within their state's scope of practice. They provide patient education using established protocols and continually reinforce education provided by the other members of the health care team to help the individual under their care achieve positive clinical outcomes.

The educators at REOC believe that students who successfully complete and graduate the program must be flexible and ready to practice in an ever-changing, complex healthcare environment. To assure that students are capable and prepared for their role as an LPN, student learning outcomes and specific competencies have been developed. Students must demonstrate successful proficiency before they can be considered a graduate of REOC and be the next generation of Practical Nurses.

REOC Admissions Requirements (updated 11/23)

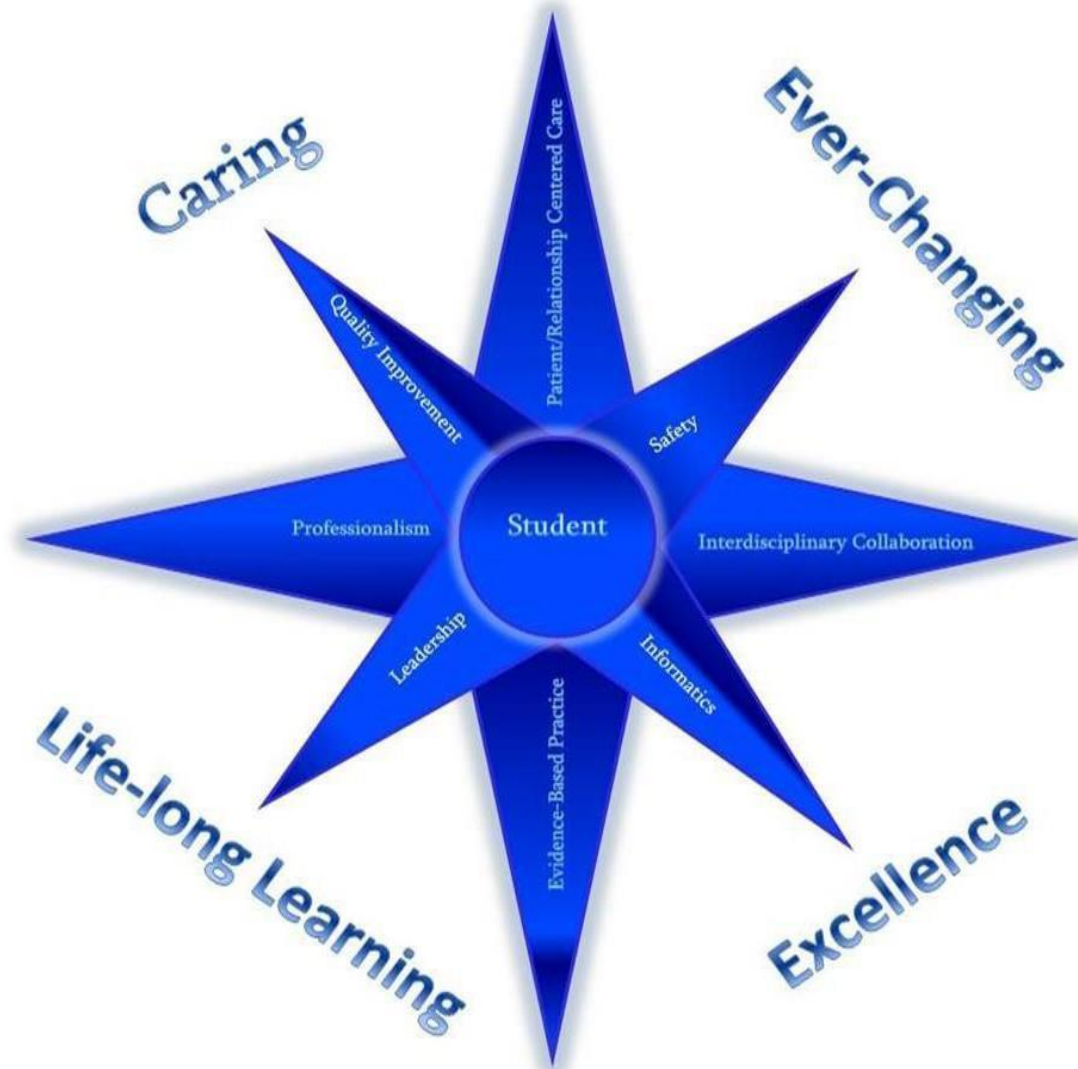
REOC Admission Requirements <https://reoc.brockport.edu/eligibility-requirements/>

1. Applicant must be at least 17 years or older for Academic Programs
2. Applicant must be at least 18 years or older for Vocational Training Programs
3. Applicant must be a resident of New York State
4. If the applicant has earned college credits, please inform Admissions Advisor
5. Applicant must meet income guidelines

Practical Nursing Program Admission Requirements [Program Schedule - Rochester Education Opportunity Center \(brockport.edu\)](#)

- Official High School Transcript or High School Equivalent (HSE)
- Physical
- Two Professional References
- Social Security Card
- Interview
- 18+ years of age
- Minimum TABE eligibility scores to schedule the TEAS® Assessment:
 - Test of Adult Basic Education (TABE) 11 or 12 Level M score of 560(R) and 520(M)
or, for the 2024-2025 entrance cohort only, TABE Level D 545(M) and 545(R) (with a test result date no greater than one year prior to current REOC application date)
-and-
 - Test of Essential Academic Skills (TEAS®) is designed to assess a student's preparedness to enter the health science fields. Minimum eligibility TEAS® score is proficiency level of 58.7% or greater.
or, for the 2024-2025 entrance cohort only, a TEAS® version 7 assessment from another institution will be acceptable if the TEAS® has a test result date no greater than one year prior to current REOC application date.

REOC PN Program Conceptual Framework



REOC PN program conceptual framework is student-centered and is based on adult learning principles. The framework describes the following eight concepts: informatics, professionalism, safety, leadership, quality improvement, patient/relationship centered care, interdisciplinary collaboration and evidence-based practice. These concepts are derived from the REOC PN philosophy and drive the curriculum.

The next level represents the overarching concepts that the REOC PN graduate should exhibit: caring behaviors, practice excellence, embrace lifelong learning and have the ability to practice in an ever- changing environment.

REOC PN Program Goals (updated 11/23)

1. Provide a program of study for candidates who qualify to sit for the National Council Licensure Examination (NCLEX-PN).
2. Prepare the graduate to practice as a Licensed Practical Nurse under the direct supervision of the R.N.
3. Provide a foundation for further study in the discipline of nursing and opportunities which will encourage pursuit of lifelong learning and professional and personal development.

REOC PN Program Concepts, Outcomes, and Competencies (Updated 11/23)

Upon completion of the program the student is expected to understand and demonstrate through a variety of ways the following end of program outcomes. These outcomes revolve around and include eight concepts that are derived from the REOC PN philosophy and drive the curriculum, evaluation methods and program outcomes.

Upon successful completion of the program, students are eligible to apply to the NCLEX-PN examination, the National Council Licensure Examination for Practical Nurses.

Upon completion of the program the REOC PN graduate should exhibit: caring behaviors, practice excellence, embrace lifelong learning and have the ability to practice in an ever-changing environment.

End of Program Outcomes

1. Patient/Client Relationship Centered Care

Outcome: Practice nursing that is patient/client centered, caring, culturally sensitive and based on the physiological, psychosocial, and spiritual needs of clients.

2. Interdisciplinary Collaboration

Outcome: Serve as a member of the interdisciplinary health care team to promote continuity of client care.

3. Evidence-Based Practice

Outcome: Question the basis for nursing actions using current evidence from scientific and other credible sources as a basis for nursing practice and clinical judgment.

4. Quality Improvement

Outcome: Promote quality improvement by contributing to the implementation of care-related plans to improve health care services.

5. Safety

Outcome: Provide a safe environment for clients, self, and others.

6. Informatics

Outcome: Use information technology in the provision of client care.

7. Professionalism

Outcome: Identify how one's personal strengths and values affect one's identity as a nurse and one's contribution as a member of a health care team.

8. Leadership

Outcome: Use leadership skills in the provision of safe, quality client care

Program Performance Outcomes

Class of 2022-2023:

- Number of Students Enrolled: 25
- Number of Students Completing: 19
- 76% Overall Graduation Rate
- NCLEX Pass Rate: 78.95%

Class of 2021-2022:

- Number of Students Enrolled: 39
- Number of Students Completing: 31
- 79% Overall Graduation Rate
- NCLEX Pass Rate: 13.3%

Class of 2020-2021:

- Number of Students Enrolled: 27
- Number of Students Completing: 26
- 96% Overall Graduation Rate
- NCLEX Pass Rate: 30%

REOC PN Program Course Progression (Updated 2/24)

The REOC PN program is divided into several competency areas of instruction. The PN course progression is listed below:

FUNDAMENTALS OF NURSING PRACTICE

Course Number: Nurs1020

Total Clock Hours: 425

Lab Clock Hours: 117

Theory Clock Hours: 204

Clinical Clock Hours: 104

Prerequisites

Anatomy and Physiology with passing of 75% or better.

Course Description

This course provides an introduction to nursing and roles of the nurse. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for nursing skills is presented. The student is then given an opportunity to learn then demonstrate basic nursing skills in the classroom and laboratory setting.

MEDICAL/SURGICAL NURSING CARE

Course Number: NURS2000

Total Clock Hours: 314

Clinical Clock Hours: 80

Lab/Open Lab Clock Hours: 101.5

Theory Clock Hours: 132.5

Prerequisites

Fundamentals of Nursing with a minimum 80% average in all nursing content courses (an 80% for each course or unit, and cumulative of all units/courses for the semester respectively). Pass clinical with a

minimum 80% average.

Course Description

This course focuses on the care of adult and older adult clients with common medical/surgical health problems. Emphasis is placed on physiological disorders that require management in an acute care facility. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care in selected acute care settings.

CARE OF PEDIATRIC PATIENT

Course Number: NURS 2000(3)

Total Clock Hours: 46

Theory Clock Hours: 6

Clinical Clock Hours: 40

Prerequisites

Medical and Surgical Nursing with a minimum 80% average in all nursing content courses (an 80% for each course or unit, and cumulative of all units/courses for the semester respectively). Pass clinical with a minimum 80% average.

Course Description

This course provides an integrative, family-centered approach to the care of children. Emphasis is placed on normal growth and development and common pediatric disorders. Clinical observation experiences provide the student an opportunity to apply theoretical concepts and learn methods to implement safe client care to children in selected settings.

COMMUNITY HEALTH NURSING

Course Number: NUR2000

Total Clock Hours: 12

Prerequisites

Medical and Surgical Nursing and Pediatric Theory and Clinical with a minimum 80% average in all nursing content courses (an 80% for each course or unit, and cumulative of all units/courses for the semester respectively). Pass clinical with a minimum 80% average.

Course Description

This course provides an overview of the concepts of public health and healthcare financing. The focus is on community health agencies and their roles in meeting the needs of the public and to explore the role of the nurse in community settings.

CARE OF OBSTETRIC PATIENT

Course Number: NURS 2000

Total Clock Hours: 64.0

Theory Clock Hours: 24.0

Clinical Clock Hours: 40.0

Prerequisites

Medical and Surgical Nursing, Pediatric Theory, Clinical and Community Health with a minimum 80% average in all nursing content courses (an 80% for each course or unit, and cumulative of all

units/courses for the semester respectively). Pass clinical with a minimum 80% average.

Program Description

This course provides an integrative, family-centered approach to the care of childbearing women and newborns. Emphasis is placed on normal and high-risk pregnancies, normal growth and development. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care to childbearing women and newborns in selected settings.

NURSING CARE OF CLIENTS WITH MENTAL/BEHAVIORAL DISORDERS

Course Number: NURS 2000

Total Credit/Contact Hours: 58

Theory Hours: 18.0

Clinical Contact Hours: 40

Prerequisites

Medical and Surgical Nursing, Pediatric Theory, Clinical, Community Health and Obstetrics with a minimum 80% average in all nursing content courses (an 80% for each course or unit, and cumulative of all units/courses for the semester respectively). Pass clinical with a minimum 80% average.

Course Description

This course focuses on the care of clients across the lifespan facing psychological and emotional stressors. Emphasis is placed on common mental health disorders as well as promoting and maintaining the mental health of individuals and families. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe care to clients in selected mental health settings.

GERONTOLOGY

Course Number: NURS2000(5)

Total Clock Hours: 6

Clinical Clock Hours: dispersed into all clinical experiences

Theory Clock Hours: 6

Prerequisites

Medical and Surgical Nursing, Pediatric Theory, Clinical, Community Health, Obstetrics and Mental Health with a minimum 80% average in all nursing content courses (an 80% for each course or unit, and cumulative of all units/courses for the semester respectively). Pass clinical with a minimum 80% average.

Course Description

This course is an overview of the normal physical, psychological, and cultural aspects of the aging process. It addresses common disease processes of aging and exploration of attitudes toward care of the older adult. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care to older adults in selected settings.

REOC PN Program Attendance Policies

Practical Nursing programs in New York State are under the supervision of the New York State Department of Education and the New York State Office of Professions. REOC is able to offer the PN program under their direction and approval. In order to graduate and be eligible to take the NCLEX-PN Licensure Exam, it is necessary

to complete the program requirements of **1135.5** clock hours of instruction.

There is a direct relationship between performance and attendance. Students are expected to attend **all** scheduled classes, laboratory, and clinical experiences to gain every opportunity to learn and practice nursing as well as meet the program outcomes. Tardiness is **not acceptable**. Arriving late or leaving early from class, laboratory, or clinical is considered unprofessional behavior. Abuse of or lack of attention to attendance requirements will result in departmental action up to and including administrative dismissal. Students should realize that attendance behaviors also relate to professional expectations of employers after graduation. The development of good work ethic practices, including attendance, begins in school. In order to assist in tracking of these clock hours of instruction, the instructor will be conducting roll attendance at the beginning of each instruction block and this will be entered into the Banner Attendance system daily. The program has the ability to be delivered by means of remote instruction at any time.

Attendance policies remain in effect during remote instruction. Remote access and availability remain at the discretion of the REOC PN Program Administrator.

The program allows for a total maximum of **50 hours** of absenteeism for traditional students:

- **35 Total hours** of absence from class and/or lab. You cannot miss more than 8 hours during the summer semester, 13.5 hours during Fall semester and 13.5 hours during the Spring semester.
- **15 Total hours** of absence from clinical. 1 clinical day (7.5 hours) for Semester I and 1 clinical day (7.5 hours) for Semester II.
- If absence exceeds 50 hours **OR** clinical absence exceeds 7.5 hours in Semester I or Semester II, and the student has no approved extenuating circumstances, they will be dismissed from the program.

Attendance Line Procedure

**** (585) 327-4090 ****

All tardiness or absence(s) **must be reported** on the attendance line. Students must leave a brief, clear message stating their name, the date, time of the call and expected amount of time they will be missing. **Students are expected to call and communicate absence information NO LESS THAN 30 MINUTES prior to start of class/clinical/skills lab.**

- Failure to call will be considered a no call/no show and will result in a verbal warning for the first instance.
- Second instance of no call/no show will result in written warning and may lead to dismissal from the program.
- Students who are no call/no show for three (3) consecutive program days, without notice and subsequent satisfactory explanation, will be deemed to have voluntarily withdrawn from the program.

Classroom Attendance

In order to support achievement of student learning outcomes it is important to decrease distractions and maximize learning opportunities in the classroom. It is highly encouraged that students report to class 15 minutes prior to the start of class. The classroom door will be closed and locked at the exact start of class at 8:00am, 9:45am, 11:30am and 1:00pm. Late students will be only allowed entrance to the classroom at 8:15am and 11:45am and at scheduled break times of 9:30am and 1:15pm **only**. If a student leaves during class time, the student will not be allowed back in to class until the start of the next class period. Missed time will be accumulated and counted as absenteeism in 15-minute increments regardless of actual arrival time or early departure up until the next class period.

Skills Laboratory Attendance

Attendance is necessary to successfully meet the student learning objectives of the laboratory component of program. Passing of skills laboratory objectives is not possible if faculty determine that student absence resulted in failure to meet the student learning objectives.

All students must call the attendance line for skills lab tardiness for absence/tardiness skills lab day. Failure to comply with the attendance line procedures will be considered no call no show (refer to attendance line procedure).

Skills lab starts promptly on scheduled days (see course calendar). Students who arrive at Skills Lab *more than* 15 minutes late from scheduled start time will be dismissed for the day. Dismissal for the day will be counted as 6 hours of skills lab time. All missed skills lab time must be made up within one (1) week of the day that was missed. Students are still required to perform all required skills assessments regardless of missed time. All student time is unpaid in accordance with federal and state law.

Clinical Attendance

Attendance is necessary to successfully meet the clinical student learning objectives and to learn how to apply theory to clinical practice. Passing of clinical objectives is not possible if faculty determine that student absence resulted in failure to meet the clinical learning objectives.

All students must call their clinical instructor first, and then the attendance line for absence/tardiness on clinical days. Failure to comply with the attendance line procedures will be considered no call no show (refer to attendance line procedure).

Any student that arrives up to 15 minutes past the start of their respective clinical time are subject to the following:

- First occurrence: student will be allowed to attend the clinical day and will be given a verbal warning; missed time will be counted toward absenteeism and must be made up at the discretion of the Program Administrator.
- Second occurrence: student will be sent home, given a final written warning; missed time will be counted toward absenteeism and must be made up at the discretion of the Program Administrator.
- Third occurrence: will result in dismissal from the program.

Students who arrive to clinical more than 15 minutes or more past the start of the clinical day will be dismissed for the day and 7.5 clinical hours of will be counted as absenteeism, and are subject to program dismissal.

Students are allotted a maximum of **one** clinical absence per semester before dismissal from the program. To support student learning outcomes for clinical competency, all clinical time must be made up at the discretion of the Program Administrator.

- Missed clinical time, greater than 1 hour will be made up as 7.5-hour clinical day or at the discretion of the Program Administrator.

All missed clinical time must be made up and clinical make up work must be completed prior to taking the final exam for that semester. Special situations will be considered on an individual basis at the discretion of the Program Administrator, based on overall student performance, attendance, and any extenuating circumstances the student has granted.

Extenuating Circumstance(s) for an Absence

A student may apply for an extenuating circumstance **within two weeks after the occurrence**.

1. The student must apply in writing, the extenuating circumstance, the dates for the request and documentation related to the absence, to his/her Faculty Advisor to be considered for extenuating circumstance (if unavailable present to Program Administrator).
2. The Faculty Advisor will discuss with Program Administrator.
3. The Program Administrator will determine if extenuating circumstances will be granted.

To be eligible for extenuating circumstance, the student must be making satisfactory academic and clinical progress. If granted, the student will be notified and a make-up plan will be developed with their Faculty Advisor for all missed hours over 50 hours and for all clinical hours missed.

Extenuating Circumstances are specifically defined as:

- death in immediate family (see bereavement policy)
- jury duty
- active duty in armed forces
- unplanned surgery
- hospitalization/illness
- birth of a baby

Other Absences

Bereavement

Students will be granted three days leave for a death in the immediate family. Bereavement time will count towards total hours of absence, however; is eligible, with proper documentation, for extenuating circumstances.

- Immediate family includes: parents, spouse, children, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, or grandchildren.
- Appropriate documentation can include: obituary, memoriam, or copy of the death certificate.
- Make-up time is allowed for the bereavement hours missed at no cost to the student.

Jury Duty

Students who receive a summons for jury duty may consider requesting a postponement of jury duty if the jury duty assignment conflicts with attendance at the REOC PN Program. It is advisable, in such cases, that students request jury duty to be deferred until a break from the program so as not to interfere with classes, clinical work, or other program requirements; if student enrollment verification is required as part of the postponement process, students can request a program certification form from their Faculty Advisor.

If student chooses not to request postponement of jury duty, the student must present the summons to his/her Faculty Advisor as evidence to support their written request for extenuating circumstance. Students are expected to call the attendance line daily to update the school regarding jury status. All missed clinical time must be made up and no fee shall be assessed.

Active Duty in Armed Forces

Students called to active or reserve duty while in school will be eligible for readmission.

Hospitalization

Any illness/injury resulting in unplanned hospitalization or surgery is eligible for extenuating circumstances with appropriate request and documentation. Appropriate documentation includes but is not limited to physician/provider's note with dates care was provided.

Extended illness/injury or surgery that does not extend beyond the student's allowable absences will necessitate a physician/provider's release with no restrictions or limitations before the student can return to class or clinical assignment.

If due to extended illness/injury, student is unable to fulfill 1135.5 clock hours, student can withdraw from the program and is eligible for readmission at a later date.

Circumstance surrounding the birth of a child will be considered on a case-by-case basis in consideration of the amount of time needed to be absent. Students having to withdraw due to the birth of a child while in the program are eligible for readmission at a later date.

Severe Weather Policy

To reduce potential travel hazard for students, the REOC PN Nursing program may utilize remote instruction for class at the discretion of REOC Dean/Executive Director. REOC PN Nursing program is a clock hour program that generally only closes during a state of emergency as determined by the NYS Governor. A decision will be made by 5:45am and will be announced on the following:

- TV stations: WROC Channel 8, Spectrum News, WHEC Channel 10, WHAM 13
- Radio Stations: WDKX 103.9 FM, WHAM 1180 AM, WRRM 101.3 FM, WPXY 97.9 FM
- A closure message will be posted to the REOC Website and telephone system (i.e., "REOC classes are remote").

It is the students' responsibility to check for closures utilizing any or all of the above.

All canceled class and/or clinical time will be rescheduled to meet the 1135.5 clock hours required for program completion.

REOC PN Program Grading Policies

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

Success on the NCLEX-PN State Board Examination is necessary for licensure to practice nursing. This may become improbable when grades fall below 80%.

The student must maintain the following:

- A minimum 80% average in all nursing content courses (an 80% for each course or unit, and cumulative of all units/courses for the semester respectively). This applies to Semester I and Semester II.
- A minimum 75% average in Anatomy and Physiology.
- Obtain a 90% or greater on the Math Calculation Exam.
- A minimum 80% average for all clinical assignments and Satisfactory passing.

Anatomy and Physiology (A&P)

Student must achieve a 75% (C) or greater to pass anatomy and physiology and be allowed to progress to the next nursing course.

Exams

Regular attendance is a requirement of the program. All exams will be administered at the scheduled date and time per the course calendar or Learning Management System (LMS) course posting. Exams will be conducted online, utilizing proctored software and the student's personal laptop or tablet (all other devices will not be allowed). If the student does not have access to a laptop, one can be signed out by the student for the day.

If a student is absent on the exam day, an exam is allowed and must be completed within 24 hours of the student return date. If the next day is a lab or clinical day, the student will complete the exam at the conclusion of the lab or clinical day.

If a student is tardy on the exam day, (arrives after 8:00 am and before 8:15 am) the student will be allowed in the classroom at 8:15 am to complete the exam with the remaining class time. Exceptions to this policy will be made only when extenuating circumstances are determined by REOC PN Faculty or Program Administrator to exist, as set forth above. If the student arrives after 8:15 am, the student will not be permitted in the classroom until 9:30 am and will be considered absent for the exam.

Failure to report absence or tardiness prior to the exam will result in a grade of zero on the exam and no makeup exam will be available. Additional absence(s) or tardiness on exam days will result in the student receiving a grade of zero on that exam. Extenuating circumstances will be reviewed on a case-by-case basis by the Program Administrator.

Exam grades will be posted to the student's learning management account within one week **after all students** have taken the scheduled exams.

The materials and belongings that are not permitted in the exam environment include, but are not limited to:

- Anything on the desks/tables except: laptop, pencil, scrap paper – will be provided by faculty and collected at the end of the exam.
- No water bottles or drinks of any kind.
- Any electronic device such as: cell phones, smart watches, Google Glass or iPads, are to be off (not on mute or vibrate) during the exam period and placed in the provided bin at the front of the room with the instructor. When completed the student will be able to collect their electronic device and leave the room until all students have completed their exam.
- No caps, hats, or jackets of any kind may be worn during the exam period.
- Nothing is to be on the backs of or around the chairs.

Assignments

All assignments are due at the scheduled date per the course calendar or Learning Management System (LMS) course posting. Assignments that are turned in within 48 hours from the due date are considered late and will receive a **10-point** reduction in grade. Any assignment not turned in within 48 hours of the due date will receive a **zero** for the assignment.

All assignments including mandatory non-graded assignments, are selected to enhance student learning through application activities. As such, students are required to review and submit all assignments, meeting the following expectations:

- Professionally and Scholarly, which means typed, with your name, date, title of assignment, and in proper APA format.

- Submitted to the appropriate assignment folder.
- Screenshots or Emails of assignments will **not be accepted**.
- Submitted on time (8:00 am on the due date posted). Graded assignments that are turned in within 48 hours from the due date are considered late and will receive a 10-point reduction in grade. Any assignment not turned in within 48 hours of the due date will receive a zero for the assignment. There will be no chance to make up missed assignments. Assignment grades will be posted to the student's learning management account within two weeks of the due date.
- Non-graded mandatory assignments earn a grade of pass or fail and are to be submitted as directed. These are required to progress to the next course, and failure to submit as required may result in failure of the course.
- Final course grades will be posted on the LMS upon receipt of the course evaluation.

Math Proficiency

Students must demonstrate knowledge of math skills and dosage calculation by receiving a grade of 90% or higher on the Dosage Calculation Exam.

The student will have two opportunities to achieve this grade. Prior to any additional attempts, the student must meet with their advisor or instructor for additional remediation and to review the failed attempt to help prepare student for success. If a 90% is not achieved on the second attempt, the student will be dismissed from the program.

Assessment Technologies Institute (ATI) TM, LLC

ATI is a learning system that is used to assess a student's mastery of content and to prepare the student for the NCLEX PN. REOC utilizes practice and proctored assessments that allow students to monitor their achievement of content mastery. REOC utilizes the Comprehensive Predictor Assessment to determine a student's probability of passing their NCLEX PN. Results of assessments contribute to a percentage of the student final grade for the semester.

National Association of Licensed Practical Nurses Student Honor Society

The National Association of Licensed Practical Nurses, Inc., offers a recognition program for practical and vocational nursing students who achieve a minimum 3.0 or B average in their course work with program faculty recommendation. Student membership in the NALPN is required for students to receive this award.

- Recipients receive a special certificate of achievement and an attractive lapel pin.

Remediation (updated 1/2024)

Success on the NCLEX-PN State Board Examination is necessary for licensure to practice nursing. It is a requirement for completion of the program for the student to maintain a minimum 80% course average in all subjects and a 75% in Anatomy and Physiology and there may be a need for remediation if grades fall below these averages.

Students will have the option to remediate one exam in a course after utilizing ATI focused review, if a student receives a grade of less than 80% on a unit exam. In order to remediate an exam the student must:

- Within 24 hours after the grade is posted, the student must notify the instructors (in writing) that they would like to remediate.
- The student must complete the ATI focused review within one week of initial posting of the exam grade.
- The student must review with the instructor (teaching the course) the ATI focused review and retake the exam on an agreed upon date not to exceed one week of initial grade posted.

Academic Improvement Plan (Updated 11/2023)

REOC actively promotes and supports student's academic achievement through a variety of teaching and learning methods. Students are required to demonstrate ongoing efforts to improve academic success when at risk of being unsuccessful in the program. To promote academic success, the faculty and the student will jointly develop an Academic Improvement Plan (AIP). The plan will be implemented and evaluated to monitor the students' progress in the program. The goal of the AIP is to assist the student in their success in the program by achieving academic success of an 80% average by the end of Semester I or Semester II, or 75% in Anatomy and Physiology.

For insufficient academic progress:

1. The student will be notified by the academic advisor via email and a meeting will be set up to discuss progress in the program.
2. The student and the academic advisor will jointly develop an academic improvement plan.
3. The suggested remediation plan may include but is not limited to the following:
 - A. Review corresponding content in any of the course's resources and develop a study plan.
 - B. Take/repeat ATI focused review tests, online learning assignments, and/or other learning activities that correlate with the syllabus content.
 - C. If AIP is related to skill performance, the student will make an appointment with the Program Administrator to practice and demonstrate mastery.
 - D. Make an appointment with the course instructor/coordinator, advisor, or tutor.
4. A copy of the AIP will be sent to the Program Administrator and will be kept in the student file. Any other parties involved in AIP will also receive a copy. (i.e., program counselor, clinical instructor, etc.)
5. The student and the academic advisor will meet per the AIP to discuss progress. If the student does not complete the remediation per the AIP, the consequences will be withdrawal or dismissal from the program.

Reinstatement:

Students are eligible to be reinstated one time into the program under the following conditions:

- The student will be held to the current catalog/handbook and admission criteria.
- At the time of reinstatement, the student will need to ensure all admission requirements are met.
Process to Reinstatement Once the student is notified that they will not progress they must meet with the program Chair, Coordinator and Counselor.
- If after meeting with the program Chair, Coordinator and Counselor, the student chooses to proceed with the reinstatement process.
- Before applying for reinstatement into the program, applicants will be required to submit an Action Plan for Success
- A second unsuccessful attempt will result in academic dismissal and the student will forfeit the opportunity to return to the program.

REOC PN Program Skills Lab Evaluation and Performance Policies

Skills Lab Performance:

Skills lab performance is graded as meets competency or does not meet competency. All students must successfully meet competency for all skills to progress to the next semester and graduation.

A student who is not successful with a skill competency the first time will be given an opportunity for a second attempt but must complete the following:

1. Required Practice:
 - Student must sign up for remediation during open lab time or request time with skills lab staff within one week of original skills demonstration.
2. Remediation Homework:
 - Skills lab faculty will tailor remediation homework to the student's learning needs, within one week of original skills demonstration
3. Repeat Testing:
 - Student will be scheduled for re-demonstration by skills lab staff within one week of original skills demonstration.

REOC PN Program Clinical Evaluation and Performance Policies

A core component of nursing education is the clinical experience. Students participate in supervised learning sessions in real world health care environments, which provide them with the opportunity to put what they've learned in the classroom into practice.

Student clinical evaluation is based on clinical performance and clinical assignments. The student must obtain a clinical performance rating of satisfactory and a clinical assignment average of 80% or greater to progress through the program to graduation.

Clinical Performance Evaluation

There are four clinical evaluations of student performance in the program. The student is evaluated and coached throughout each clinical rotation. A summative evaluation is done at the end of each clinical rotation with the clinical faculty. The clinical evaluation scale below describes how the student is evaluated.

S = Satisfactory	
Almost Never Requires (<10% of the time) Direction Guidance Monitoring Support	Almost Always Exhibits (>90% of the time) A focus on the client or system Accuracy, safety & skillfulness Assertiveness and initiative Efficiency and organization An eagerness to learn
D = Developing	
Occasionally requires (25% of the time) Direction Guidance Monitoring Support	Very often exhibits (75% of the time) A focus on the client or system Accuracy, safety & skillfulness Assertiveness and initiative Efficiency and organization An eagerness to learn

NI = Needs Improvement	
Often requires (50% of the time)	Often Exhibits (50% of the time)
Direction	A focus on the client or system
Guidance	Accuracy, safety & skillfulness
Monitoring	Assertiveness and initiative
Support	Efficiency and organization
	An eagerness to learn
U = Unsatisfactory	
Very often requires (75% of the time)	Occasionally Exhibits (25% of the time)
Direction	A focus on the client or system
Guidance	Accuracy, safety & skillfulness
Monitoring	Assertiveness and initiative
Support	Efficiency and organization
	An eagerness to learn
NO = Not Observed	
- Will be given in any area that is not observed during a clinical rotation.	

*For a more detailed description of the evaluation process refer to the clinical syllabus.

Clinical evaluation is comprised of two (2) components; students must successfully complete both components to be eligible to progress in the program and be eligible for graduation:

1. Clinical performance - Passing (satisfactory rating)
2. Weekly and graded assignments (80% average on all clinical assignments)

The student is required to demonstrate Satisfactory (S) performance of student learning outcomes and clinical competencies appropriate for PN I and PN II and meet the stated objectives of each clinical rotation. If a student receives a Needs Improvement (NI) or Developing (D) for clinical competency, he/she will be placed on a Performance Improvement Plan (PIP) mid-semester. Any student on a PIP must obtain a Satisfactory (S) for the following clinical rotation. If not achieved, student will receive an unsatisfactory grade and be dismissed from the program.

The student is also required to submit written course assignments associated with the clinical rotation. Student must achieve a clinical assignment average of 80% by the end of the clinical rotation. If an average of 80% is not met, the student will receive an overall clinical grade of Need Improvement (NI) and be placed on a Performance Improvement Plan (PIP) mid-semester. Any student on a PIP must obtain a clinical average of 80% in the current semester rotation. If not achieved, student will receive an unsatisfactory grade (U) and will be dismissed from the program.

REOC PN Program Graduation Requirements

Students must meet the following criteria in order to be eligible for graduation:

- Successful completion of all required course work with cumulative average of 80% (B) or greater in Semester I, Semester II and 75% (C) or greater in Anatomy and Physiology.
- Achievement of a minimum grade of 90% on the Medication Calculation exam.
- Demonstrates passing performance on all skills lab test outs.
- Satisfactory grade for clinical and an 80% average in clinical assignments.
- Completion of program requirements of 1135.5 clock hours of instruction.
- Mandatory attendance and participation at ATI Live Review.

A student who has been convicted of a crime (felony or misdemeanor) must understand that the State Board of Nursing determines eligibility for the admission to NCLEX-PN testing. Graduation from REOC does not guarantee admission to the exam or subsequent issue of a license.

REOC PN Program Student Responsibilities

During academic hours, students are expected to:

- Be on time for all classes.
- Prepare for class by reading assigned material and to be able to answer pertinent questions related to the subject matter.
- Participate in discussions and request clarification when unsure about concepts.
- Take responsibility for their own academic performance.
- Recognize the need for help in any of the course work and to make an appointment with the course instructor.
- Submit all assignments on time.
- Take advantage of study/lab hours that are provided for individual student preparation, practice, and faculty assistance.
- Seek their own learning experiences.
- Obtain written permission to record/video any or all lectures; recording without written permission will result in dismissal from the school.
- Refrain from messaging instructors or administrative coordinator during class hours.
- Utilize computers for classwork only.
-

During clinical hours students are expected to:

- Arrive at the clinical area on time and appropriately attired in full uniform.
- Perform safely in all areas of client care.
- Obtain daily clinical assignments from the instructor and prepare for nursing care.
- Obtain pertinent information regarding their patient care assignment.
- Evaluate their own nursing care performance and determine areas where the assistance of the clinical instructor is necessary.
- Share learning experiences in conferences; sharing knowledge and experiences that benefits the student as well as other students.
- Always follow Standard Precautions.
- Refrain from any access to electronic or paper medical record of a client to whom they are not assigned.
- Maintaining patient, client, and staff privacy (HIPAA).

REOC PN Program Dress Code

Classroom

Students are expected to dress appropriately when involved in professional activities, clinical and lab experiences, and in the classroom. Faculty set and strictly enforce the dress code outlined below. Any student who violates the dress code policy may be subject to discipline, up to and including possible dismissal from the program.

- Students must only wear designated uniforms to class. Students also have the option to wear an

- approved warm up jacket and/or plain, long sleeve shirt under the scrub top for additional comfort.
- Hats, coats, hoodies, sweatshirts, or any other clothing that is not part of the designated uniform is not permitted in the classroom.
 - *If there is a medical or religious reason that a student must wear something on his/her head, then permission to do so must be secured at the start of the program and in advance of any test or graded assessment.*
 - Appropriate footwear is sneakers or uniform shoes **only**. Other footwear such as sandals, flip-flops, boots etc., may not be worn in class. They may be taken off and kept in the designated areas.
 - REOC issued identification badge must be worn above the waist at all times.

Lab and Clinical Attire

Students must only wear approved uniforms to lab and clinical. Uniforms must be laundered, free of wrinkles, and free of stains. The REOC PN approved uniform includes the following:

- Identification Badge worn above the waist at all times.
- Plain, white, long or short sleeve t-shirts may be worn under uniform.
- Approved warm up jacket.
- Clean white nursing shoes or white sneakers. No open-heeled clogs or shoes with holes in them (like Crocs).
- Bandage scissors, black ink pen, watch (with second hand), and stethoscope.
- Hair must be tied back, off the face, and is to be worn at or above the collar at all times.
- Students having a mustache or beard must keep it short, neat, and clean; facial hair must be able to fit under or be completely covered by a surgical mask.
- Fingernails are to be kept short and clean, not to extend beyond the fingertips, and nail polish must be in good repair. Acrylic nails or gel nail polish are prohibited and must be removed before the first day of clinical.
- Undergarments may not be visible through the clinical uniform.
- Wedding bands and small earrings (limit of two studs per ear) are permitted.

The following are NOT permitted:

- Use of perfumes, scented lotions, and aftershave.
- Artificial nails/gel polish/acrylic/dipped/powder nails.
- Artificial/false eye lashes are not permitted in the lab or clinical setting.

Non-compliance with dress code:

- First violation of any policy: verbal coaching.
- Second violation of any policy: written warning, student is sent home, 7.5 hours of time missed.
- Third violation of any policy: dismissal from the program.

Photo Identification

(See REOC Student Handbook for Photo Identification requirements.)

Personal Belongings

Do not bring personal belongings of value with you to the clinical unit and do **not** leave personal belongings of value in the classroom or lab. Space is limited and there are no secured areas at these facilities to keep personal belongings.

REOC is not responsible for lost or stolen articles.

REOC PN Program Code of Conduct

Prohibited Student Conduct and Policy

See REOC Student Handbook

Professionalism

The nursing profession has high standards that include appropriate conduct and personal appearance. The development of professional attitudes and behaviors is essential in the preparation for a nursing career. The professionalism each student learns at REOC will serve as the foundation of their professional demeanor during their career in health care. These standards are to be met at all clinical facilities and at school. Being unprofessional refers to any behavior that violates the Patient's Bill of Rights, the Code of Conduct, HIPAA requirements, or reflects negatively on REOC, our clinical affiliates or the nursing profession.

To assist the student in developing professional attributes, the student will be evaluated in all courses (Academic, Skills Lab, Simulation Lab and Clinical) on your professional characteristics.

This includes but is not limited to the following:

- Honest and Ethical: express integrity.
- Accountable: answerable for their own actions.
- Responsible: liable and conscientious.
- Dependable: trustworthy and reliable.
- Courteous: polite and respectful behavior and language. This includes both written and verbal communications.
- Punctual: arrives for class, lab and clinical at the specified time. Follows procedures for absenteeism.
- Professional Dress: dresses professionally, appears neat and clean.
- Class Preparation: prepares for class, lab, and clinical experiences.
- Class Participation: participates in class, lab, and clinical.
- Self-Motivation: demonstrates self-motivation for professional learning.
- Nursing Practice: practices nursing in accordance with the PN/VN Nurse Practice Act, established standards of practice, and institutional policies and procedures.
- Ethics: utilizes an established nursing code of ethics, the Patient Bill of Rights, and the Self Determination Act as a framework for practice.
- Professionalism: maintains professional accountability.

Cell Phone and Electronics Use

Cellphones and electronics: There are to be no cell phones, air pods, or other electronic devices 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 or car on silent. This includes but is not limited to Air pods, Earbuds, Smartwatches.

Cellphones, Air Pods and Smartwatches are prohibited on all clinical unit!

See REOC Cellular telephones/Smart phones/Smart Watches and all related electronic devices, Laptop computers, tablets, head devices and other computers, electronic devices and academic dishonesty, electronic devices and illegal activities, and electronic devices in non-classroom facilities including health- related clinical sites policies located in the REOC Student Handbook.

REOC Student Code of Conduct and Zero Tolerance Policies

See REOC Student Handbook

Social Networking

"... Nursing students need to be aware of the potential ramifications of disclosing patient-related information

via social media. Nursing students should be mindful of hospital policies, relevant state and federal laws, and professional standards regarding patient privacy and confidentiality and its application to social and electronic media.” From “White Paper: A Nurse’s Guide to the Use of Social Media”, NCSBN, August 2011.

Students are required to adhere to the tenets of HIPAA when engaging in social media communication. As a reminder, it is a violation of HIPAA policies to discuss ANY aspect of REOC PN Clinical on social networking sites.

In addition to dismissal from the program, a violation of HIPAA may result in federal prosecution.

Any statements or pictures shared within any social networking site (such as Facebook or X), which can cause actual or potential harm or injury to another person or to the reputation of the REOC/REOC PN Program, may be grounds for discipline, up to and including dismissal from the program.

REOC PN Program Advisement

Faculty Advisor

Each student is assigned to a faculty advisor for academic guidance. The advisor’s goal is to assist the nursing student in achieving academic and clinical practice success. The faculty advisor will work with student to verify both are informed regarding academic progress, clinical progress and attendance. The advisement of the student is a partnership between nursing faculty and student. The successful student will be able to recognize the need for academic assistance and remediation along with the guidance of nursing faculty.

The faculty advisors have posted office hours; students are asked to schedule an advisement appointment during posted office hours.

In addition to posted office hours, students are required to meet with their advisors periodically during the program. These times include but are not limited to: welcome to the program session, mid and end of each academic semester, and at the end of each clinical rotation.

Students also have access to a REOC program counselor. The program counselor provides counseling, assessment, mental health consultation as well as family and community outreach for students.

REOC Accommodations for Students with Disabilities

Reasonable Accommodations

Reasonable Accommodations are available to students. Please refer to REOC Student Handbook.

REOC PN Program Additional Policies

Student Appeals (Grievance) Policy

See REOC Student Handbook

Health Policies

In order to participate in the Practical Nursing Program, the student must be in good health, free from communicable diseases, and physically and emotionally capable of performing all of the required

responsibilities of clinical experiences in order to meet program requirements. Students must also meet the health requirements of affiliating sites as stated in clinical affiliate agreements and/or clinical affiliate policies.

- The health report must be of sufficient scope to verify that no person shall assume their duties unless they are free from a health impairment which is of potential risk to patients or personnel or which might interfere with the performance of their duties, including habituation or addiction to depressants, stimulants, narcotics, alcohol or other drugs or substances which may alter the individual's behavior.

Smoking Policy

See REOC Student Handbook

Drug-Free Environment

See REOC Student Handbook

COVID Guidance

See REOC website for guidance and REOC Student Handbook

Food and Beverage Policy

See REOC Student Handbook, section IV., part C - REOC Building Rules and Regulations

Student Association of the REOC PN Program (updated 11/2023)

In order to encourage a student's participation in school affairs and community events, a PN program student association is formed by each class. All students are members of which two student liaisons are appointed. The PN program student association is a vehicle for input and discussion of student concerns including input on curriculum and REOC Student Life decisions.

Student Association Information Name

The name of this organization shall be the Student Association of the REOC Practical Nursing Program.

Purpose of Student Association

- The purpose of this Association is to invite communication intended for REOC practical nurse students to voice input and discussion of student concerns, including input on curriculum, and REOC Student Life decisions.
- To encourage, promote, and an opportunity for exchange of ideas and self-expression.
- To provide a close bond and unified spirit among student practical nurses, and promote professional and social unity.
- To provide a channel of communication between faculty and the student body.

Student Liaisons

- Two appointed student liaisons will hold monthly or ad hoc meetings with PN program students in order to promote reciprocal communication and open dialogue.
- Student liaisons must keep minutes for all class meetings and share the minutes with the PN program coordinator and the REOC Director of Academic Affairs within one week of the meeting date.
- Student liaisons will attend scheduled meetings for REOC Student Government, Practical Nursing faculty, Curriculum, Evaluation, Interdisciplinary Accreditation, and REOC Advisory

Council meetings and other meetings as are requested/appropriate.

Order of Business - How meetings will operate

Liaisons will:

- Provide an agenda to all practical nursing program students prior to the scheduled meeting date.
- Choose roles for the liaisons as to whom would be the minute taker and whom would be the meeting timekeeper/coordinator.
- At the meeting time, call the meeting to order.
- Approve past minutes.
- Follow the pre-determined agenda.
- Discuss new business, any updates or announcements, report on action items and any follow-up item(s) completed or that is still outstanding.
- Discussion of next meeting and creation of agenda/action items for next meeting.
- Adjournment

REOC and PN Program Additional Information

Dining Facilities

A student lounge is located on campus fully equipped vending machines, coffee/tea and water, and microwaves.

Student Folders

Student mail folders are located in the PN PROGRAM classroom for each student. Students must check their mail folders each day they are on campus. Assignments and faculty communication may be placed in the faculty mailboxes.

Email

Students must check their REOC/Brockport email account at least once a day for all program or REOC updated communication.

Copying

Students will have access to a copier/printer in the library/computer lab.

Soliciting

No soliciting is allowed during class, lab, or clinical hours (e.g., Girl Scout Cookies, Avon products, jewelry, bake sales etc.).

Lab and Reference Rooms

Open during school hours or with prior arrangement with an instructor.

Emergencies - Personal

See REOC Student Handbook

Computer Lab

Computer access is available in the computer classroom to supplement learning.

Registration and Records

See REOC Student Handbook

FERPA

See REOC Student Handbook

TITLE IX

See REOC Student Handbook

NOTICE:

REOC reserves the right to change, at any time, and without prior notice, policies, course descriptions, requirements, and any other information contained in this PN Student Handbook. If there are any changes or modifications made to the PN Student Handbook, students will be notified and provided the specific changes as an addendum, therefore nullifying any previously written policies. See the REOC Student Handbook* for any policies not addressed in the Practical Nursing Program Handbook.

*The REOC Student Handbook is the governing publication for any policies and procedures not referenced in the Practical Nursing Program Handbook. The REOC Student Handbook information, policies, and requirements may change without prior notice.