

ONC BOCES
Practical Nursing Program



STUDENT HANDBOOK
2022 - 2023

*A Program Sponsored by
Otsego Northern-Catskills BOCES
Administrative Offices located in
Grand Gorge, New York 12434
and
Milford, New York 13807*

HEGIS 5209.20

TABLE OF CONTENTS

Welcome.....	Page 5
Mission Statements.....	6
History.....	7-9
Philosophy	10
New York State Office of Professions: License Requirements.....	11
Program Educational Objectives.....	12
Functional Abilities Essential for Nursing Practice	13
General Information	14-26
Classroom Expectations.....	14
Classroom Dress Code.....	14
Classroom Time.....	15
Bathroom Use.....	15
Break Area.....	15 -16
Library.....	16
Use of Program Equipment.....	16
Clinical Expectations.....	16-19
Clinical Dress Code.....	17-18
Clinical Affiliations.....	19
General Information.....	19
Clinical Time	19 - 20
Clinical Documentation	20
Program Expectations.....	20-26
Telephones.....	20 - 21
Parking.....	21
Personal Property	21
Chewing Gum	21
Chewing Tobacco	21
Smoking / Vaping	21 - 22
Inclement Weather.....	22
Transportation.....	22
Student Changes, Notification.....	22
Student Issues.....	23
NCLEX –PN Preparation.....	23
Record of Conviction.....	23
Special Note.....	23
Electronic Acceptable Use Telecommunications Policy	24-27
Acceptable Use and Conduct	24
Prohibited Activity and Uses	24-25
No Privacy Guarantee	25
Sanctions	25

BOCES Responsibilities	26
Social Media Guidelines	26 - 27
Cyber bullying	27
Health Requirements	28-30
COVID-19 Procedure.....	29
Change in Health Status.....	29 - 30
Pregnancy.....	30
Doctor / Emergency Department Visits.....	30
Latex Allergy.....	30
Attendance Policy.....	30 - 35
Class Absences, Tardiness / Early Departures	30 - 32
Clinical Absences, Tardiness / Early Departure	32- 33
Absences Due to Medical Excuse.....	33
Absences related to Death in Family.....	33 - 34
Military Commitment	34
Jury Duty	34
Appointments.....	34
Make-Up Time	34
Leave of Absence.....	34 - 35
Withdrawal.....	35 - 36
Readmission Following Withdrawal or Leave of Absence	35
Readmission Following a Dismissal	35
Readmission Procedure	36
Graduation Requirements.....	37
Program Clock Hours.....	38 - 39
CNA Certification Testing	38
Student Progression Retention.....	40 - 42
Academic Standards.....	40
Academic Integrity	41
Laboratory Performance.....	41
Clinical Expectations/Standards.....	42
Student Probation/Dismissal.....	43 - 45
Probation.....	43 - 44
Program Probation	43
Academic Probation.....	43
Clinical Probation.....	43 - 44
Attendance Probation.....	44
Written Reports.....	44
Dismissal.....	44 - 45

Program Dismissal	44
Academic Dismissal.....	44
Clinical Dismissal.....	44
Attendance Dismissal.....	45
Prohibited Student Conduct and Corrective Actions.....	45 - 47
Reporting Violations	47
Drug and/or Alcohol Programs	47
Program Grievance Procedure.....	48
Program Grievance Form.....	49
New York State Education Department Grievance Assistance.....	50
Title IX Compliance	50
Notice Under the Americans with Disabilities Act.....	51
Tuition Payments.....	52 - 55
Financial Aid / Financial Aid Disbursement.....	52
SAP Title IV Funding Policy.....	53
SAP Appeal Procedure.....	53 - 54
Other Expenses.....	55
Tuition Refunds.....	55
Transcripts/References	56
Administration/Board Members	57
Faculty	58

WELCOME, STUDENT PRACTICAL NURSE

The OTSEGO AREA SCHOOL OF PRACTICAL NURSING welcomes you as a student. Our purpose is to assist you as you develop into a competent student nurse as well as prepare you to eventually become a Licensed Practical Nurse. Your purpose, we are sure, is to learn, and to develop your capabilities in this direction.

We are interested in assisting you, as a student, to gain the highest level possible in knowledge, skill and interpersonal development. We hope you will develop the confidence to ask for assistance as you need it. This will be a busy time for you and us. It will be most difficult, if not impossible; to catch up if you fall behind. Therefore, please let us know if you have areas of concern.

This handbook was developed to help you through the first confusing days, when there is so much that is new and different. Hopefully it will answer some of your immediate concerns, and be a reference for you to look back to throughout the year.

2022 marked the 60th anniversary of the school. Through the many changes that have come to healthcare over these 60 years, the school has adapted and continues to produce successful graduates. Our graduates numbered 105 from the original ONEONTA SCHOOL OF PRACTICAL NURSING, with more than 1,800 since from the adult and secondary programs. These graduates have a reputation for skill, knowledge, and caring that have made them the backbone of area healthcare facilities. Graduates are finding employment providing direct care in nursing homes, rehabilitation centers, clinics, private homes and have begun reentering the inpatient hospital settings. Some of the program's graduates continue their education towards becoming Registered Nurses. Changes in health care delivery systems continue to create new opportunities for well-prepared, versatile health care providers.

Change seems to be the one constant in our society today. As you begin this major change in your life, let us help you adjust to that change so it becomes a positive factor, not just this year, but for all those years ahead of you.

MISSION STATEMENTS

ONC BOCES Practical Nursing Program OTSEGO AREA SCHOOL OF PRACTICAL NURSING

The Mission Statement of the Otsego Area School of Practical Nursing is:

“To provide high quality instruction so that all graduates will be prepared to pass the National Council Licensure Exam for Practical Nursing (NCLEX-PN) and be responsible, accountable and informed contributors to their health care community.”

Adopted: September, 2004

Revised: July, 2016

OTSEGO NORTHERN CATSKILL BOCES

The Mission Statement of the Otsego Northern Catskills BOCES is:

“To provide leadership and support systems through teamwork with component districts to enhance student outcomes and lifelong learning.”

THE HISTORY OF THE SCHOOL

In 1960, a request for the ONEONTA SCHOOL OF PRACTICAL NURSING was made to the State Education Department by the Oneonta School District. Meetings with the Department of Education resulted in the approval of a program utilizing Fox Hospital as a clinical area. Hospital administration and the Oneonta School Board created the teaching facility on the second floor of the oldest building of the hospital with class and laboratory space. Although the school itself has been relocated, A.O. Fox Hospital and Nursing Home continue as one of its clinical sites.

Mrs. Margaret Preston, RN was employed by the Oneonta School Board as the first Nurse-Director of the program, and in August of 1962 the school had state approval to begin operating. The first class of the ONEONTA SCHOOL OF PRACTICAL NURSING entered in November 1962 and graduated one year later in October of 1963.

Classes continued each year in this manner until the fall of 1968, when the BOARD OF COOPERATIVE EDUCATIONAL SERVICES (BOCES) accepted the administrative and financial responsibility for the school. The Oneonta School of Practical Nursing became the Otsego Area School of Practical Nursing (OASPN) to reflect its wider provision of service outside the Oneonta School District. The Otsego Area included the nineteen school districts of Otsego, Greene, Delaware, and Schoharie Counties that are part of the ONC BOCES District.

The establishment of a sister program known by the same name and operating out of Bassett Hospital was begun the same year. This program was available to senior students from ten area high schools. The program ran two school years: The senior year of high school and one post-graduate year. Additional courses in Health Services were also offered to area high school juniors and seniors to acquaint them with the job opportunities available in the health field, and to prepare them for entry level jobs as nursing assistants.

Both the Adult and Secondary programs, as they came to be differentiated, were under the direction of Mrs. Ruth Rabeler, RN who succeeded Mrs. Preston on her retirement in 1968. In June of 1970, the first class graduated from the secondary program. The following year the class and laboratory space were moved to the new occupational education building in Milford, retaining the clinical facilities at Bassett Hospital.

Mrs. Rabeler retired in October of 1980, at which time Mrs. Jeanne Grover Bidwell was appointed Coordinator of Health Occupations Education, with responsibility for the existing programs in practical nursing and health occupations.

The School continued with the original "Adult" program at Fox Hospital and the "Secondary" program at Milford and Bassett; the students in the high school extended program began to include adults, as well as high school seniors. Additionally, an evening program of study for adults was begun and continued for three school years at the Chenango Vocational-Technical Center at Norwich. (1982-1985)

Articulation agreements were arranged with Broome Community College and SUNY at Morrisville to facilitate program graduates to advance place in their Associate Degree R.N. programs. When the State University College at Delhi added a second level for R.N., our graduates were also able to challenge and advance place in that program. To accommodate this, in 1983 both Introductory Psychology and Introductory Sociology were made part of the School curriculum, and were offered for college credit through SUNY - Delhi, SUNY - Oneonta, and SUNY - Morrisville for P.N. students.

In spite of all the 'additions' to the curriculum, the length of both programs was shortened in 1985. The adult programs were reduced from 12 months to 10 months from September to June, and the secondary program's second term was shortened to five- and one-half months (August to January). All programs were registered with the New York State Education Department as providing the same curriculum in 1204 hours of instruction, which included 6 hours in college credit courses.

During 1985-86 declining enrollments and decreased employment opportunities for the LPN in area hospitals led to the discontinuance of the secondary program at Milford and the evening program at Norwich. However, in late 1988, requests from Bassett Hospital in Cooperstown and the Chenango Western Delaware BOCES in Norwich to reopen the programs in their areas were granted. The reopening of a ten-month adult program at Milford in April 1989 graduated its first class in March 1990, and ran until January 1997, at which time declining enrollment led to its closure. The adult program in Norwich was reopened in October 1989 and run by ONC BOCES until September 1992 when the Chenango Western Delaware BOCES in Norwich became NYS registered to function independently from the Otsego Area Center.

On January 31, 1998, Jeanne Grover Bidwell-Clow retired from BOCES and Sharyn Gibbons RN, C was appointed to the position of Coordinator/Head Instructor of the Otsego Area School of Practical Nursing. At this time, it was determined that a stronger emphasis on the nursing content was needed in the program. This decision was based on the fact that the PN licensure exam was increasing in content difficulty. Therefore, the 2 college credit courses that had been offered during the 10-month course were dropped. Students could, if desired, pick these courses up independently outside of the existing OASPN program. The program curriculum was maintained at 1204 hours and the time gained from dropping the college courses was used to increase emphasis on nursing content, particularly pharmacology.

In June of 2004, A.O. Fox Hospital started an expansion plan that would eliminate the existing OASPN campus. In August of 2004, the campus was moved to 50 Dietz Street, Suite O in Oneonta. The larger classroom, lab, and office space allowed the program to increase the number of enrollments which accommodated the increased interest in the nursing program.

On June 26, 2008, Sharyn M. Gibbons RN, C retired from the Otsego Area School of Practical Nursing and Regina M. Pasa RN, BS was appointed as the new Coordinator/Head Instructor. To more adequately meet the needs of the program's students, additional office space was

rented at 50 Dietz Street. The addition of Suite P to the OASPN program enabled the program to provide more study areas to enhance student learning.

On April 14, 2012, there was a fire at the 50 Dietz Street location. The office areas in Suite P were heavily damaged by fire, water and smoke. The computer lab, nursing lab and classroom received smoke damage only. The Practical Nursing offices were temporarily moved to 48 Dietz Street, Suite I Front and the PN classes were held on the State University of New York, Oneonta campus for the remainder of the 2011 - 2012 school year. The 50 Dietz Street offices and classroom were reopened August 6, 2012 in preparation for the 2012 - 2013 school year.

At the conclusion of the 2012 - 2013 school year the lease agreement for the 50 Dietz Street location had ended and the Administration of ONC BOCES made the decision to relocate the Practical Nursing Program to 31 Center Street in Oneonta. This site is occupied by the District Offices of Oneonta City School District, which was responsible for the beginning of the ONC BOCES Practical Nursing Program, Otsego Area School of Practical Nursing.

On March 13, 2020, we were notified that at the request of the Otsego, Delaware and Schoharie County Departments of Health, all public schools in Otsego, Delaware and Schoharie County would be closing for two weeks, to slow the spread of the Coronavirus (COVID-19). The Practical Nursing Program's last day of in person attendance was Wednesday, March 18, 2020 and the year ended with a virtual graduation on June 29, 2020. The program transitioned from in person lectures and clinical to all online, this took great patience and flexibility from all involved. As the 2020 - 2021 school year approached the ONC BOCES Practical Nursing Program was given permission from NYSED to begin the year as a Hybrid Program offering some in person and online components for both lectures and clinical experience. In the 2020 - 2021 school year there were periodic COVID-19 quarantines, but the graduates were able to finish in-person with an in-person graduation. In 2021 - 2022, the program celebrated 60 years and returned to an all in person schedule. The program will continue to be flexible and strive to maintain the program's integrity while meeting all social restriction requirements and technical advances that occur.

Employment demands for LPNs continue to fluctuate; however, graduates are able to find employment in a variety of different settings. The high demand for nursing personnel in area nursing homes, rehabilitation centers, private duty, clinics, doctor offices, home care, dental offices and once again inpatient hospital settings continues to provide opportunities for our graduates. Partnership programs currently exist between area hospitals and local colleges and many OASPN graduates are taking this opportunity to further their nursing education to become RNs while working as LPNs.

PHILOSOPHY

We, the nursing faculty at the ONC BOCES Practical Nursing Program, believe that nursing is a profession which requires knowledge in order to make appropriate nursing decisions concerning actions within the guidelines of the Nurse Practice Act¹. Nursing is an art and a science. The understanding of scientific principles and commonalities will provide a foundation for nursing care. The art of nursing is achieved through the integration and application of scientific principles with a humanistic, caring and creative dimension.

Nursing is the holistic approach to meeting the needs of the individual. We believe that the individual is a unification of physical, psychological, social, cultural, intellectual, emotional and spiritual attributes. No individual aspect can be considered in isolation.

A primary goal of nursing is to encourage self-care practices which promote and maintain health for individuals, as well as society. The ever-changing technology and needs of our community can only be addressed through continuous, active learning.

We believe that the practical nurse is an integral part of the health care team in providing care and education to the healthy, sub-acute, chronically ill, convalescent and rehabilitation patients under the direct supervision of a registered nurse, physician or dentist.

We believe nursing education is an organized, active, purposeful process which assists the learner in acquiring and applying knowledge, skills and attitudes essential for nursing practice. The active, ongoing educational process will evolve from the individual's life experiences and previous formal education. The faculty directs its efforts toward assisting students in recognizing that self-actualization is a need of each individual.

We believe that our school has contributed to the nursing profession by providing an education for qualified individuals to render safe, skilled nursing care as practical nurses and by providing an opportunity for advancement to other levels of nursing.

The ONC BOCES Practical Nursing Program / Otsego Area School of Practical Nursing is registered by the New York State Education Department, which is responsible to the Board of Regents. The Board is recognized by the U. S. Department of Education as a national accrediting body for nursing education programs.

1. N.Y.S. Nurse Practice Act – Article 139, Section 6902

Licensed Practical Nurse (LPN): provides skilled nursing care tasks and procedures under the direction of an RN (Registered Nurse), clinical practitioner, clinical nurse specialist, physician, or other authorized health care provider. (defined by NYSED, Office of Professions 5/23/2017)

New York State Office of Professions: License Requirements

General Requirements:

In order to provide nursing services as a licensed practical nurse (LPN) in New York State, you must be licensed and registered by the New York State Education Department (NYSED)

To be licensed and registered as an LPN in New York State, you must:

- be of good moral character;
- be at least seventeen years of age;
- meet education requirements;
- meet examination requirements; and,
- apply for an LPN license with NYSED.

The specific requirements for licensure are included in Education Law Article 139 and 8 NYCRR Part 64.

PROGRAM EDUCATIONAL OBJECTIVES

Following successful completion of the Practical Nursing Program, graduates will be able to achieve the identified educational and career objectives:

1. Demonstrate characteristics of professionalism, self-control and others necessary for employment while maintaining and upgrading nursing skills and knowledge through formal and informal learning opportunities.
2. Utilize critical thinking skills in formulating positive conclusions in the context of nursing practice.
3. Perform basic principles of care / nursing skills in new situations while participating as a contributing member of the healthcare team.
4. Utilize therapeutic communication skills to establish effective interpersonal relationships in order to meet patient/client needs.
5. Contribute to the promotion of self-care and optimal well-being of individuals and society through teaching and role modeling under the supervision of a registered professional nurse, legally authorized physician, dentist or other licensed health care provider legally authorized.
6. Use technology in a competent, caring and safe manner in the delivery of nursing service.
7. Provide safe, competent nursing care within an ethical/legal framework established by the Nurse Practice Act.
8. Accept responsibility for own professional action and growth and facilitate the professional growth of others.
9. Successfully complete the National Council for Licensure exam.
10. Be eligible to obtain employment and practice within the legal definition of practical nursing as defined by Title VIII, Chapter 994, Art. 139; Nurse Practice Act, NYS Education Law.

FUNCTIONAL ABILITIES ESSENTIAL FOR NURSING PRACTICE

A candidate for a nursing degree needs to possess functional abilities essential for nursing practice. Reasonable accommodations may be made for some disabilities. However, a candidate is expected to perform in a reasonably independent manner.

FIFTEEN CATEGORIES OR FUNCTIONAL ABILITIES

Category	Description
Gross Motor Skills	Gross motor skills sufficient to provide the full range of safe and effective nursing care activities.
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills.
Physical Endurance	Physical stamina sufficient to perform full range of required client care activities.
Mobility	Physical ability sufficient to move from place to place and to maneuver to perform nursing activities.
Hearing	Auditory ability sufficient for physical monitoring and assessment of client health care needs.
Visual	Visual ability sufficient for accurate observation and performance of nursing care.
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs.
Smell	Olfactory ability sufficient to detect environmental and client odors.
Reading	Reading ability sufficient to comprehend the written word at a minimum of tenth grade level.
Arithmetic	Arithmetic ability sufficient to do computation as a minimum of an eighth-grade level. It includes the following three concepts. <u>Counting</u> : the act of enumerating or determining the number of items in a group; <u>Measuring</u> : the act or process of ascertaining the extent, dimensions or quantity of something. <u>Computing</u> : the act or process of performing mathematical calculations such as addition, subtraction, multiplication and division.
Emotional Stability	Emotional stability sufficient to assume responsibility/accountability for actions.
Analytical Thinking	Reasoning skills sufficient to perform deductive/inductive thinking for nursing decisions.
Critical Thinking	Critical thinking ability sufficient to exercise sound nursing judgment.
Interpersonal Skills	Interpersonal abilities sufficient to interact with individuals, families and groups respecting social, cultural and spiritual diversity.
Communication Skills	Communication abilities sufficient for interaction with others in oral and written form.

Ailey, S. and Marks, B. (2017) Technical Standards for Nursing Education Programs in the 21st Century.
Rehabilitation Nursing, 42(5), pp. 245-253

Yocum, C. (1996) Validation Study: Functional Abilities for Nursing Practice. Chicago: National Council of State Boards of Nursing

GENERAL INFORMATION

CLASSROOM EXPECTATIONS

To prevent disruptive behavior, the following should be reasonably expected of all students in the educational setting:

1. Act in a responsible and respectful manner.
2. Attend classes and pay attention. Students are responsible for all material presented in class. Students may expect the instructor to clarify material already taught but not to re-teach the material missed.
3. Come to class on time and stay until dismissed. If a student has to enter class late, they should do so in a manner so as not to disrupt the class. Students should not leave a class once it has begun unless it is absolutely necessary.
4. Respect the right of others to speak uninterrupted. Students must allow others time to give their input and ask questions. Students should not stray from the topic of the class discussion.
5. Focus on class material during class time. Sleeping, talking to others, showing audible and visible signs of restlessness or boredom, doing work for another class, reading the newspaper, and checking email are unacceptable classroom behaviors.
6. Waiting until the instructor has dismissed class to pack class materials so as not to miss important closing information.
7. Expressing disagreement civilly, when and if disagreement occurs.

A. Classroom Dress Code

1. Photo Identification
 - a. All students will receive a photo ID for Center Street access. ID must be worn above the waist while in attendance.
2. Footwear must allow for safe movement in the classroom and skills lab. Shoes must be safe and worn at ALL times.
3. Clothing **MUST** cover the entire abdomen, buttocks and chest, **NO** undergarments should be visible.
 - a. Shorts / Skirts / Dresses must extend beyond mid-thigh.
4. Sleep wear is not appropriate classroom attire.
5. The wearing of hats or head scarves in school is not allowed except for documented medical or religious purpose.
6. Clothing must not promote / endorse the use of alcohol, tobacco or illegal drugs, it must not be degrading to others or encourage illegal or violent behavior.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including receiving a counseling statement, conference with the Program Coordinator and being sent home for the remainder of the day and marked absent. Subsequent offenses will be treated as insubordination (refer to page 44).

B. Classroom Time

1. The in-person classroom schedule is from 0800-1500 Monday through Friday. Students are expected to be in their seats and prepared so that class may start on time.

****If required, per clinical facility request, the online Daily Self-Assessment Form for COVID-19 must be completed prior to entering buildings.****

2. In the case of remote/online classes; the students must be present online and complete assignments on time to receive class hours.
3. Classroom instructors are available for remediation and student assistance on in-person class days from 0730-0800 and 1500-1600; appointments are necessary.
 4. A weekly schedule will be posted on the online google classroom.
 - a. It is the student's responsibility to be prepared for lecture. If the student is absent and needs lecture packets, see the instructor **BEFORE** lecture begins.
 5. Break periods are scheduled at the discretion of the classroom instructor during morning and afternoon schedules. A 30 minute lunch break will be given during classroom hours.
 6. **No electronic devices are allowed in the classroom** during lectures unless requested by the instructor. This includes but is not limited to cell phones, chromebooks, smartwatches, pagers, etc. Audio and/or Visual recording of lectures is **NOT** allowed.

C. Bathroom Use

Students may use the facility bathrooms as needed during the classroom day, permission is not necessary. Please do your part to maintain cleanliness, there are sanitary wipes available in each bathroom if needed and do **NOT** flush anything but bodily substances and toilet paper.

D. Break Area

1. Students are allowed to have drinks at their desk during lecture, all drinks **MUST** have tops. If spills occur it is the responsibility of the student to clean them up.
 - ***a. All liquids MUST be emptied in the sinks before containers are disposed of in the garbage.***
 - b. There is no eating in the classroom during lectures.**
2. Room 304 is the breakroom and may be used for eating during designated times.
3. Students are responsible for bringing their own plates, cups and utensils.
 - a. Anything placed in the refrigerator must contain the student's name.
4. ****Make sure to clean any mess that occurs.**
 - a. Please take home your dirty dishes/silverware.
 - b. All tables, counters and microwaves must be wiped after use.
 - c. At the end of each day the refrigerator **MUST** be emptied of all food containers.

Anything left will be thrown away.

- d. The coffee pot must be emptied, cleaned and unplugged every day.

*****Failure to adhere to the above regulations will result in a loss of break area privileges.**

E. Library

1. There are reference books and magazines in the lounge area, these **are not to leave the building.**
2. The ONC BOCES Practical Nursing Program has an online student library, you can access this through the Google Classroom or at:

<https://www.oncboces.org/AdultPracticalNursingOnlineStudentLibrary.aspx>

3. The ONC BOCES School Library is available to the students, requests can be made through Julia Iannello, School System Coordinator - Jlannello@oncboces.org
4. Use of the A.O. Fox Hospital and Bassett Medical Center Libraries are permitted during clinical hours.
5. Students are permitted to use the Libraries at Hartwick College and the SUNY College at Oneonta.

F. Use Of Program Equipment

1. Office equipment is to be used for school-related purposes only.
2. Students are not allowed to operate the copier. Notes may **ONLY** be copied on days a student has been absent from class.
3. If there are extenuating circumstance regarding class notes please refer to the Program Coordinator.
4. All equipment used in the classroom or skills lab must be returned after use. If it is defective or in need of repair, notify the instructor.
 - a. Any person defacing or damaging any piece of equipment will be financially responsible and required to pay for its replacement.
 - b. Theft is a crime, which is punishable by law; violators will be prosecuted to the fullest extent of the law.
5. **STUDENTS ARE NOT ALLOWED TO REST/RECLINE ON THE LAB BEDS OR LAB CHAIRS.**

CLINICAL EXPECTATIONS

****For student success and safety in the clinical setting it is highly recommended that students do NOT work the shift before their scheduled clinical rotation. Research has indicated that this is a safety issue for both the student and their patients. If students are found by their clinical instructors not able to perform safely, remain alert and attentive throughout their scheduled clinical time, they will be sent home with loss of hours, a student incident report will be filed with the Program Coordinator and the student will be required to pay for the clinical make-up day, refer to clinical absences, page 32 - 33.**

A. Clinical Dress Code (worn on clinical days or as directed).

**Students must dress in accordance with contract agreements between ONC BOCES and the clinical sites. An agency may refuse educational access to its area if any student does not meet its standards of conduct, appearance, safety or health requirements.

1. Uniforms are to be worn to and from the clinical areas only.
2. Proper uniform must be worn at all times. ***Specialty areas may require modifications of the clinical dress code. Students will be made aware of these modifications prior to entering that specialty area.*

3. Proper uniform consists of:

- a. Scrubs supplied by the program.

***Students will receive two (2) pairs of Uniform Scrubs*

- b. Students may purchase a uniform colored or black long sleeve shirt to wear under the uniform top. This must be tucked in the uniform pants.

****No over jackets are allowed.*

****Uniforms must be well-laundered and wrinkle free.*

- c. White socks/stockings and white nursing shoes or white leather sneakers with clean white laces (no color on the shoe), white clogs are permitted only if they are secured with heel straps.

Shoes are purchased by the student.

****All shoes must be impermeable to fluids (no cloth or mesh or openings on the tops of the shoes).*

****Shoes must be for clinical purposes only. They should not be worn outside of the clinical experience.*

- d. Penlight and Bandage Scissors (included in tuition) must be carried at all times in the clinical setting.

- e. Stethoscope, Watch with second hand, small notepad, and black or blue **ballpoint pen** (student purchased) are required.

****** If Surgical Masks are required by the clinical facility they will be provided by the program and must be worn as per the policy of the clinical facility.*

****** If Face Shields are required by the clinical facility they will be provided by the program and must be worn as per the policy of the clinical facility. If allowed by the clinical facility a student may purchase goggles, these must be worn per facility policy.*

- f. Jewelry – Plain wedding band (no stones or engravings). Two (2) pairs of posts / flat earrings may be worn in the ears only.

1. **No facial jewelry or visible piercings may be worn in the clinical setting.** This includes tongue piercings.

2. **No bracelets or necklaces.**

4. Grooming and Hygiene – Students are responsible for good personal hygiene as they are working closely with patients.

- a. Daily bathing – No perfume, cologne, body sprays or heavily scented deodorants are permitted in the clinical setting.
- b. Hair - hair must be clean and neat, **pulled back off face and collar.**

***No colorful barrettes, pins, ribbons, headbands or neon hair colors.

- c. Beards and mustaches are allowed but must be neat and trimmed.

- d. Cosmetics – If makeup is worn it should be in **moderation.** Heavy eye makeup is not permitted.

e. Hickeys or other bruises must not be visible.

- f. **Unprofessional Tattoos** must be covered while in clinical areas.

- g. Fingernails - must be clean, short and well groomed. Nail length, 1/8th of an inch, should not be visible from the palm side of the hand.

****Nail polish and **applied/artificial nails are not allowed.** This is a safety issue related to infection control and a NYSDOH policy.

5. Photo Identification (this is a patient’s right and a State Law.)

- a. All students **must** wear the facility approved **picture** ID when participating in the clinical experience. ID must be worn above the waist.
- b. Any student who does not have a photo ID badge will be sent home from the clinical experience, and the student will be required to pay for the clinical make-up time, refer to page 32 - 33.
- c. To replace a lost ID badge the student must contact the Program’s Senior Account Clerk; there will be a \$10.00 charge, payable at the time of replacement.

*****All photo ID MUST be returned to the program’s Senior Account Clerk upon withdrawing or being dismissed from the program or prior to taking second semester finals.

*****Students not conforming to the dress code will be asked to leave the clinical area and will be marked as an unexcused absence for that day.**

B. Clinical Affiliations:

Clinical experience is provided in working with local health care facilities. Contractual agreements have been established between ONC BOCES and the following facilities:

- A.O. Fox Nursing Home and Rehabilitation
- Chestnut Park Nursing Home and Rehabilitation
- Centers at Cooperstown Nursing Home and Rehabilitation
- Robinson Terrace Nursing Home and Rehabilitation
- A.O. Fox Memorial Hospital
- Bassett Medical Center

Students who have previously worked for any of the above agencies and were dismissed or resigned in lieu of dismissal may be prohibited from attending clinical at these sites. If a student is prohibited from attending clinical at any agency listed above they may be released from the program. It is the responsibility of the student to notify the Program Coordinator immediately of any issues.

C. General Clinical Day Information:

1. Locker space in the clinical facilities is not usually available. It is advisable to leave purses and other valuables in the trunk of your car or at home. (ONC BOCES and the clinical facilities are **NOT** responsible for lost items.)
2. Gum chewing is not permitted in the clinical areas or during post-conference
3. Breaks (15 minutes) and lunch/dinner (30 minutes) are done at the clinical instructor's discretion. Breaks are optional and not guaranteed.
4. In order to protect the students from any potential legal/ethical conflicts, **cell phones are not allowed on the clinical unit under any circumstances.**

***In case of emergency during clinical hours this number **(607) 431-2562** can be used and the Senior Account Clerk will call the clinical unit.

- a. Personal cell phones may be checked at break/meal times, in designated areas. These are usually outside of the facility.

5. **While in the Program Clinical Uniform students are expected to maintain professional behavior and attitude at all times. This includes but is not limited to the following: attire, language (verbal and nonverbal), and appropriate topics of conversation.**
6. **HOSPITAL VISITATION** - Friends and relatives who are patients in the hospital may only be visited during regular visiting hours and according to each facility's visitor policy. Please do so only after your regularly scheduled clinical time. Students must change from their student uniform to visit friends and family.

D. Clinical Time

Clinical time is subject to change according to availability of clinical staff, facility space and current health regulations (COVID). Students may be required to do day, evening or online clinical rotations which can include vacation/holiday weekdays or weekends to complete required clinical hours.

- Students are expected to be on time and prepared for clinical.

- Students are responsible for their own transportation to and from the clinical facilities.
- 1. First semester in-person clinical experience begins approximately the first week of November and continues until 90 in-person clinical hours are completed. Hours will be determined depending on availability of clinical instructors and sites.
- 2. Second semester in-person clinical experience begins approximately the first week in February and continues until 285 clinical hours have been completed. Hours will be determined depending on availability of clinical instructors and sites.

E. Clinical Day Documentation

1. Students will be required to submit written reports for the time spent in clinical rotations, refer to individual course/clinical syllabus. These reports will be recorded and contribute to academic grades in Nursing Fundamentals and Medical-Surgical Nursing, they will also be reflected on the overall clinical evaluations. All reports must be handed in on time to receive full credit, refer to course/clinical syllabus.

PROGRAM EXPECTATIONS

A. Telephones

1. **SCHOOL PHONES ARE NOT FOR PERSONAL USE.**
2. **No cell phones, IPODs, hands-free phone devices, watches with internet/texting ability or pagers are allowed in the classroom, lab or in the clinical facilities.** If it is necessary to bring any of these devices into the building they are to be **turned off** and left in the program's office area in the space provided. Messages can be checked at break times **outside** of the building. Cell phones are not to be checked in the building or stairwells.
 - a. Students who violate this policy in class will be sent home and it will be calculated as absent time.
 - b. If the device goes off or is found during a test, the student will be sent home (absent time) **AND** a zero (0%) grade will be given for that test. **NO MAKE-UP / RETAKE WILL BE ALLOWED FOR THIS TEST.**
 - c. Students who violate this policy in the clinical setting will be sent home and this time will be calculated as unexcused absence time. A counseling statement will be issued and a counseling session with the program coordinator will be required on the next class day. This absent time must be made up per the clinical absence policy (pages 32 - 33).



3. The school's phone number 607-431-2562 can be given for emergency contact only.

B. Parking:

1. Students are **NOT** allowed to park in the parking lot behind the school at 31 Center Street during school hours.
2. Students may park on the city streets according to the city parking rules. ONC BOCES is not responsible for parking tickets issued to students during program hours.
 - a. Students are not allowed to park on Center Street in front of the school.
3. During snow emergency events, free parking is permitted in any of the city's municipal lots or the parking garage on Market Street until plows have cleared the streets.
4. Students will adhere to affiliated agency rules and regulations for parking while at clinical facilities.

C. Personal Property:

The school assumes no responsibility for the personal property of students.

D. Gum Chewing:

Gum chewing is **NOT** allowed in the classroom or clinical setting.

E. Tobacco Chewing:

The chewing of tobacco is **NOT** permitted in the classroom or clinical setting.

F. Smoking/Vaping:

1. Students **are not allowed** to bring tobacco/vape products or accessories, this includes but is not limited to lighters, vape pods or mods, in the school or clinical buildings.
 - a. Students are permitted to smoke/vape in designated areas only:
 1. Classroom - NO SMOKING/VAPING in or near the school building or on school grounds is permitted. This includes the parking lot behind 31 Center Street and on the sidewalks surrounding the building.

***Students that smoke/vape are asked to return to their vehicles or be at least one block away from the school building. Students are asked to wear a cover/jacket during smoking/vaping that is removed upon returning to the classroom, wash hands and use an effective breath mint so they do not smell of smoke/tobacco/vape while in the classroom setting.

2. Clinical - Area healthcare facilities have a smoke/vape free policy. No smoking / vaping is permitted inside the buildings or on hospital grounds. ***Smoking/vaping is permitted in facility designated areas only.

****Students who smoke/vape in appropriate areas during clinical must wear a cover/jacket during smoking/vaping that is removed upon returning to the clinical rotation, wash hands and use an effective breath mint so they do not smell of smoke/tobacco/vape while performing in their clinical duties.

2. All waste products that may result from smoking/vaping must be disposed of

properly, do not litter. The school DOES NOT provide receptacles.



***We would remind you of the health hazards related to smoking/vaping, and ask you to think of the example you set for others as a member of the health-care team.

G. Inclement Weather:

Students will select to receive a phone call, text message and/or email from the ONC BOCES Practical Nursing Program regarding program delays or closures.

1. Students are responsible for updating contact information on the ONC BOCES e2Campus Emergency Notification System.

H. Transportation:

1. All transportation is the responsibility of the student.
 - a. Students may choose to carpool to the campus or the clinical facility. Any type of transportation agreements are made solely between students.
2. Most sites can be accessed by Oneonta Public Transportation.

I. Student Changes, Notification:

- A. Please notify the Program's Senior Account Clerk **IN WRITING**, immediately of any change in your name, address or telephone number.

*****This is important for one year after graduation so that important Income Tax information can be sent appropriately.**

J. Student Issues:

For students who are 18 years of age or older, or have been declared an independent or emancipated minor: **No student issues (i.e. grades, attendance, financial responsibilities) will be discussed with a parent, spouse, guardian or paying institution unless written permission** is submitted to the Program's office by the student. Release of Information Forms are available from the Program's Senior Account Clerk.

K. NCLEX-PN Preparation:

Each student is required to take a pre-licensure practice exam which is given in May. Students not achieving the required score on this test will be required to complete remediation as explained in the NCLEX-PN Remediation Contract given to the students at the time of the test. Students must meet the requirements of the Remediation Contract prior to their names being placed on the NYSED Program Graduate list which makes them eligible to take the NCLEX-PN state exam.

***The cost of the pre-licensure exam is included in your tuition.

L. Record Of Conviction:

1. One of the legal requirements for licensure is that the applicant be of good moral character as determined by the New York State Education Department (NYSED). If a student has a record of conviction or pending conviction for a misdemeanor or felony before admission to this program or while attending this program they should be aware that licensure may be delayed and possibly denied. You may contact the New York State Education Department, Office of Professional Licensing Services (518) 474-3817, ext. 280 or opunit4@nuysed.gov. All court documents (with court seal applied) concerning the incident must be submitted when applying for state licensure.
2. After completion of required education and passing of NCLEX-PN, an investigation by the NYSED Office of Professions, will be done to determine the candidate's suitability for licensure, including personal interviews, review of court records (& subsequent probation/parole etc.) and information gathered from persons who know the student personally (including faculty)
3. No graduate may work on a limited permit or will obtain licensure until the investigation is concluded.

M. Special Note:

There is no guarantee that a graduate will be allowed to sit for the NCLEX-PN, pass the licensure exam or obtain employment upon completion of this program.

N. Electronic Acceptable Use Telecommunications Policy:

The purpose of Acceptable Use Procedures for electronic telecommunications is to provide guidelines to students and staff of the Otsego Northern Catskills Board of Cooperative Educational Services (BOCES).

The purpose for providing access to electronic telecommunications is to support research and education in and among academic institutions, business, government, other organizations, and individuals by providing access to unique resources and the opportunity for collaborative work.

The Otsego Northern Catskills BOCES makes no warranties of any kind, whether expressed or implied, for the service it is providing in making electronic telecommunications available to students and staff. The Otsego Northern Catskills BOCES will not be responsible for any damages suffered by individuals. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence or user errors or omissions. Use of any information obtained via electronic telecommunications is at the risk of the user. The Otsego Northern Catskills BOCES specifically denies any responsibility for the accuracy or quality of information obtained through its provision of electronic telecommunications.

1. Acceptable Use and Conduct:

- Access to the BOCES' computer network is provided solely for educational purposes and research consistent with the BOCES' mission and goals.
- Use of the BOCES' computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- All network users will be issued a login name and password. Passwords should be changed periodically.
- Only those network users with written permission from the program administrators or computer network coordinator may access the BOCES system from off-site (e.g., from home).
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.

- Network users identifying a security problem on the BOCES network must notify the appropriate teacher, administrator or computer network coordinator. Under no circumstances should the user demonstrate the problem to anyone other than to the BOCES official or employee being notified.
- Any network user identified as a security risk or having a history of violations of BOCES computer use guidelines may be denied access to the district's network.

2. Prohibited Activity and Uses:

The following is a list of prohibited activity concerning use of the BOCES computer network. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network

- Using the network for commercial activity, including advertising
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
- Using the network to receive, transmit or make available to others messages that are racist,

- sexist, abusive, threatening or harassing to others.
- Using another user's account or password
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive email.
- Forging or attempting to forge e-mail messages
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
- Using the network while access privileges are suspended or revoked
- Using the network to receive, transmit or make available to others a message that is inconsistent with the BOCES Code of Conduct's policies and/or procedures.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Using the network for sending and/or receiving personal messages
- Intentionally disrupting network traffic or crashing the network and connected systems
- Installing personal software or using personal disks on the district's computers and/or network without the permission of the appropriate district official or employee
- Using district computing resources for commercial or financial gain or fraud
- Stealing data, equipment or intellectual property
- Gaining or seeking to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user.
- Wastefully using finite resources, including but not limited to downloading music videos, etc. for personal use.
- Changing or exceeding resource quotas as set by the district without the permission of the appropriate district official or employee.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

3. No Privacy Guarantee:

Anyone using the BOCES computer network should not expect, nor does the BOCES guarantee privacy for electronic mail (e-mail) or any use of the BOCES computer network. The district reserves the right to access and view any material stored on BOCES equipment or any material used in conjunction with the BOCES computer network.

4. Sanctions:

All users of the BOCES computer network and equipment are required to comply with the BOCES policy and regulations governing the BOCES computer network. Failure to comply with the policy or regulation may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

In addition, illegal activities are strictly prohibited. Any information pertaining to or implicating illegal activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to materials protected by copyright, threatening or obscene material or material protected by trade secrets. Users must respect all intellectual and property rights and laws.

5. BOCES Responsibilities:

The BOCES makes no warranties of any kind, either expressed or implied, for the access being provided. Further, the BOCES assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Users of the BOCES computer network and the Internet use information at their own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.

The BOCES will not be responsible for any damages suffered by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or errors or omissions of any user. The BOCES also will not be responsible for unauthorized financial obligations resulting from the use of or access to the BOCES computer network or the Internet.

Further, even though the BOCES may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the BOCES policy and regulation.

O. Social Media Guidelines:

Social media are forms of electronic communication through which users create online communities to share information, ideas, personal messages, and other content. Examples include but are not limited to Twitter, Facebook, YouTube, Instagram and Snapchat. As students, you are expected to represent ONC BOCES in a fair, accurate and legal manner. When publishing information on social media sites, remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Please take note of the following rules:

- Do not post confidential or proprietary information about ONC BOCES staff, fellow students, clinical facilities, patients or others who you may have come in contact with as an ONC BOCES student.
- Do not use the ONC BOCES name (including logos and/or graphics) on personal media sites. Do not use the ONC BOCES name to promote a product, service, cause or political party or candidate.
- Use of computers during class lectures shall be restricted to instructor discretion. No student shall photograph, audio record, or videotape staff or fellow students for personal or social media use without the expressed written permission of the staff or fellow student.
- **AT NO TIME SHALL ANY CUSTOMER/PATIENT BE VIDEOTAPED OR PHOTOGRAPHED.**

Be aware of your association with ONC BOCES in online social networks. If you identify yourself as a student, ensure that your profile and related content is consistent with how you wish to present yourself. Identify your views as your own.

Students will not violate confidentiality of information related to patients or clinical agencies, including HIPAA regulations. HIPAA guidelines, if applicable, must always be followed. Identifiable information concerning clients/patients/clinical rotations must not be posted in any online forum or webpage.

You have sole responsibility for what you post. Be smart about protecting yourself, your privacy and confidential information as well as the privacy and rights of others.

****Consequences:**

Students who are found in violation of these guidelines or any other statutes may be subject to disciplinary action including but not limited to suspension or dismissal from the program. Each student is legally responsible for individual postings and may be subject to liability if individual postings are found to be defamatory, harassing or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information.

P. Cyber Bullying:

ONC BOCES has a policy of zero tolerance in relation to Cyber Bullying or any form of intimidation toward another student or staff member.

Cyber Bullying is defined as the use of information and communication technologies, such as email, cell phone, instant messaging, defamatory personal websites, social networking sites, and/or defamatory online personal polling websites, to support deliberate, repeated, and/or hostile behavior by an individual or group that is intended to harm others. The use of the BOCES' network to engage in Cyber Bullying is prohibited. Cyber Bullying includes, but is not limited to the following:

- Posting slurs, rumors, and /or other disparaging remarks about school employees or students on a website or on a web blog
- Sending email or instant messages that are mean and/or threatening, or so numerous as to cause the victim emotional distress
- Using a camera phone to take and/or send embarrassing photographs/recordings of students or school employees or post these images on picture sharing or video sharing websites
- Posting misleading and/or fake photographs of school employees or students on any websites
- To the extent permitted by the First Amendment, instances of Cyber Bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered a violation of these guidelines.

****Consequences:**

Students who are found in violation of these guidelines or any other statutes may be subject to disciplinary action including but not limited to suspension or dismissal from the program. Each student is legally responsible for individual postings and may be subject to liability if individual postings are found to be defamatory, harassing or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information.

HEALTH REQUIREMENTS

To participate in clinical, **ALL** students (and faculty) must complete necessary health documentation and submit it to the Coordinator three weeks prior to the beginning of the clinical experience. A signed release to share this medical information with the clinical facilities must also be on file.

Clinical participation is dependent on proof of the following:

1. Physical exam by a Medical Practitioner on the school's health form which states that the student is free of any limitations to participate in the practical nurse clinical experience.
 - a. A student will not be allowed in the clinical setting if any limitations are identified.
 - b. Students who take any medications that have the potential to alter or affect the central nervous system such as pain relievers, antidepressants, mood elevators, tranquilizers, or sedatives must have current Medical Practitioner written approval on file for use during program hours.
2. Skin test for tuberculosis (PPD) results of 2 with one being within eleven months of clinical start date and must be repeated to remain current for the entire school year.
 - a. If a positive result is obtained then a negative chest x-ray is needed within two (2) years or a QuantiFERON-TB Gold Test must be completed to be eligible for clinical.
 - b. If this is your first PPD, you are required to have the Two-Step Testing before starting clinical. If the first PPD is negative then repeat the PPD in 1 -2 weeks. If the first PPD is positive then refer to 2a, above.
3. Rubella (Measles), Mumps & Rubella (German Measles) immunity:
 - a. Proof of **TWO** MMRs
-OR-
 - b. Positive titers (Blood test) for each. Copies of lab reports **MUST** be submitted to the Program.
Copies of lab report **MUST** be submitted to Program
4. Varicella (Chicken Pox) immunity:
 - a. 2 Varicella immunizations
-OR-
 - b. Positive titer for Varicella (Blood test). Copy of lab report **MUST** be submitted to the Program.
-OR-
 - c. **Medically documented** proof of disease.
5. Tetanus/Diphtheria/Pertussis (Tdap): documentation within the last 10 years from program completion date.

6. Hepatitis B Vaccinations:
 - a. Vaccine Series dates, you may be “in process,” but must have at least the first of the three vaccines administered before beginning clinical.
-OR-
 - b. Positive titer for Hepatitis B (Blood test). Copy of lab report **MUST** be submitted to the Program.
-OR-
 - c. You may sign a waiver for these vaccines to be placed in your student health file.

7. Influenza vaccine is required for all Healthcare Providers, including student nurses, this is a New York State Department of Health mandate. If you choose not to receive a “Flu Vaccine” you must sign a waiver and comply with the healthcare facilities policy. Some Healthcare facilities mandate the annual flu vaccine which could impact your ability to complete clinical requirements.

*****8.** As per the New York State Department of Health: all persons employed or affiliated with a hospital or nursing home, whether paid or unpaid, including but not limited to employees, members of the medical and nursing staff, contract staff, **students**, and volunteers are now **required to be vaccinated against the COVID-19 virus.**

******All students must receive the Janssen (Johnson and Johnson) vaccine or both of the vaccines of Moderna or Pfizer one month before the start of clinical.**

COVID-19 PROCEDURES:

- **As information is updated, we will do our best to communicate any changes to students in a timely fashion.**

CHANGE IN HEALTH STATUS

- Students must inform the Program Coordinator of any change in their health status i.e. physical injury or medical conditions that impair physical function or exposure to a highly communicable disease, such as but not limited to: chicken pox, pertussis, rubella within 24 hours of occurrence.
- The student should not report to the classroom or clinical area with flu-like symptoms which include: elevated temperature (over 100.4 degrees F or 38 degrees C), diarrhea and/or vomiting within 24 hours of experience.
- **Medical clearance which states there are no restrictions from a Healthcare Provider will be needed to return to school after two (2) or more consecutive days of illness.**
- If the student is injured on campus or during a clinical assignment they **MUST** notify the supervising faculty immediately. An incident or accident form should be completed before leaving for the day and facility policy will be followed.
- **The ONC BOCES PN Program reserves the right to require a medical practitioner’s statement regarding students’ health status if it is impaired at any time during the school year.**

You, the student, are responsible for your own health care: physician, medication, hospital bills. **NO** Health Care Insurance is provided for students by the school.

PREGNANCY

- If pregnancy is suspected or actual, it is the student's responsibility to notify the Program Coordinator as soon as possible. A medical practitioner's statement and release to participate in the clinical areas without restrictions will be required. A Form for this documentation is available from the Program Coordinator. The student will be relieved of all clinical duties with loss of program clock hours until such written information is on file.

EMERGENCY ROOM / DOCTORS VISIT DUE TO ILLNESS

- **Students that are seen in the emergency room or at a healthcare setting due to an illness will be required to bring documentation that they may return to the classroom and clinical settings with no restrictions.**

LATEX ALLERGY

- Any enrolled student with a known latex allergy is required to provide medical documentation of such an allergy to the Program Coordinator within the first week of school.

ATTENDANCE POLICY

ABSENCES

Students are expected to attend all scheduled classes and clinical experiences. The objectives for each experience must be fulfilled before the student may progress in the program. The New York State Education Department and the school require completion of a specific number of hours in both classroom and clinical work prior to graduation. To comply with New York State Education Department (NYSED) regulations, the student must not miss more than 5% of the total program hours. Therefore, the attendance policy of the PN program is as follows:

Classroom Absences:

1. Twenty (20) hours of classroom absent time is allowed each semester without penalty.
 - a. All classroom absent time is calculated in fifteen (15) minute increments. Examples: 1 minute - 15 minutes equals 15 minutes, 16 - 30 minutes equals 30 minutes, 31 - 45 minutes equals 45 minutes and 46 - 60 minutes equals 1 hour.
 - b. Absent hours from first semester **CANNOT** be carried over for use in the 2nd semester.
 - c. All absent time **MUST** be reported, this includes being late or leaving early.

1. For classroom absences you may leave a message on the Program's answering machine, (607)-431-2562.
- d. All absent time **MUST** be explained with documentation.
 1. If absence is due to a medical reason then documentation from the healthcare provider **MUST** be provided and state that the student can return without restrictions.
 2. If the student is late they **MUST** complete a "tardy slip" in the Program's office prior to entering the classroom.
 3. If a student finds it necessary to leave school early they **MUST** notify a staff member as soon as possible and complete an "early departure slip" in the Program's office before leaving.
- e. Students will receive attendance counseling statements every five (5) weeks or earlier if attendance issues arise.
2. Classroom absences in excess of twenty (20) hours will be subject to the following:
 - a. Dismissal from program.
 - b. Leave of Absence. (refer to Leave of Absence Policy page: 34)
 - c. Continuation in the program with an individualized attendance contract allowing nine (9) additional hours of absent time.
 1. If this additional time is used it **MUST** be called in, documented and will require make-up time.
 2. If these additional hours are exceeded, dismissal can result.

****Decisions regarding the outcome of excessive classroom absences will be based on the student's reason for absences, if the student followed call in procedure and the student's academic record in the program.**

3. Students are required to sign in at the beginning of the day and upon returning to the classroom after the lunch break. This information is used to calculate overall attendance, if any discrepancies in attendance occur this information will be used to address the issue. All attendance records are kept by the Program Coordinator.

******* The classroom door will be closed and locked when class begins (this is a safety requirement).

****All work missed during absences is the responsibility of the student to make up.**

4. Students are expected to take scheduled tests and hand in assignments on days which they are in attendance even if they are tardy or have an early departure.
5. Following an absence students are expected to turn in assignments or take missed tests on the first day they return to class.

*****If assignments are to be submitted electronically they are due on time regardless of absence.**

*******There are NO absences allowed for virtual online classwork, this includes but is not limited to virtual simulations and edpuzzle lectures.**

6. Missed tests cannot be taken during regular class hours. Students may take missed tests before or after school. It is the student's responsibility to make these arrangements with the Instructor.
 - a. If the test is not completed on the next day of attendance there will be a loss of 5 points from the achieved grade for each day not taken.
 - b. After 5 class days the student will be given a zero for the missed test and this test will not be available for make-ups.
7. An absence from a laboratory experience in which a skill is taught or demonstrated will require the student to make an appointment with the Instructor to make up the lab. Laboratory experiences must be made up within one (1) week from the missed lab experience.
8. Students will be allowed to make one copy of a fellow student's lecture notes **due to absence only**. Students must make arrangements with the course's instructor to have notes copied. (Refer to use of program equipment on page 16.)

Clinical Absences:

1. All absent time equal to or in excess of 3 hours must be made up.
****All clinical make-up time is done as a whole day.
****Clinical placement for make-up time will be the decision of the Program Coordinator.
2. All absent time **MUST** be called in to the Program Coordinator. Students will be given the Program Coordinator's contact information prior to beginning the clinical rotations.
 - a. The student must notify the Program Coordinator at least one (1) hour prior to the start of the clinical experience if they are going to be absent.
****All absences must have a legal documented excuse to be considered for make-up time at no cost to the student. All documented excuses must be turned in to the Program Coordinator on the next class day.
 - b. If the student is going to be unavoidably late to clinical they **MUST** notify the Program Coordinator as soon as possible.
 1. If the student is repeatedly late for clinical an attendance counseling statement will be issued.
 2. If lateness causes 3 or more absent hours to accumulate the student will be required to make-up a clinical day at a cost of \$200.00/day.
 - c. If the student feels that it is necessary to leave the clinical rotation early, they **MUST** get approval from the Program Coordinator **at least 24 hours prior** to the incident whenever possible.

- d. All clinical tardiness and early departures are calculated at 15-minute increments.
3. A **NO CALL / NO SHOW** is considered a **CLINICAL INCIDENT/ CLINICAL FAILURE for that day**. The student will receive a counseling statement upon returning to the classroom and meet with the Program Coordinator. The student **MUST** make this clinical day up at a cost of \$200.00 / day.
 - a. A second **NO CALL / NO SHOW** will result in automatic dismissal from the program.
4. Make-up time for in-person clinical:
 - a. First Semester: A maximum of two (2) clinical make-up days are allowed. ****Students are allowed one (1) clinical make-up, 7.5 hours at no cost if it has been called in and documented appropriately.**
 - b. Second Semester: A maximum of three (3) clinical make-up days are allowed. ****Students are allowed two (2) clinical make-ups, 15 hours at no cost if they have been called in and documented appropriately.**
5. Clinical make-up time is done in a clinical setting on weekends or over vacations with clinical instructor supervision. This cost, if applicable, will be billed to the student and **MUST** be paid in full prior to attending the make-up day experience.

*****Reported absences, tardiness or early departures by another student will not be accepted.**

*****Absences, tardiness and early departures are also reflected in the final student evaluation. The student's final evaluation is used when giving references to prospective employers.**

Absences Due to Medical Excuse:

1. Absences must not exceed the allotted time allowed. (Refer to Classroom Absences – pages 30 - 32 and Clinical Absences – page 32 - 33.)
2. If a student has been barred from class and/or clinical experience by a medical provider, a note from the medical provider is required stating the student is medically able to return to class and/or clinical experience.
 - a. No restrictions are allowed in the clinical setting.

Absences Related to Death in Family

1. When appropriate documentation is provided, three (3) bereavement days are allowed for a death in the immediate family. Immediate family includes; spouse, child, parent of either spouse, grandparent of either spouse, grandchild, siblings of either spouse, person in spousal relationship, foster children and those residing with the student.

- a. One (1) bereavement day is given for the death of an aunt or uncle of either spouse, niece or nephew of either spouse when appropriate documentation is provided.
2. Appropriate documentation can include: obituary, memorial or copy of the death certificate.

Military Commitment:

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

Jury Duty:

Students who receive a summons for jury duty are encouraged to defer jury duty while attending ONC BOCES Practical Nursing Program.

If the student is unable to defer jury duty, the student must present the summons to the Practical Nursing Office. Students are expected to call and report absences daily to update the school regarding jury status.

Appointments:

1. Make all appointments **BEFORE** or **AFTER** the regular school day, or during holiday or vacation time to avoid absent time.
2. In the event of an emergency appointment, please notify the Program Coordinator as soon as possible.
3. **Time missed for appointments will be counted as absent time.**

Make-Up Time:

(Refer to Classroom absences - pages 30 - 32, and Clinical absences - page 32 - 33.)

1. All classroom and clinical make-up time **MUST** be completed before allowed to sit for that semester's final exams.
2. All make-up time is at the discretion of the Program Coordinator.
 - a. Required documentation must be submitted per the individualized attendance contract.
3. Documentation of all make-up time is kept in the student's file.

Leave of Absence (LOA):

When frequent or prolonged absences have caused serious gaps in clinical or theoretical education, a leave of absence (LOA) is recommended. This LOA would permit the student to withdraw and re-enter the program within one year on a space available basis. Leave of Absence paperwork **MUST** be completed, forms available in the program office. If the LOA is granted for medical reasons, the student must submit a medical clearance prior to returning to the program.

For undergraduate programs the time frame cannot exceed 150% of the published clock hours necessary to complete the program. The Program Total Clock Hours are 1204, a student must complete the program within 1806 Clock Hours (1204×1.5) to receive Federal Funding. A LOA from the first semester will require the student to repeat the entire first semester, ($1204 + 545 = 1749$). If the student wishes to repeat only the second semester it is possible as long as the first semester academic average **was at least 85%** in each first semester course and the first semester clinical experience was Passed. If these requirements are not met then the student would need to repeat the entire program or the courses with averages below 85%.

Withdrawal Notice:

If a student chooses to withdraw from the program a withdrawal notice must be completed and signed by the student and Program Coordinator on the day of the withdrawal. The Chromebook (if withdrawal is in the first semester) and all clinical identification badges **MUST** be turned in. Withdrawal forms are available in the program's main office.

Readmission Following Withdrawal or Leave of Absence:

Students who are in good standing (i.e., academics, attendance, professionalism, do not have a previous financial balance with the program) and have withdrawn from the Practical Nursing Program for health reasons or other extenuating circumstances, may be permitted to resume training after a leave of absence at the discretion of the program's coordinator and administration. Former students are readmitted as space allows and are not guaranteed a position in the program.

Readmission Following a Dismissal:

Any student dismissed for one of the following reasons will not be eligible for re-admission:

1. Academic dishonesty
2. Possession, consumption, or sale of alcohol or any drug prior to or while in attendance at ONC BOCES, affiliating agencies, or school function.
3. Forgery, alteration or misuse of school or facility documents and/or records.
4. Providing false information to the school or affiliating agencies.
5. Violation of HIPAA regulations.
6. Physical or mental abuse or act of aggression toward another person while attending classes, clinical rotations or school functions.
7. Theft or conversion of another's property.
8. Failure due to unsafe clinical practices.
9. Insubordination.
10. Patient abandonment.

A former student who was dismissed from the program for reasons other than those stated above, may apply for readmission at the beginning of the school year following their dismissal. Former students are readmitted as space allows and are not guaranteed a position in the program.

Readmission Procedure:

An applicant interested in readmission must submit:

1. A written request for readmission to the Program Coordinator. This request should include how their individual situation has changed to improve their chances of being successful upon reentry into the program.

2. Complete the program's application process.

**Entrance exam (TEAs) if not from the prior year will need to be retaken.

3. All readmissions must be at the beginning of a semester.

4. Applicants interested in readmission into the second semester:

1. If reentry is desired the following year after LOA/Withdrawal if the first semester average of each course was an 85% or better and Clinical was passed then the applicant may enter second semester.

2. If reentry is beyond one year of withdrawal/LOA then the applicant will have the option to test out of the first semester. In order to test out of the first semester the applicant is required to pass the finals of each first semester course with at least a 77% and pass all first semester lab skills. The cost of this option is \$250.00 (non-refundable) and must be paid in full before attempting.

**If an applicant is unsuccessful in their attempt to test out of the first semester they would be required to complete the entire first semester.

5. All applications interested in readmission will be evaluated on an individual basis using the Admission procedures of the ONC BOCES Practical Nursing Program.

6. When the student reenters the program, no previously earned grades from the failed or incomplete semester are applied. The student begins with a blank record for the new semester.

7. If readmission is granted, the student will be readmitted to the school under the requirements in effect at the time of readmission.

*****Former students are readmitted as space allows and are not guaranteed a position in the program.**

*****A student who re-enters and is unsuccessful after the second attempt will be dismissed from the program with no opportunity to return.**

GRADUATION REQUIREMENTS

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

- A. Successful completion of all required theory course work with a cumulative average of 77 in each course.
- B. Satisfactory completion on all clinical rotations (Pass).
- C. Achievement of a “100” on the required drug calculation exams as per the Pharmacology I and Pharmacology II course syllabi in each semester of the program.
- D. Satisfactory attendance, not to exceed twenty (20) hours classroom absences and three (3) hours of clinical per semester.
- E. Successful completion of Basic Life Support, CPR for Healthcare Providers with documentation on file.
- F. Completion of a Comprehensive NCLEX-PN Predictor and any required remediation assigned as a result of the student’s score on that Predictor.
- G. Completion of all financial obligations to the ONC BOCES Practical Nursing Program, including an exit interview via the program’s Senior Account Clerk.

ONC BOCES PN PROGRAM
OTSEGO AREA SCHOOL OF PRACTICAL NURSING
CLOCK HOURS (2022 - 2023)
FIRST TERM COURSES

	Total	Didactic	In-Person Clinical	Lab
NURSING I - (Fundamentals of Nursing)	320	185	90	45

(9 clock hours) Basic nursing skills combined with information necessary to understand the history of nursing, the role of the PN, and an understanding of health concepts. Critical thinking skills are introduced, and the nursing process is used to apply learned information and provide a framework for practice. Concepts of basic nutrition and its application to health and nursing care are integrated into this course. Ninety hours of in-person clinical experience at selected nursing home and rehabilitation agencies provides practical application of theory knowledge, skills learned and practiced in the clinical laboratory. Virtual clinical scenarios with focus on critical / clinical thinking and problem solving.

HUMAN ANATOMY AND PHYSIOLOGY	100	100		
-------------------------------------	-----	-----	--	--

(5 clock hours) The study of the human body and how it works, with references to concepts and principles of health and nursing care.

HUMAN GROWTH AND DEVELOPMENT	60	60		
-------------------------------------	----	----	--	--

(3 clock hours) The study of the human life cycle from infancy through death. Psychosocial, cognitive, and psychosexual theories are discussed as well as general concepts of growth and development focusing on nursing implications for health teaching, counseling, and care for each stage of life. An expanded unit on gerontology includes physiological, psychological, and emotional changes that are common with this stage.

PHARMACOLOGY I	65	45		20
-----------------------	----	----	--	----

(3 clock hours) Review and drill in basic math necessary for safe drug administration. Introduction to the branches of pharmacology, legal, ethical and developmental aspects of drug administration, medication and intravenous rate calculations and administration principles and techniques.

	Total	Didactic	In-Person Clinical	Lab
TOTAL FIRST SEMESTER	545	390	90	65

*****CNA Certification Testing:**

At the conclusion of the First Semester, any student who successfully completes Nursing Fundamentals and the First Semester Clinical may be eligible to take the New York State Nursing Assistant Certification test. The student will be required to pay in advance. At least four students will be required to schedule the test per Prometric.

ONC BOCES PN PROGRAM
OTSEGO AREA SCHOOL OF PRACTICAL NURSING
CLOCK HOURS (2022 – 2023)
SECOND TERM COURSES

	Total	Didactic	In-Person Clinical	Lab
NURSING II (MEDICAL-SURGICAL)	469	165	285	19

(9 clock hours) The study of physical, psychological, and socio-cultural aspects of illness in adults. Pathophysiology of common physical and mental health diseases / disorders are discussed along with common nursing interventions and treatments. Advanced nursing skills (critical thinking) and concepts are taught to care for hospitalized adults with common illnesses, including procedures, therapeutic nutrition, and medication administration. Two-hundred-fifty-five hours of in-person clinical experience at selected area agencies provides practical application of theory knowledge, skills learned and practiced in the clinical laboratory. Virtual clinical scenarios with focus on mental health concerns – to enhance the critical / clinical thinking of students in this area.

PHARMACOLOGY II	70	60	**	10
------------------------	----	----	----	----

(3 clock hours) Provides a foundation to understand drug actions, side effects, interactions, nursing implications and patient education based on drug classifications.

** The pharmacology clinical application (supervised medication administration) is included in the medical-surgical clinical hours.

MATERNITY NURSING	60	60	**	
--------------------------	----	----	----	--

(3 clock hours) Nursing concepts and skills to care for families during pregnancy, childbirth and postpartum. Common complications and their implications are also discussed along with women's health issues and family planning.

**Clinical experience in women's health clinics and/or family care clinics is available. Five virtual clinical scenarios are covered to enhance the critical / clinical thinking of students in maternity healthcare.

PEDIATRIC NURSING	80	60	**	
--------------------------	----	----	----	--

(3 clock hours) The focus is on the common pathophysiologic conditions and the nursing care of the pediatric patient from infancy through adolescence and their families.

**Clinical experience in pediatric health clinics and family care clinics is available. Five virtual clinical scenarios are covered to enhance the critical / clinical thinking of students in pediatric healthcare.

	Total	Didactic	In-Person Clinical	Lab
TOTAL SECOND SEMESTER	659	345	285	29
PROGRAM TOTALS	1204	735	375	94

Hegis Code: 5209.20

STUDENT PROGRESSION / RETENTION

ACADEMIC STANDARDS

Academic progress reports are issued quarterly, at 10-week intervals and a transcript is issued at the end of each semester. An academic counseling statement shall be issued at 5-week intervals for students with course averages below 80%.

- A. Each course's grade is comprised of components specific to that course and explained in each course's syllabus.
- B. Overall grading procedure:
 1. All course quarter and final averages are rounded to a whole number.
 2. Quarter overall program averages are rounded to a whole number.
 3. Semester averages and Overall Program averages are rounded to the tenth.
 4. When determining student rank Overall Program Averages are rounded to the hundredth as needed.
- C. Academic Honors.
 1. Honor Roll - an overall quarter, semester or program average of 89.5 to 94.4.
 2. High Honor Roll— an overall quarter grade, semester or program average of 94.5 to 100.
- D. All students are required to maintain at least a 77% average in each course in the program in order to graduate, and be eligible for the practical nurse licensure exam (NCLEX-PN).
- E. Students with course averages below an 80 will receive an academic counseling statement and be placed on academic probation after a conference with the Instructor and Program Coordinator. Probationary status will be reviewed for signs of improvement at three and five weeks after the initial counseling statement date.
 1. Students that have failing grades **MUST** show improved averages within 5 weeks of being placed on academic probation or dismissal will result.
- F. All averages which are **INCOMPLETE** at the quarter of end of semester **MUST** be completed within one week of the marking period close.
- G. Students must have a combined passing two-quarter average in a course in order to sit for a final. (i.e. – Nursing 10 week + Nursing 20 week = passing average, 77 or greater).

ACADEMIC INTEGRITY

ONC BOCES Practical Nursing Students are obligated to maintain the ethical standards of our school (as stated in our Code of Conduct) and of the nursing profession. Academic dishonesty includes, but is not limited to, the following:

- A. Cheating on examinations – the use of any electronic media (cell phones, cameras, watches) to facilitate examination success is strictly forbidden.
- B. Plagiarism, i.e., the use of works or ideas of others, whether borrowed, purchased, or otherwise obtained, without credit to the source. All works or ideas of others from textbooks, Internet or individual research must be cited and quoted appropriately. Papers that are not documented properly, i.e., references, bibliography, etc., will not be accepted. Unless otherwise indicated, and approval given, papers are to be individual original documents – not copied from any source.
- C. Willingly collaborating with another student in any of the above actions which results in a student submitting work that is not his or her own.
Stealing examinations, distributing answer sheets, falsifying academic records, and other such offenses.
- D. Submitting work previously presented in another course without permission of the instructor.

Academic dishonesty in any form is regarded by the school as a breach of ethics and will immediately result in disciplinary action. Disciplinary action will be initiated by the instructor if evidence indicates that a student is guilty of academic misconduct. Disciplinary action can result in dismissal from the program.

LABORATORY PERFORMANCE

- A. Skills labs in Nursing Fundamentals and Pharmacology I & II are a pass/fail.
- B. A lecture/demonstration of each skill will be given by the faculty.
- C. Students are required to practice skills in the lab setting under the guidance of an instructor. Students are required to sign up for lab time on the week of the skill demonstration, lab times will be posted in the lab area. If these times are not convenient for the student they will need to make arrangements with the Instructor.
 1. Each skill will have a required amount of practice time assigned to it.
 2. Students will be approved to test on skills or be assigned more practice time according to the instructor.
- D. All skills must be passed satisfactorily in the class lab before being performed in the clinical setting.
- E. If a student is unable to pass a skills lab, they will receive remediation and will be allowed to repeat the lab once.
 1. The student will be given an amount of practice time required dependent on the skills level of difficulty.
 2. A student will not be able to perform the skill in the clinical setting until components of the Lab Practicum are completed.
 3. Failure to successfully complete the lab competencies will result in dismissal from the program.

CLINICAL EXPECTATIONS / STANDARDS

- A. Laboratory skills must be passed before students may perform these skills in the clinical experience.
- B. Complete program requirements (confidentiality, health and CPR), mandatory education and facility orientation before beginning the clinical experience.
- C. All clinical procedures are performed in accordance with the procedure policy in effect at that institution, maintaining standard precautions learned in the skills lab setting.
- D. In the clinical setting consult your assigned clinical instructor with questions, unless urgent concern for patient safety, in which case facility staff may be approached. Seek instructor assistance before performing ALL skills.
- E. Keep clinical instructor and nursing staff informed of resident/client/patient status.
- F. Maintain resident/client/patient confidentiality (HIPAA).
- G. Administer medications **ONLY** under the approved standard of practice and with the **CLINICAL INSTRUCTOR'S SUPERVISION**. Document all administered medications IMMEDIATELY after giving according to facility policy and procedures.
- H. When documenting:
 - 1. Write student notes first for the instructor to review then after instructor approval input note in patient record according to facility policy.
 - 2. Complete all written and computer documentation including checklists, accountability sheets and flow sheets before leaving the clinical unit.
- I. Give the end of shift report to the appropriate staff nurse or head nurse per facility policy. This report should include any treatments and medications which were or were not given and the reason, any other pertinent data about the care of the patient/resident/client.
- J. Clinical performance is evaluated by Clinical Instructors in reference to clinical objectives.
 - 1. Clinical evaluation per each rotation is either satisfactory or unsatisfactory.
 - 2. Semester clinical evaluation is Pass or Fail.
- K. Critical incident forms may be issued at any time to identify areas of concern when the Clinical Instructors and/or Coordinator believe the student's behavior may have consequences regarding clinical attendance, patient safety, or program policies and practices.

STUDENT PROBATION/DISMISSAL

Decision for academic probation, clinical probation or recommendation for dismissal will depend on several factors:

I. PROBATION

A. Program Probation:

1. When a student is involved in an act under Prohibited Student Conduct one of the consequences is Program Probation. (Refer to pages 44 - 46)

B. Academic Probation:

1. Overall averages in the courses are assessed at 5-week intervals. If any overall average is below 80% the student is placed on Academic Probation.
 - a. The student will receive an academic counseling statement and will meet with the Program Coordinator and the Instructor to review study habits and discuss options for improvement.
 - b. Averages will be reassessed 3 weeks and then 5 weeks from receiving the statement.
 - c. Students with a failing average(s), below 77% in one or more subjects will be required to attend tutorial sessions. Attendance will be monitored and recorded in the student file. Failure to attend mandatory tutorial sessions or increase average(s) to passing by 5th week after statement will result in a review of student progress to determine program eligibility status.
 - d. It is recommended that any student seek assistance and/or remediation with an instructor when a need is recognized.

C. Clinical Probation:

1. Inability to correlate classroom theory/lab skills to in-person clinical environment.
2. Any action in which a student fails to demonstrate safe care or a critical element of care will be documented as an unsafe clinical action. Unsafe nursing practice is defined as any action or inaction which does, or has the potential to cause serious harm to the client. (i.e. medication error, failure to protect a confused client with the appropriate precautions.)
3. Failure to take basic precautions in the clinical setting (i.e. standard precautions, identifying a patient, inappropriate hand washing).
4. Inappropriate behaviors or communication in the clinical setting, not following dress code, unprofessional mannerisms, use of cell phones in the clinical setting during program hours.
5. Interpersonal relationship that interferes with clinical performance, i.e. arguing with clients, visitors, peers, instructors or staff.
6. Unsatisfactory or Incomplete lab performance.

***A student who has committed one of the above acts will receive written documentation (a clinical incident form) and student conference. The student conference with the Program Coordinator and Clinical Instructor (if available) will be held within three (3) school days of the incident. The student then will attend school remediation as deemed necessary by the Coordinator and be re-evaluated at 3- and 5-week intervals.

D. **Attendance Probation:**

1. Excessive absenteeism, as evidenced by missing 90% of the allowed time (18 hours of classroom and 2.75 hours of clinical) in each semester. refer to the Attendance Policy on pages 30 - 34.

WRITTEN REPORTS

All documentation regarding student progress will be placed in the individual student's file. Students will receive copies of all documentation and be informed in writing of any recommendations or actions from the Program Coordinator.

II. **DISMISSAL**

A. **Program Dismissal:**

1. When a student is involved in an act under Prohibited Student Conduct one of the consequences is Program Dismissal. (Refer to pages 44- 46)

B. **Academic Dismissal:**

1. Quarter averages in one course below 77% with no signs of improvement 5-weeks after receiving a counseling statement and attending mandatory tutorials.
2. Combined Quarter averages (10 & 20 weeks or 30 & 40 weeks) before final exams below 77% in one course.

C. **Clinical Dismissal:**

1. Continued unsatisfactory or incomplete lab performance 3- and 5-weeks after receiving a counseling statement and remediation.
2. Failure to correct clinical deficiencies, recurrence of a documented unsafe action in the clinical setting after receiving documentation and remediation.
3. Documentation of three different unsafe clinical actions.
4. Failure to report clinical absence to the Program Coordinator more than once This is referred to as a no call, no show. (Refer to Attendance Policy–Clinical Absences, page 32-33)
5. Prematurely leaving the affiliated health care agency without prior approval from the instructor. This could be considered abandonment of patients in the clinical area.
6. Breach of client/patient confidentiality. (HIPAA)
7. **At any point in the clinical training, if a student is negligent or unprofessional, they may be dismissed from the program. Refer to Prohibited Student Conduct pages 44 - 46.**

D. ATTENDANCE DISMISSAL

1. Excessive absenteeism as indicated under the Attendance policy on pages 30 - 34.

**In all cases of involuntary withdrawal / dismissal the Program Coordinator will request an exit interview. When the involuntary withdrawal / dismissal is found necessary the student will return books on loan and other materials borrowed. Chromebook (in first semester) and student ID badges MUST be turned in to the Program's Senior Account Clerk. The student will be given copies of involuntary withdrawal / dismissal paperwork and the originals will be placed in the student's file. The student will be billed for any materials not returned.

PROHIBITED STUDENT CONDUCT

The ONC BOCES Practical Nursing Program expects all students to conduct themselves in a professional manner being appropriate and culturally responsive. You will not engage in any behavior that endangers the safety and welfare of others, violates or impinges upon their rights or violates state statutes. Consistent with our efforts to create a positive learning environment, as well as to simulate the actual work setting.

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

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

1. **Failure to comply with the regulations in the student handbook**
2. Committing an act of violence against a school employee, another student or attempting to do so, while on school property or at a school function.
3. Displaying and/or possessing a weapon while on school property or at a school function.
4. Threatening, while on school property or at a school function, to use a weapon.
5. Knowingly and intentionally damaging or destroying school property and/or personal property of any school employee or any person lawfully on school grounds or at a school function.

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

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

frequent exiting from class during instructional time, eating in the classroom, and talking during instructional time.

7. Vandalism.
8. Verbal, sexual and/or physical harassment.
9. Verbal assault/bullying (i.e., the use of demeaning, derogatory, foul, offensive, threatening, or abusive language) toward staff or other students.
10. Actions that endanger the health, safety or welfare of others.
11. Fighting and/or bullying of faculty/staff/students.
12. Premature leaving of a facility without the knowledge or permission of the instructor.
13. Failure to notify the clinical instructor of an absence.
14. Cheating, plagiarism, copying / altering records or committing other acts of dishonesty or demonstrate a lack of integrity.
15. Theft of property.
16. Breach of confidentiality/privacy. (Violate confidentiality of information related to patients, students, clinical agencies, or clinic sites including HIPAA regulations.)
17. Use of cell phones in the classroom (outside of designated use times), or at clinical sites.
18. Use of social networking sites that could result in civil/criminal liability or negatively impact the practical nursing program or the profession of nursing.
19. "Chain of Command" not followed in clinical or classroom setting or during grievance procedure
20. Performing procedures not yet observed or always require an instructor independently
21. Involvement in procedures that are not within the scope of practical nursing practice
22. Violation of standard patient safety; these include but are not limited to:
 - a. Failure to observe safety precautions, i.e. bed left in high position or unsafe transfer, completion of a new procedure without instructor.
 - b. Failure to follow infection control measures
 - c. Failure to document or report appropriately medication administration error(s)
 - d. Failure to observe side rail precautions
 - e. Failure to report or observe changes in the client/patient condition

Corrective actions include, but are not limited to:

1. Removal from the classroom or clinical facility with the loss of hours.
2. Written warning which remains in the student's file.
3. Meeting with the Program Coordinator/Program Administrator.
4. Loss or change in financial aid eligibility (continued or future).
5. Written assignments addressing the behaviors exhibited.
6. Involuntary withdrawal/Dismissal from the Practical Nursing Program.

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

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

1. Threat to or intimidation of, any staff members or students either face to face or via any media.
2. Sexual misconduct.
3. Gambling.
4. Extortion.
5. Forgery.
6. Arson.
7. Bomb Threat.
8. False reporting to 911.
9. Possession, sale, or use of a weapon.
10. Possession, sale, manufacture or use of drugs or alcohol.
11. ****Any student found to be under the influence of alcohol, drugs or other intoxicants will be asked to leave. Violation of this regulation may be cause for criminal prosecution and/or termination from the program,as well as loss of Financial Aid)**
12. Possession, sale, or use of fireworks or other substance that endangers the health and safety of students and/or staff.
13. Assault on a staff member or student.
14. Vandalism (district will seek restitution).

Corrective actions include, but are not limited to:

1. Removal from the classroom or clinical facility with the loss of hours.
2. Written warning which remains in the student's file.
3. Involuntary Withdrawal/Dismissal from the Practical Nursing Program.

Reporting Violations:

All students are expected to promptly report violations of the Code of Conduct to an instructor, Program Coordinator or Program Administrator of the ONC BOCES Practical Nursing Program as soon as possible after occurrence. Appropriate sanctions of the violation will be followed up promptly according to the ONC BOCES Practical Nursing Code of Conduct.

****Any student who discloses a concern about drug or alcohol abuse will be referred to an appropriate agency.**

****Individuals who wish to obtain information on drug and alcohol abuse prevention programs may contact **The National Clearinghouse for Alcohol and Drug Information, 1-844-955-0207.** Information and referrals to treatment centers in local communities may be obtained by contacting **The National Institute on Drug Abuse Hotline 1-800-729-6686.** A list of State Drug Abuse Prevention and Treatment Coordinators can be obtained by contacting LEAF Council on Alcoholism/Addiction, 189 Main Street Oneonta[^{KC1}], NY 13820, 607- 432-0090.**

GRIEVANCE PROCEDURE

In Compliance with the standards set for the governing of Civil Rights in Vocational Education Programs, all students are protected under the following grievance procedures.

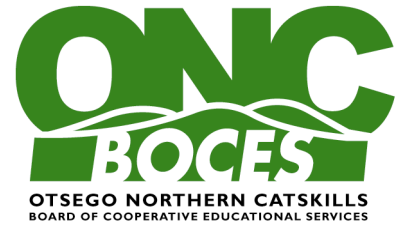
Note: Certain areas which are within the scope of a professional teacher's responsibilities are not subject to grievance. (Example: interpretation of a subject and/or work experience in the area of the teacher's expertise).

DEFINITION OF A GRIEVANCE - A grievance is a complaint regarding an alleged violation of a student's rights regarding grading, academic and laboratory work, dismissal, suspension, student conduct or discrimination due to sexual orientation or disabilities.

PROCEDURE

1. A student or a group of students have the right to submit a complaint informally to the staff member involved. If no satisfactory resolution occurs, a formal written complaint must be filed with the Program Coordinator within five school days of the complaint. This complaint **MUST** be submitted on the ONC BOCES PN Program Grievance Form which is located on page 48 of your Student Handbook or can be obtained from the PN Program's Senior Account Clerk.
2. The Program Coordinator will conduct a hearing within five school days of receiving the complaint and will provide a response in writing within five school days of the hearing.
3. If the student and/or students are not satisfied with the settlement offered at the first level, an appeal may be made to the Workforce Development & Adult Education Coordinator.
4. A hearing by the Workforce Development & Adult Education Coordinator with the student, and/or students and faculty will be held within five school days of receipt of the appeal.
5. A decision will be made in writing by the Workforce Development & Adult Education Coordinator within five school days.
6. If the student and/or students are not satisfied with the settlement at this level, the appeal may be carried to the District Superintendent following the same procedure as outlined in 3 - 5.

ONC BOCES Practical Nursing Program
Otsego Area School of Practical Nursing
31 Center Street, Third Floor
Oneonta, NY 13820
Phone:(607) 431-2562
Fax: (607) 431-2563



ONC BOCES Practical Nursing Program
Otsego Area School of Practical Nursing
Grievance Form

Date: _____

To _____,

I, _____, am filing a grievance regarding the following ONC
(print your name)

BOCES PN student right(s), list the page number(s) from the current ONC BOCES PN
Program Student Handbook which describes the right(s) that you believe have been violated:

Date of Occurrence: _____

Site of Occurrence: _____

Give a brief description of incident: _____

Student's Signature

Hegis Code: 5209.20

Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties

NOTICE TO COMPLAINANTS

The Professional Education Program Review Unit of the New York State Education Department, will attempt to assist in the resolution of complaints about academic quality, refunds, and proper application of published institutional policies in professional programs (i.e., related to the licensed professions) at postsecondary institutions in New York State. Please note that the Department will not take action until all grievance procedures at the institution have been followed and all avenues of appeal exhausted. These steps should be documented in the complaint:

Additionally, the Department will not intervene when the complaint concerns the following matters:

1. Grades or examination results, which are the prerogative of the institutions faculty.
2. Discrimination against enrolled students on the part of the Institution or faculty; complaints should be filed with the
U.S. Office of Civil Rights
26 Federal Plaza
New York, New York 10278.

Further information can be obtained from the school's main office.

Title IX Compliance

The Board of Cooperative Educational Services, Sole Supervisory District of Otsego, Delaware, Schoharie, and Greene Counties does not discriminate based on sex, race, color, national origin or handicapping condition in the educational programs or activities which it operates and is in full compliance with Title IX of the Educational Amendments of 1972. The Board's policy of non-discrimination includes the following: recruitment and appointment of employees; employment pay and benefits; no student shall, based on gender, race, color, national origin, disability, age, creed, religion, marital status, sexual orientation, or other legally protected status be excluded from participation in, be denied the benefits of, or otherwise be subject to unlawful discrimination under any career and technical education program or activity.

The compliance officer for Title IX is Dr. Jennifer Avery, Deputy Superintendent who is available at the Otsego Northern Catskills BOCES, 1914 County Route 35, Milford, New York 13807, 607-286-7715 ext. 3325.

OTSEGO NORTHERN CATSKILLS BOCES ADULT AND CONTINUING EDUCATION PROGRAM

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

This Notice is provided to you as required by Title II of the Americans with Disabilities Act of 1990.

Program Services: The Otsego Northern Catskills BOCES does not prevent individuals, on the basis of a disability, admission and participation in its services, programs, or activities. Otsego Northern Catskills BOCES will make all reasonable modifications to programs to help participation by persons with disabilities. The ADA does not require Otsego Northern Catskills BOCES to make modifications, if the nature of the program was changed or created an undue financial or administrative burden.

Employment: Otsego Northern Catskills BOCES does not discriminate on the basis of disability in its hiring or employment practices.

Communication: Otsego Northern Catskills BOCES will, for most requests, provide the aids and services for individuals to communicate in order to participate as other students do in our programs, services, and activities.

If you need help in communication to participate in programs of Otsego Northern Catskills BOCES, you should contact:

Ryan Demars
Director of CTE, Alternative and Adult Education
Phone: 607- 286 - 7715 ext. 2609
Email: rdemars@oncboces.org.

Questions, concerns, complaints, or requests for more information regarding the ADA may be forwarded to Otsego Northern Catskills BOCES designated ADA Coordinator.

Dr. Jennifer Avery
Deputy Superintendent
Otsego / Northern Catskills BOCES
Northern Catskills Occupational Center
2020 Jump Brook Road, PO Box 382
Grand Gorge, NY 12434
Phone: (607) 286-7715 ext. 3301
Email: javery@oncboces.org

TUITION PAYMENTS

Tuition payments are due on a semester basis. All students are billed at the beginning of each semester. Accounts not paid in full prior to the beginning of first semester finals week will not be able to attend the second semester and accounts not paid in full prior to the beginning of second semester finals week will not receive a diploma and a hold will be placed on the student's records/transcripts. No students will be certified eligible for the National Council Licensure Exam for Practical Nursing if they have delinquent accounts.

Privately funded students will be required to sign an Installment Promissory Note (see the Senior Account Clerk) and a Tuition Payment Credit Agreement (see the Senior Account Clerk) upon receipt of the first semester invoice. Unpaid privately funded accounts are assessed a 2% per month service charge starting on the 16th day of the month payment is due and each 30 days or portion thereof that such payment and late fees are not paid.

FINANCIAL AID

Each student will receive a "Financial Award Statement" within the program's first month of attendance. This statement will outline the total projected grant funding to be received, the cost of attendance and the eligible amount of Federal Student Loans that they may apply for. Credits to the student's account for Pell Grants, Federal Education Opportunity Grant, Federal Loans, Otsego County Tuition Assistance, CDO Workforce Assistance, VESID, BRIDGE, private or other public agencies will be calculated when official notice is received, **and** only after the student has been in the program for a minimum of 30 days. Refunds for overpayment are made only when money is received by the Grand Gorge Office and request for refund is made. Refunds are mailed to the student at the student's address on file. No refunds can be issued to students at the Grand Gorge office.

FINANCIAL AID DISBURSEMENT

The following is a checklist of what needs to be completed before financial aid can be processed and disbursed:

- Packaged by the Financial Aid Office
- Accept or Decline Financial Aid Award Letter
- Affirmed enrollment & accepted financial responsibility by the required due date
- Signed Promissory Note(s) & completed entrance interview session if receiving loans

Once all of the above is completed:

- The ONC BOCES PN Program will apply all financial aid received to the student bill
- The loan refund process starts once all applicable charges are paid in full for the semester. Checks will be mailed to the student's address on file within three (3) business days of posting to the student account.
- All students MUST be in Satisfactory Academic Progress to receive financial aid and refunds. Refer to below.
- The ONC BOCES PN Program will disburse FSA funds in such installments within each payment period as will best meet the student's needs. For 2022-2023:
 - a. Requests for PELL will be made on 09/27/2022 and 01/24/2023.
 - b. Requests for Direct Student Loans will be made on 10/11/2022, 11/15/2022, 03/21/2023 and 05/02/2023.

TITLE IV SATISFACTORY ACADEMIC PROGRESS FUNDING POLICY

Students who are eligible to receive Title IV funding must adhere to the program's academic and attendance policies to receive this funding. Title IV funding is released to students twice each semester when the student meets the following criteria:

1. The student must have an academic average in each course of at least 77%.
2. The student must complete a total of 327 program hours (60%) first semester and a total of 722 program hours (60%) program hours in the second semester.
 - a. If the student entered the program in the second semester then a total of 395 (60%) second semester hours must be completed.

If a student does not meet SAP standards and loses eligibility due to the above criteria they will regain eligibility when their academic and attendance meet the program standards. The student can appeal an unsatisfactory determination with the Adult Education Coordinator. The student may be paid Pell and Campus-based funds for the period in which they resume satisfactory progress. For Federal Student and PLUS loans, they will regain eligibility for the entire period of enrollment in which they again meet SAP standards.

SAP Appeal Procedure

Overview

Appeals will not be reviewed for any student who has not filed a Free Application for Federal Student Aid (FAFSA) and is seeking a loan from a private lender. You have the right to appeal the denial of financial aid. The appeal must be submitted **no later than the midpoint of the semesters (program weeks 10 and 30)** for which you are enrolled or it will be denied. Appeals will not be reviewed until all requested information has been received. ALL infractions must be appealed to the ONC BOCES Practical Nursing Coordinator. Students who fail two consecutive SAP contracts must file a written appeal and schedule an interview with the Adult Program Coordinator. Students who fail three contracts are not eligible to file an appeal until they are in compliance with the SAP policy. Only under extreme circumstances will an appeal be accepted for review. Examples of these circumstances are: death of an immediate family member; medical emergency, such as surgery or hospitalization by student or immediate family member.

Appeal Instructions

Write an appeal describing the circumstances that led to this situation on the SAP appeal form. Assistance on how this should be written can be found at: <https://scholarships360.org/financial-aid/sap-appeal-letter/>

Please cover the following points in your appeal:

1. The circumstances that occurred which led to my deficiency are ...
2. My plan to resolve my deficiency includes the following...

3. My anticipated graduation date is ... (month/year).
4. I can be contacted for additional information at ... (phone number) and my email address (if available) is ...

Submit supporting documentation to show why an exception should be made. It is YOUR responsibility to demonstrate how circumstances justify making an exception to the policy.

If the reason for the appeal is due to a **medical condition**, and you have sought treatment you **MUST** supply a letter from your health care provider stating whether or not they feel you are sufficiently well enough to return to the program with your appeal. **DO NOT SEND YOUR MEDICAL RECORDS.**

If the reason for the appeal is due to course(s) grade point average(s) below a 77 or two consecutive quarters with below a 77 course average, you must submit a copy of your reinstatement conditions with your appeal to the Financial Aid Administrator.

Send the completed appeal, **including documentation** to the Office of Student Financial Aid. *(Do not forget to sign the appeal.)*

The Adult Education Coordinator will notify you if any additional information is required.

Appeal Process/Results

Review. The Adult Education Coordinator will review your appeal for reinstatement of aid. Their decision will be based on the strength of your appeal, the documentation submitted, and your academic record.

Notification. You will be notified by mail or may be notified by email (if provided) of the Adult Education Coordinator's decision.

Appeal Approved. If your appeal is approved, you will be sent a contract stating the conditions you must meet by the end of the term to retain eligibility. You **MUST SIGN AND RETURN THE CONTRACT.** Your financial aid will be held until the signed contract is returned. If the contract is not returned within two weeks and your aid has already been delivered, the aid will be canceled and a bill created.

Appeal Denied. If your appeal is not approved, you will not receive financial aid until you have met the SAP requirements. You will have one opportunity to schedule an appointment directly with the Adult Education Coordinator to discuss any additional information or documentation you may have in regards to your appeal. Those students who must meet with the Adult Education Coordinator for failing two consecutive quarters will only have one opportunity to present their case. You may re-appeal after you have met the SAP conditions.

Other Policies. All decisions of the Adult Education Coordinator are FINAL. If financial aid was delivered in error for the current term, the aid will be reversed and you will be required to repay the funds due to the ONC BOCES Practical Nursing Program.

OTHER EXPENSES

State Board Exams (NCLEX-PN) requires an application fee (which includes the cost of your first license). An examination fee is also required payable to the testing center that administers the exam. These fees totaled \$343.00 in 2022. A limited permit is required to work as a graduate practical nurse before exam results are known. When you have definite employment, your employer completes the permit application and assigns an RN(s) to supervise you during your working hours; this permit must be submitted to the Education Department with a \$35 fee. You **must submit** an Application for Licensure with the fee to apply for a limited permit. You may not work on a limited permit if you have not completed program requirements (including financial obligations) OR if you have convictions for misdemeanors or felonies in your past (refer to General Information "Record of Conviction".)

TUITION REFUNDS

Students who withdraw or are terminated prior to the end of the term (fall or spring) may be eligible for a tuition refund on a pro-rated basis according to the number of clock hours the student completed that term. Students should notify the coordinator **in writing** if they withdraw, if not the last day of attendance will be used as the withdrawal date. Fees are non-refundable.

Refunds are calculated based on the number of clock hours of attendance. If the student has completed over 60% of their program, they have incurred 100% liability for tuition and they have earned 100% eligibility for funding. However, the school will send back any unused funds to the U. S. Department of Education.

If the student leaves before 60% of the clock hours are completed, the school will calculate the % of the disbursement earned with the following calculation and will submit any return funds within 45 days of the withdrawal date.

Start date: ___/___/____ End Date: ___/___/____

Date of Withdrawal: ___/___/____

Completed clock hours: (a) _____ # of completed clock hours between start date and withdrawal date

Total Clock Hours: (b) _____ # of clock hours between start date and end date

Completed Clock hours (a) _____ / Total Clock Hours (b) _____ =

(c) _____ % of funds earned by student

If this percentage is equal to or greater than 60%, no further action is necessary. If this percentage is less than 60%, please continue.

Amount of funds disbursed for term (d) _____ x % of funds earned © _____ % =

Amount of Title IV funds earned by student (e) _____.

Total Funds disbursed (d) _____ - total funds earned (e) _____ = amount of unearned funds to be returned (f) _____

TRANSCRIPTS AND REFERENCES

A transcript is a copy of the graduate's courses, final grades, and clinical performance evaluation. It is sent on request to schools/colleges or State Boards of Nursing. An unofficial transcript will be provided at no cost upon graduation from the program. Official transcripts are \$10.00, payable to OASPN. The graduate **MUST** authorize the release of this information. **No transcripts will be issued if the student has an outstanding balance due to ONC BOCES or is in default on any Title IV funding.**

Health information is returned to the student upon withdrawal, dismissal and graduation. The ONC BOCES Practical Nursing Program does not retain health records once the individual is no longer a student.

References are a summary of the student's skills and work habits and are a service provided by the school to employers who request them. A copy of the student's final clinical evaluation may be sent if necessary. There is no charge for this copy to the graduate or the employer. Students must sign a release of information form granting permission to release this information. **No references will be issued if the student has an outstanding balance due to ONC BOCES or is in default on any Title IV funding.**

***Be sure to include enough identifying information if you request a transcript or reference. The name you attended the program under and year of attendance / graduation is essential.

References provided by the school are based on the student's classroom and clinical skills/habits. All references provided by instructors are based upon a professional viewpoint. *ONC BOCES is not liable if the outcome of a particular situation (i.e., reference to a potential employee) is seen as undesirable by the student/graduate.*

SCHOOL ORGANIZATION AND FACULTY

The ONC BOCES Practical Nursing Program / Otsego Area School of Practical Nursing is approved by the New York State Education Department. Administration of the school is through the occupational education branch of the Board of Cooperative Services for Otsego-Delaware-Schoharie-Greene Board Cooperative Educational Services. (Otsego-Northern Catskills BOCES).

This BOCES is comprised of 19 school districts, divided for geographic reasons into two occupational educational districts.

Otsego County is served by the Otsego Area Occupational Center (OAOC) located in Milford, NY. The school districts served by this Center include: Cherry Valley/Springfield, Cooperstown, Edmeston, Laurens, Milford, Morris, Oneonta, Schenevus, and Worcester. The Northern Catskills Occupational Center (NCOC), located in Grand Gorge, serves the following ten school districts in Delaware, Greene, and Schoharie Counties: Andes, Charlotte Valley, Gilboa-Conesville, Hunter-Tannersville, Jefferson, Margaretville, Roxbury, South Kortright, Stamford and Windham Ashland Jewett.

ONC BOCES BOARD

Board Officers:

Antoinette Hull, President

Gilboa-Conesville School District

Joseph Ballard, Vice President

Charlotte Valley Central School District

Collin Miller

South Kortright Central School District

Dr. Deborah Fox

Roxbury Central School District

Cynthia Kukenberger

Cooperstown Central School District

Kurt Holcherr

Margaretville Central School District

Al Rubin

Oneonta City School District

Jacqueline Perry

Laurens Central School District

Timothy Powell

Stamford Central School District

BOCES ADMINISTRATION

Catherine Huber, Ed.D.

District Superintendent

Dr. Jennifer Avery,

Deputy Superintendent

Ryan DeMars,

Director of CTE/Alt Ed/Adult Ed

Kathleen Ceng, Ed.D.

Workforce Development &
Adult Education Coordinator

Lynn Chase,

Director of Business & Human Resources

Patricia Powell-Wagner,

Treasurer

ONC BOCES PRACTICAL NURSING PROGRAM

Otsego Area School of Practical Nursing
31 Center Street, Third Floor
Oneonta, New York, 13820
Phone: 607-431-2562
Fax: 607-431-2563

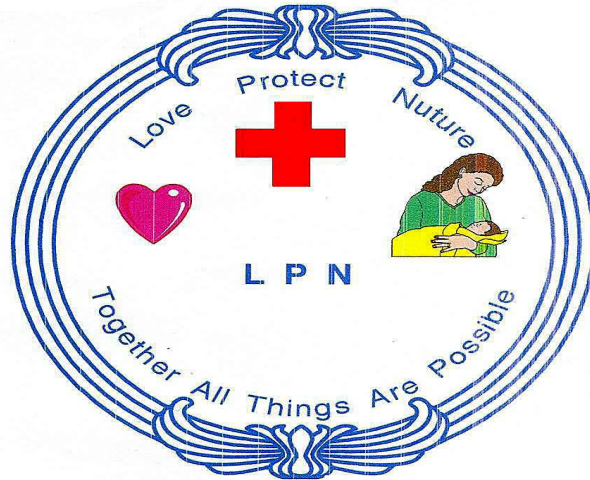
FACULTY

Regina M. Pasa BS, RNProgram Coordinator
State University of New York at Plattsburgh, Plattsburgh, NY 12901
Email: gpasa@oncboces.org
Office Phone: 607-286-7715 ext. 2709

Denise Malone RN, RAC-CT.....Classroom & Clinical Instructor
Nassau Community College, Garden City, NY 11530
Email: dmalone@oncboces.org
Office Phone: 607-431-2562

Liecha Wilson-Collin, RNClinical Instructor & Substitute Classroom Instructor
State University of New York at Delhi, Delhi, NY 13753
Email: lcollins@oncboces.org
Office Phone: 607-431-2562

Terri Chichester.....Senior Account Clerk/Financial Aid Advisor
Central City Business Institute, Syracuse, NY 13202
Email: tchichester@oncboces.org
Office Phone: 607-431-2562
Office Phone: 607-286-7715 ext. 2708
Fax: 607-431-2563



Designed by Ginette Michelle Blasso
Class of 2015