



**LICENSED
PRACTICAL NURSING
STUDENT HANDBOOK**



Dear Eastwick College Student:

Congratulations!

Your decision to attend Eastwick College is one of the most important you will make. It will change your life and professional direction. During the next weeks and months you will have the opportunity to develop skills, knowledge, and professional behavior that will be invaluable to you and will enable you to meet the expectations of your future employers.

The competition for good jobs is great. Therefore, your program has been designed to provide you with real life skills. Eastwick College programs are multi-skilled and provide you with choices for today and tomorrow. Your perseverance, hard work, and excellent attendance are key in accomplishing your goals.

On behalf of the faculty and administration of Eastwick College, I welcome you and wish you success.

Sincerely,

A handwritten signature in red ink, appearing to read "Joyce", is written over a light blue rectangular background.

Joyce Marchione-Traina, MBA, JD
Vice President for Academic Affairs

PROGRAM PHILOSOPHY

The faculty of the Eastwick College Licensed Practical Nursing Program believes that the objectives of nursing education are dependent on the conceptual beliefs about humans, health, environment, nursing, and the teaching-learning process.

The faculty believes that an individual is a unique being, consisting of physiological, psychological, sociocultural, intellectual, and spiritual needs. These needs exist regardless of gender, culture, or race. These needs are hierarchical and span the life cycle. Humans are autonomous, self-directed individuals of worth and should be treated with dignity and respect.

The faculty views health as a changing phenomenon affected by physiological, psychological, sociocultural, and environmental factors. Health exists on a continuum ranging from high level wellness to illness to death.

We believe an individual's environment shapes his or her values, growth, behavior, needs, and the ability to make choices. An individual's interaction with the environment directly influences his or her level of wellness and ability to reach full potential as a human being. This environment is dynamic, ever changing, and shaped by events, cultural values, beliefs and morals.

The faculty believes that nursing is a profession that utilizes knowledge from the natural and social sciences. The nurse, through application of the nursing process and critical thinking skills, facilitates the delivery of health care and maximizes an individual's health potential.

The faculty believes that nursing education is an ongoing and dynamic process that takes place between instructors and students. Learning involves integration of skills and knowledge, and changes in attitudes and behaviors. The faculty supports a collaborative learning environment. The nursing faculty understands that individuals learn in a variety of ways and works to provide strategies for all learning styles. The instructor is a facilitator of learning, providing the tools to maximize the learning process for each student. Students are recognized as autonomous and self-directed individuals making their own decisions concerning their learning needs. The faculty is committed to educating students with diverse social, cultural, and educational backgrounds. The faculty creates an educational environment that fosters students to become independent learners, to realize nursing education is an ongoing lifelong process, and to develop professional attributes.

PROGRAM OBJECTIVES

The administration and faculty of Eastwick College believe the program is designed to prepare the graduate to practice nursing at the entry level of the practical nursing profession.

The following objectives have been derived from the program philosophy and are integral components of all nursing courses.

1. Practice nursing using a holistic approach to assist individuals of different ages, genders, races, and cultures to meet their basic needs and maintain homeostasis.
2. Utilize critical thinking and the nursing process when assisting individuals to reach their maximum level of wellness.
3. Communicate and collaborate effectively with clients, families, and members of the health care team.
4. Perform skills and responsibilities safely and effectively in a variety of settings within the legal and ethical framework of the practical nursing profession.
5. Reinforce patient and family teaching for the provision of supportive and restorative care in a variety of settings.
6. Demonstrate a commitment to the profession of nursing and demonstrate accountability for professional practice.

PROGRAM OUTCOMES

1. The graduate will be prepared to practice nursing at the entry level of the practical nursing profession, caring for clients of all ages in a variety of structured settings.
2. The graduate will be eligible to sit for the National Council Licensure Examination for licensure as a practical nurse.
3. The graduate will be a competent, accountable provider of care consistent with the New Jersey Nurse Practice Act and Standards of Practice for the practical nurse.
4. The graduate will organize client care using Maslow's need theory and the nursing process.
5. The graduate will be a culturally aware person respecting differences in individuals.

6. The graduate will understand the role of the LPN within the health care team.
7. The graduate will demonstrate intellectual curiosity and recognize that nursing education is a lifelong process.

CONCEPTUAL FRAMEWORK

The organizing framework of the nursing program is derived from the major concepts concerning humans, health, environment, nursing, and the teaching-learning process as defined in the program philosophy. By utilizing the nursing process and critical thinking skills, the nurse interacts with humans in the environment to maximize their health potential. These concepts are introduced in the beginning courses of nursing process (N104) and Nursing Fundamentals/Gerontology Nursing (N101). In subsequent nursing courses, students are assisted to apply these major concepts to more complex situations. Each nursing course is structured using two subconcepts; Maslow's hierarchy of needs and body systems. The nursing process is used to guide course objectives and presentation of course content.

POLICIES

Attendance

1. Non-Nursing Courses:

Absences are permitted only for illness or for other unavoidable reasons (death in the immediate family, military duty, court-ordered appearance, inoperable car or accident). Excessive absences should be avoided. Lateness will not be tolerated. If it is necessary that a student interrupt training for more than ten days, a leave of absence must be requested in writing and, if approved, will be granted by the dean of academics.

2. Nursing Courses:

Nursing students are required to attend all classes and participate in activities. Continuous absences could result in failure of a course. In the case of an unavoidable absence your instructor must be notified prior to class or clinical experience. Failing grades will be reported for students who have exceeded the number of allowed absences. There are no make-ups for missed clinical experiences. Missed clinical is a clinical absence due to illness or personal reasons. Please check with your instructor for each course concerning the allowed number of absences.

Student Conduct at Clinical Sites

The following guidelines have been established for the clinical component, these will remain in effect for all clinical sites and modules:

1. You are required to be in complete uniform which includes Eastwick College scrubs, clean white nursing shoes (if tennis shoes are used they must be all white), white socks, name badge, stethoscope, and a watch with a second hand. A lab coat or white sweater may be worn.
2. Jewelry may not be worn with the uniform, except wedding ring and small pierced ear posts.
3. Hair must be neat and above the collar.
4. Nails should be a length that will not injure clients.
5. No eating or gum chewing is permitted on the clinical floor.
6. No perfume/cologne may be worn in the clinical setting.
7. The clinical instructor will establish a meeting time at the clinical site. Lateness cannot be accommodated. In the event of lateness, students will not be permitted on the clinical floors and will be recorded as absent. Students are required to attend all scheduled lectures and tests that follow clinical time.
8. You are guests in the hosting clinical facility and must have your I.D. visible at all times. Courtesy is expected at all times to clients and staff at clinical sites. Obey parking rules at the clinical site and park only in assigned spots. Some facilities have limited spots and carpooling is required.
9. Clinical start times vary with each module. For day students, clinical rotations can begin as early as 6:45 am and may end at 3:30 pm (a normal nursing shift). For evening students, clinical rotations run from 5:30 pm to 10:00 pm with occasional variations. Clinical times are set to obtain the maximum educational experience from each rotation. Make sure you are aware of the time requirements well ahead of each clinical rotation, as arrangements for childcare, work, and other obligations must be made in order for you to fulfill your clinical requirements.
10. Any student demonstrating unsafe behavior may be asked to leave the clinical floor at any time and could be subject to dismissal from the program. Unsafe behavior is any behavior that endangers the safety or well-being of a client and will be determined by the individual clinical instructor.

Recording Lectures

Recording of any lecture requires the permission of the instructor. Recording devices will not be permitted during test review.

Grading, Nursing Courses

The criteria for calculating grades can be found in each course syllabus. In the nursing courses with a clinical component, all students are required to pass both theory and clinical. Failure to pass either will cause the student to repeat the entire course.

LICENSING EXAMINATION

Students must pass the nursing course N110 NCLEX Exam Preparation, which is taken during the last module of the day and evening sessions.

The college will send the appropriate paperwork to the New Jersey Board of Nursing, which is necessary to take the NCLEX-PN exam, upon completion of the program, and subject to the following requirements:

1. Authorization from the financial aid administrator
2. Cumulative grade point average (CGPA) of 2.5 or higher
3. Completion of all prescribed curriculum, with no failing or incomplete grades on the student's transcript

Upon request, and subject to compliance with the above requirements, the college will send required paperwork to boards of nursing in other states.

**Please refer to the Eastwick College Catalog for additional policies and procedures.*

GENERAL INFORMATION

ABOUT THE ADMINISTRATION

- Mr. Thomas Eastwick, President
- Dr. Rafael Castilla, Executive Vice President
- Dr. Joyce Marchione-Traina, Vice President for Academic Affairs
- Ms. Letitia Burke, Associate Director of Admissions
- Dr. Dennis Chintala, Associate Dean, Day
- Ms. Linda Vinci, Associate Dean; Coordinator of Nursing, Evening
- Ms. Bobbie Davies, Dean of Students
- Ms. Jeanmarie Silsbe, Director of Career Development
- Ms. Christy Delaguerra, Director of Financial Aid
- Ms. Emma Nabo, Director of Nursing

ABOUT YOUR SCHEDULE

- In effect for 12 weeks, then it changes
- Classes may be scheduled Monday through Friday, between 8:00 am and 10:30 pm, and Saturdays and Sundays from 8:00 am to 5:00 pm, throughout the program
- Groups may be redistributed, to meet scheduling constraints, at any time
- Note the start, break, and end times
- Check vacation days for each module

ABOUT PARKING

- Park in designated student spaces.
- No parking in yellow spots.
- Make sure parking decal is displayed properly in your vehicle.
- Do not park in tenant, staff, visitor or reserved spaces.

ABOUT YOUR CLASSES

- Your instructors will inform you of specific rules for their classes.
- Make sure that you bring everything you require for class.

STUDENT REGULATIONS

Student regulations are designed to train you in a manner similar to what business and medical offices will require. We feel that you are mature and responsible and, therefore, specific rules are kept to a minimum.

ATTENDANCE

Regular attendance is absolutely essential for the successful completion of your program. If it is absolutely necessary for you to be absent, you should notify your instructors on the day of your absence. Please bring in documentation for all excused absences, such as court-ordered appearance, illness for you or your child requiring a doctor's visit, death in immediate family, military duty.

Students must schedule appointments such as medical, dental, or car servicing around school hours.

If you should become ill during school, please see your instructor or the Dean of Students, Mrs. Davies. Do not leave the school without informing them; you will be provided assistance so you have a safe return home.

If you are absent, it is important that you phone another student in order to get your homework assignments. You are responsible for all tests and missed lessons.

PUNCTUALITY

Classes may be scheduled Monday through Friday, between 8:00 am and 10:30 pm, and Saturdays and Sundays from 8:00 am to 5:00 pm, throughout the program. Your school day begins at a variety of times, depending upon your group's schedule. Additional activities like tutoring programs and study groups may take place after normal school hours. Students who arrive after the start of their class shall enter class late, providing this procedure is allowed by the specific instructor. Some courses would be disrupted if students come into the classroom continually.

EMERGENCY CLOSING

As it is in the business and medical worlds, we do not consider a light snowfall adequate reason to close. It is difficult, however, to assess weather conditions in areas far from the college. If you feel driving conditions in your area are not adequate, use your judgment to determine whether or not you should come to school. For messages about closings, log on to www.eastwickcollege.edu and click on "Closing Info" link.

Please keep your current emergency information and telephone numbers updated with the Registrar's office. This will allow our emergency notification system to contact you in the case of a closing.

PARKING

Students must park in areas designated by the Dean of Students. Those parking in the main parking lot must not park in any spaces marked "Faculty", "Visitor", "Reserved", or in any yellow-striped spaces. If you are unsure about which parking lot you should go to, please inquire with the Dean of Students, Mrs. Davies.

BUILDING HOURS

You are welcome to make use of the facilities before and after classes. The college is open Monday through Thursday 8:00 am - 10:30 pm and Friday 8:00 am to 4:00 pm. The library is open Monday through Thursday 8:00 am - 9:00 pm and Friday 8:00 am - 4:00 pm.

CLASSROOMS

Please leave classrooms in good order. Chairs should be pushed under tables when leaving the areas. Computers and printers should be turned off when not in use. Windows should be closed. There is no eating or drinking in any class.

MESSAGES

We will not disrupt a class to call you to the phone unless it is an emergency. If there is a message for you the receptionist will contact you using the intercom system.

CELL PHONES

Cell phones are very disruptive during class time. Students are asked to turn them off and retrieve their messages during break time.

LUNCH/DINNER

There are a number of fast-food shops in the area. If you prefer, you may bring your meal and relax and eat it in the lounges. Refrigerators and microwave ovens are provided. Please clean up after yourself. Refrigerators are cleaned out every Friday.

SMOKING

Smoking is not permitted on campus.

EATING

Eating is only allowed in the lounge areas. Students must comply with site rules in clinical rotations.

RESOLVING CONCERNS

A student with an issue relating to a particular class is asked to discuss it first with the instructor. If the issue is not resolved, the student must discuss it with the Director of the program. An unsolved issue must be discussed with the Dean of Students; if the problem continues, it must be reported in writing to the Dean of Academics. Other concerns should be taken to the appropriate department head: admissions, financial aid, career services. If the issue is not resolved, the president reviews the situation with all parties concerned, meets with the student, and returns a decision within five business days. The president's decision is considered final relating to all school matters. Additionally, a student may contact Thomas Eastwick, Eastwick College, at 10 South Franklin Turnpike, Ramsey, New Jersey 07446. A student may also contact the Accrediting Council for Independent Colleges and Schools at 750 First Street NE, Suite 980, Washington, DC 20002-4241.

Again, welcome to Eastwick College. If you have any questions, please feel free to stop by my office.

THOMAS M. EASTWICK
PRESIDENT