CarePoint Health
School of Nursing
Student Handbook
2014 – 2015

Re-designated as a Center of Excellence in Nursing Education 2012~2016
ACCREDITATION
CarePoint Health School of Nursing is fully Accredited by:

Accreditation Commission for Education in Nursing, Inc. (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA  30326
(404) 975-5000

New Jersey Board of Nursing
124 Halsey Street
PO Box 45010
Newark, New Jersey 07102
(973) 504-6430

Complaints regarding the program may be submitted to the New Jersey Board of Nursing or ACEN.

Further information can be obtained by writing the above.

CarePoint Health School of Nursing was Re-designated by
The National League of Nursing as a
Center of Excellence in Nursing Education
2012-2016
CarePoint Health School of Nursing (formerly Christ Hospital School of Nursing) is fully accredited by Accreditation Commission for Education in Nursing, Inc. (ACEN), (formerly NLNAC, National League of Nursing Accrediting Commission, Inc.)

CarePoint Health School of Nursing does not discriminate based on race, color, age, religion, handicap, national or ethnic origin, gender, sexual orientation, or veteran status in the administration of its admissions, educational policies, scholarship and loan programs, or any other policies. However, there are also essential eligibility requirements for professional nursing student’s participation in clinical practice.

Failure to read this and other CarePoint Health School of Nursing or Hudson County Community College publications does not excuse students from rules and regulations in effect at the CarePoint Health School of Nursing or Hudson County Community College. CarePoint Health School of Nursing reserves the right to make changes, as circumstances require.

From the Dean:

Best wishes for a full and satisfying experience in attaining your goal of becoming a professional nurse at the CarePoint Health School of Nursing.

This handbook contains information that you will need as you progress through the nursing program. You will be involved in many new experiences in the course of your nursing education and we hope, through these pages, to acquaint you not only with the academic policies, but also with those necessary regulations that have been adopted to promote the welfare of all students.

The School Catalog and this Handbook describe many of the facets of the relationship between you and the School of Nursing.

We expect that you accept responsibility for adhering to the regulations here outlined, and we suggest that you keep the handbook accessible for each reference.

The information contained in this handbook supersedes information found in handbooks published previously. Therefore, you are responsible for knowing the contents of each document plus keeping abreast of changes as posted.

Carol A. Fasano, MA, RN, ANP, C, CNE
Dean, School of Nursing
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CarePoint Health Christ Hospital

Christ Hospital in Jersey City has been delivering quality health care to Hudson County for more than 140 years. With a high quality medical team— including more than 500 doctors with specialties ranging from allergies to vascular surgeon—the 376 bed acute care facility offers a full spectrum of services and has been recognized for excellence.

The History of the CarePoint Health School of Nursing

The CarePoint Health School of Nursing has been affiliated with Christ Hospital since 1890 when it was founded by Sister Gertrude Amy Trufant of the St. Margaret, an order of the Episcopal Church. For over one hundred years the accredited school has been preparing qualified applicants for the nursing profession.

The Hospital and School of Nursing together offer essential health care education and services the community. In Spring 2011, Hudson Holdco LLC, purchased Christ Hospital and in 2012 changed their name to CarePoint Health. In the spring 2013, Christ Hospital changed its name to CarePoint Health Christ Hospital thus the School of Nursing name was changed from Christ Hospital School of Nursing to CarePoint School of Nursing to be in congruence with the governing organization.

In 2012, the school of Nursing was re-designated as a Center of Excellence in Nursing Education

ORGANIZING FRAMEWORK

The organizing framework of the nursing program is based upon the belief that health occurs on a continuum from wellness to illness and that learning progresses from the simple to complex. The teaching, learning and nursing processes are introduced and emphasis is placed upon basic principles and assessment of the well individual. Each subsequent nursing course builds complexity into the processes. The concept of illness, a deviation from optimal health potential, is introduced in Nursing 120 and addresses acute, chronic and crisis situations. Complexity in managing patient care is demonstrated by decreased control of environmental factors and movement of the patient from a dependent/interdependent role to an interdependent/ independent role. This framework provides for movement of delivery of care from one patient, to groups of patients and to the community through the completion of the program. Within each nursing course, content is arranged utilizing Roy’s Adaptation Model as the conceptual framework.
Philosophy

The faculty of the CarePoint Health School of Nursing, in congruence with the mission of Christ Hospital, is committed to provide effective, quality nursing education to a culturally diverse student population representative of Jersey City and the surrounding communities. The School is an integral part of the community and Faculty believes that combining the resources and talent of all the members of the health care team, we can better serve and meet the health care needs of the population we serve.

The School prepares graduates who recognize and respect the pluralism and diversity of the cultures and faith traditions of the community we serve. Students are expected to strive for high quality professionalism, act with integrity and demonstrate responsibility and honesty. Moreover, the values of social responsibility and community service are fostered throughout the curriculum.

*The faculty believes that:*

**Human Flourishing** is the ongoing growth of human beings. Human beings possess strengths that can be mobilized to meet needs throughout the life cycle. Human beings strive to achieve their potential within the context of family, work, social groups, culture and the global community. Inherent in human flourishing is the right to privacy, dignity, respect and autonomous decision making regarding health care choices. Recognizing that diversity of values and beliefs influence decision making, it is knowledge that facilitates human beings to make informed choices. Nurses engage patient/family in active partnerships that promote health, safety and self-care management.

**Nursing judgment** requires critical thinking, integration of evidenced based practice, and adherence to legal/ethical principles in decision making. Nurses make informed practice decisions utilizing available health information technology. Nurses develop collaborative relationships with members of the health care team to provide safe and quality care.

**Professional identity** is the implementation of one’s role as a nurse in ways that reflect integrity, responsibility and ethical practices. Students are expected to strive for high quality professionalism that encompasses the qualities of caring and advocacy for a diverse population within the community context. Students are required to act with integrity, demonstrate responsibility and honesty. The values of social responsibility and community service are fostered throughout the curriculum. Commitment to Evidence Based Practice is inherent in safe, quality care.

**Spirit of inquiry** is necessary for the continuous improvement of nursing practice. Nursing education is an interactive process between teachers and learners that fosters a spirit of inquiry. Students are expected to examine the evidence that underlies clinical nursing practice, challenge the status quo and offer new insights to improve the quality of care for patients, families, and communities through utilization of technology and Evidence Based Care. Faculty function as facilitators to foster learning by utilizing various strategies and techniques to accommodate students with diverse learning styles. Learning is a life-long process that is valued and required. The School is committed to providing an environment conducive to this process.
Recognizing the economic and cultural diversity of the community, the School provides affordable and quality nursing education to traditional and non-traditional students. The School of Nursing is committed to the welfare of the broader society by preparing individuals to play effective roles as citizens and to serve the greater community.

**EDUCATIONAL OUTCOMES**

*Upon completion of the Diploma in Nursing and Associate in Science Degree, the graduate will:*

1. Collaborate with members of the health care team in providing safe, quality care.

2. Interrelate theories from nursing, humanities, biological and social sciences in the care of diverse individuals, families and communities.

3. Function competently and safely within own scope of practice to deliver patient centered care.

4. Practice from a spirit of inquiry utilizing evidence based practice in critical thinking and in the decision making process.

5. Employ leadership and management skills in the care of individuals, families and communities.

6. Practice within the legal and ethical parameters of the profession.

7. Incorporate select information technology in the practice of nursing.

8. Integrate quality improvement into the role of the professional nurse.

**PROGRAM OUTCOMES**

1. The program’s 3 year mean for the licensure exam pass rate will be at or above the national mean for the same 3 year period.

2. Within 1 year of graduation and passing the NCLEX – RN Examination, 80% of graduates will be employed as Registered Nurses.

3. Within 1 year of completion, 75% of responding graduates will express satisfaction with the program of study.

4. Within 1 year of employment, 75% of responding employers will express satisfaction with graduates in the workplace.
PROGRAM INFORMATION AND OPTIONS

NOTIFICATION OF REGULATIONS

Students have access to the Student Handbook via the Course Management System that specifies rights and responsibilities, academic policies, guidelines for behavior and the grievance procedure. Students sign a statement indicating they have read, understand and will adhere to stated policies and are held responsible for all policies in the Student Handbook. A hard copy of the handbook is located in the school library.

Students are notified of policy changes through distribution of written or electronic communications. Letters are sent to students’ homes for those students not currently enrolled in nursing courses.

DIPLOMA ONLY OPTION

A Diploma in Nursing only option will be offered only to those applicants who hold an academic degree at the Baccalaureate or higher level. The Admissions and Recruitment Committee will review academic records of each student requesting this option for eligibility.

COLLEGE PLACEMENT TESTING

As part of the application process, students will be required to take the Hudson County Community College Placement test. If a student’s test results indicate the need to strengthen basic skills, the recommended non-credit courses must be satisfactorily completed before nursing courses may be taken.

Exemption from the College Placement Test is determined by Hudson County Community College.

TRANSFER CREDIT- COLLEGE COURSES

An applicant who has completed college level courses from an accredited US college or university will be evaluated for advanced standing for up to 30 credits towards an associate degree provided the credits meet the requirements of the Hudson County Community College. All such courses taken within five (5) years prior to the student’s first semester at Hudson County Community College will be accepted. English and/or Math course taken more than ten (10) years prior to the first semester will only be accepted if the student passes a proficiency test in writing and or math. For other specified courses, age limits of five or ten years have been set. Hudson County Community College will accept up to thirty credits provided that the course work was comparable to HCCC and the student achieved a grade of C or better. Further information and transfer credits from foreign institutions please refer to Hudson County Community College Catalog.
ADVANCED STANDING - NURSING COURSE

Applicants who have completed nursing credits comparable to Nursing 110 from another accredited school of nursing will be evaluated by the Admissions Committee of the CarePoint Health School of Nursing for eligibility to challenge Nursing 110. For eligibility to challenge 110, the course must be at least 6 credits and have a clinical component and no older than three years. Students will be required to take a Bridge Program and the prerequisites must be satisfactorily completed prior to entry into Nursing 120. Students may not transfer beyond Nursing 120. Nursing students wishing to transfer enrollment to the CarePoint Health School of Nursing must follow the Application Procedure for applying to the School.

LPN ARTICULATION

The CarePoint Health School of Nursing Cooperative Nursing Program offers an articulation option for qualified Licensed Practical or Vocational Nurses who wish to continue their nursing studies.

Licensed Practical Nurses who have satisfactorily completed a Accreditation Commission for Education in Nursing, Inc. (ACEN), formerly NLNAC, National League for Nursing Accrediting Commission, Inc. accredited program and meet admission criteria may have credit for prior nursing knowledge placed in escrow as per the following schedule:

<table>
<thead>
<tr>
<th>LPN ARTICULATION MODEL</th>
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<tbody>
<tr>
<td><strong>Months After Graduation</strong></td>
</tr>
<tr>
<td>Nursing Credits</td>
</tr>
<tr>
<td>Non-Nursing Credits</td>
</tr>
<tr>
<td><em>Bridge Program</em></td>
</tr>
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</table>

*The Bridge Program is a web enhanced course with clinical skills testing, performed on site.*
COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Applicants who have acquired knowledge through various kinds of experience may receive Hudson County Community College credit for selected courses by taking the CLEP Test. A maximum of 12 credits may be awarded for CLEP. Students should contact the testing center at HCCC.

RN – BSN JOINT ADMISSIONS PROGRAM

CarePoint Health School of Nursing, Hudson County Community College and New Jersey City University have joined together to offer a joint admissions program to enable nursing students to seamlessly earn a BSN in as little as 15 months after the completion of the RN / AS degree.

ADVANCED EDUCATION / GRADUATE NURSE RESIDENCY PROGRAM

Collaborating Partners:
CarePoint Health School of Nursing, CarePoint Health Christ Hospital & New Jersey City University, Jersey City, NJ

Timeframe:
(15 months)

Selection of:
Graduates from the CPHSON

Criteria for selection:
- GPA of 3.5
- Ability to participate full time in this program
- Commitment to complete program in 15 months
- Passage of NCLEX by August 31st

The intent of this program is to provide the graduate of the Cooperative Program between CarePoint Health School of Nursing and Hudson County Community College with the opportunity to complete the Bachelor’s of Science Degree in Nursing in 15 months at New Jersey City University while maintaining learned clinical skills and learning new critical skills utilized in the clinical area to be a safe, competent practitioner who demonstrates excellent critical thinking and leadership skills.

The graduate of this Advance Education / Nurse Graduate Residency Program will possess the clinical expertise and Academic Credential that will enable them to be marketable in this competitive arena in the hiring of nurses and a true asset to the Profession of Nursing.

The graduate will attend classes at CarePoint Health School of Nursing in the skills/ simulation lab while attending classes at NJCU, in addition a clinical practicum will be held at various hospitals under the supervision of a preceptor which will provide the graduate nurse with the tools they need to care for multiple patients making sound clinical decisions while earning confidence in their practice as a Registered Nurse. The Clinical aspect of the program will be 2-3 days per week rotating with classes at
NJCU for an additional 1-2 days per week. Schedules will be designed so that conflict does not occur. Ideally some college courses will be taught on-line and or at the clinical sites.

FUNCTIONAL REQUIREMENTS FOR THE NURSING PROGRAM

Any student who because of a disabling condition may require some special arrangements in order to meet the essential eligibility requirements and meet course requirements should contact the Director of the School of Nursing as soon as possible to make necessary accommodations. Students should be prepared to present a disability verification form from their physician and update information periodically. The student will then be referred to the office of disability at Hudson County Community College.

The Cooperative Nursing Program applicant and/or student would be considered ineligible to participate in the nursing program when his/her physical, emotional, and/or intellectual disability and/or incapacitated state:

1. hinders the student from being able to achieve the cognitive knowledge and/or psychomotor skills required for the cooperative nursing program student and expected of the registered nurse in the performance of the functions for which he/she is preparing to be employed.
2. creates a potential health hazard to self or others.

Listed below are the Essential Functions of a Student Nurse at CPHSON. Applicants need to be aware of the Essential Functions prior to attendance. It is the student’s responsibility to notify the School of Nursing of any disability impacting on his or her ability to perform the essential functions prior to entering the CPHSON.

<table>
<thead>
<tr>
<th>ESSENTIAL FUNCTION</th>
<th>PERFORMANCE REQUIREMENTS</th>
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<tbody>
<tr>
<td>Ability to Use Senses</td>
<td>Visual acuity with corrective lenses to identify color changes in skin, respiratory movement in patients; read fine print / writing on physicians orders, monitors, equipment calibrations, measure medication in syringes, IV’s, etc.</td>
</tr>
<tr>
<td></td>
<td>Hearing ability with auditory aids to hear monitor alarms, emergency signals, call bells, telephone orders; to hear blood pressure, heart, lung and abdominal sounds with a stethoscope; to understand a normal speaking voice without viewing the speaker’s face.</td>
</tr>
<tr>
<td></td>
<td>Tactile ability to feel differences in skin temperature and to perform physical assessment.</td>
</tr>
<tr>
<td>Motor Ability</td>
<td>Physical ability to walk long distances, to stand for prolonged periods, to lift, move, and transfer patients / equipment of 20 lbs. or more, to maneuver in limited space, to perform CPR, to</td>
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</tbody>
</table>
provide routine and emergency care, to have manual dexterity and feeling ability of the hands to insert tubes, prepare medications, and perform technical skills.

**Ability to Communicate**

Ability to communicate effectively in English in verbal and written form through interactions with patients, family, and healthcare members from a variety of social, emotional, cultural, and intellectual backgrounds; to write clearly and correctly on patient’s record for legal documentation.

**Ability to Problem Solve**

Intellectual and conceptual ability to think critically in order to make decisions, which includes measuring, calculating, reasoning, analyzing, prioritizing and synthesizing data.

**Coping Abilities**

Ability to function safely under stress and adapt to changing clinical and patient situations.

**DISABILITY SUPPORT SERVICES**

Students with disabilities who believe they might need accommodations must identify themselves to HCCC Disabilities Support Services (201) 360-4157 by submitting documentation to the Counselor/Coordinator of Disability Support Services. Documentation provided by students is kept confidential. All disabilities must be documented by a qualified professional who is qualified to assess the disability that the student claims to have and make recommendations on accommodations for the student. Only information regarding specific recommendations is released to faculty and only with student permission. Every effort is made to review the documentation of each individual student to identify appropriate accommodations to provide optimum learning environments.

It is the responsibility of the student who has documented the physical and learning disabilities to identify him/herself and request assistance from HCCC. These services must be arranged before the beginning of each semester.

**TIME FRAME OFFERINGS  (Day / Evening)**

Fully accredited by Accreditation Commission for Education in Nursing, Inc. (ACEN), formerly NLNAC, National League for Nursing Accrediting Commission, Inc., the program offers a basic course of study in nursing. The single curriculum offered by CarePoint Health School of Nursing in conjunction with Hudson County Community College is offered during two separate and distinct time frames.

**Day Division:** A student enrolled in the day division attends classes and clinical experiences during the daytime.

**Evening Division:** Evening division classes and clinical experiences are offered during the evening and include select weekends.

Many non-nursing courses are also offered on the weekends.
TIME REQUIRED TO COMPLETE PROGRAM

All students are required to complete the program within 3 years from the start of the first nursing course.

CURRICULUM PLAN

<table>
<thead>
<tr>
<th>Nursing</th>
<th>Credits</th>
<th>General Education</th>
<th>Credits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 110</td>
<td>6</td>
<td>Algebra /Intro to Statistics</td>
<td>3</td>
<td>Humanities/Diversity</td>
</tr>
<tr>
<td>NSG 120</td>
<td>8</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
<td>Microbiology</td>
</tr>
<tr>
<td>NSG 210</td>
<td>9</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
<td>Psychology</td>
</tr>
<tr>
<td>NSG 220</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>NSG 240</td>
<td>2</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td>College Student Success</td>
<td>3</td>
<td>Life Span Dev.</td>
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<tr>
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<td>English Composition I</td>
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<td>Speech</td>
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<td></td>
<td></td>
<td>English Composition II</td>
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<tr>
<td>Total Nursing</td>
<td>34</td>
<td>Total Non-Nursing</td>
<td>37/38</td>
<td>Total Credits</td>
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DAY DIVISION CURRICULUM PLAN

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Spring Semester</th>
<th>Summer I</th>
<th>Summer II</th>
</tr>
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<tbody>
<tr>
<td>(15 weeks)</td>
<td>(2 weeks)</td>
<td>(15 weeks)</td>
<td>(6 weeks)</td>
<td>(6 weeks)</td>
</tr>
<tr>
<td></td>
<td>CSS100</td>
<td>MAT100 / MAT114</td>
<td>PSY101</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>3</td>
<td>3</td>
<td></td>
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<td></td>
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<td>Total 3</td>
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<th>Credits</th>
<th>Credits</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NSG110</td>
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<td>NSG120</td>
<td>8</td>
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<tr>
<td>BIO111</td>
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<td>BIO211</td>
<td>4</td>
</tr>
<tr>
<td>ENG101</td>
<td>3-4</td>
<td>ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Total 13-14</td>
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<td>Total 4</td>
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<tr>
<td>Total 15</td>
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<td>Total 3</td>
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<th>Credits</th>
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<th>Credits</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NSG 210</td>
<td>9</td>
<td>NSG220</td>
<td>9</td>
</tr>
<tr>
<td>PSY 260</td>
<td>3</td>
<td>NSG Leadership-240</td>
<td>2 (2.5 weeks)</td>
</tr>
<tr>
<td>Total 12</td>
<td>Total 3</td>
<td>Total 9</td>
<td>Total 2</td>
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</tbody>
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**EVENING DIVISION CURRICULUM PLAN**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Spring Semester</th>
<th>Summer I</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td>(15 weeks)</td>
<td>(2 weeks)</td>
<td>(15 weeks)</td>
<td>(6 weeks)</td>
<td>(6 weeks)</td>
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<tr>
<td><strong>Credits</strong></td>
<td><strong>Credits</strong></td>
<td><strong>Credits</strong></td>
<td><strong>Credits</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td>BIO 111</td>
<td>4</td>
<td>CSS100</td>
<td>1</td>
<td>PSY101</td>
</tr>
<tr>
<td>ENG 101</td>
<td>3-4</td>
<td>MAT 100/</td>
<td>3</td>
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</tr>
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<td></td>
<td></td>
<td>MAT 114</td>
<td></td>
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<td>Total 4</td>
<td>Total 3</td>
<td></td>
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<tr>
<td>BIO 211</td>
<td>4</td>
<td>ENG 112</td>
<td>3</td>
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<tr>
<td>ENG 102</td>
<td>3</td>
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**Semester I**

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**Semester II**

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<td>NSG 210</td>
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<td>NSG Leadership 240 (2.5 weeks)</td>
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**General Education Credits:** 34

**Nursing Credits:** 37/38

**Total Number of Credits:** 71/72
NURSING COURSE DESCRIPTIONS

Nursing 110, Fundamentals-
This introductory nursing course includes basic nursing concepts and skills. The focus is on wellness. Areas of emphasis will include the profession of nursing, values, communication, nursing process, physical/psychosocial assessment, nutrition, pharmacodynamics and care of patients in acute, long term and community health care settings. 3 credit hours Theory and 3 credit hours Clinical (1:3). Theory 3 hours per week, Clinical 9 hours per week. Pre-requisites: MAT100, or MAT 114, PSY101

6 CREDITS

Nursing 120, Simple Acute and Simple Chronic Nursing-
This course builds on the knowledge and skills learned in the first nursing course. The student will care for patients with simple acute and simple chronic health alterations. Content will be arranged in physiologic, self-concept, role function, and interdependent modes. Mental health and physical/psychosocial assessment of those experiencing health deviations will be included. Pharmacology will be integrated throughout the course. 4 credit hours Theory and 4 credit hours Clinical (1:3) Theory 4 hours per week, Clinical 12 hours per week. Pre-requisites: NSG 110, MAT100, or MAT 114, PSY101, BIO111, ENG101

8 CREDITS

Nursing 210, Chronicity –
This course continues to examine more complex, acute and chronic health alterations. Content is arranged in physiological, self-concept, role function and interdependent modes. The Childbearing Family is also included. Pharmacology and nutrition are integrated throughout the course. 4 credit hours Theory and 5 credit hours Clinical (1:3.75) Theory 4 hours per week, Clinical 15 hours per week. Pre-requisites: NSG110, NSG120, ENG101, ENG102, CSS100, BIO111, BIO211, MAT100, or MAT 114, PSY101, CSC100

9 CREDITS

Nursing 220, Crisis-
This course focuses on patients in crisis requiring complex nursing care. Content will be arranged in physiological, self-concept, role function, and interdependent modes. It will include Child Health Nursing. Emphasis will be placed on managing nursing care for multiple patients, delegation, and assumption of a leadership role. Pharmacology will be integrated throughout the course. 4 credit hours Theory and 5 credit hours Clinical (1:3.75). Theory 4 hours per week, Clinical 15 hours per week. Pre-requisites: CSS100, BIO111, BIO211, HUM101, ENG101, ENG102, MAT100, or MAT 114 CSC100, PSY101, PSY260, BIO250, ENG112, NSG110, NSG120, NSG 210.

9 CREDITS
Nursing 240, Leadership - This course consists of an analysis of current health trends and issues and their impact on the practice of nursing. Content will focus on exploration of contemporary ethical dilemmas, economic and social issues, and concepts related to nursing leadership and role transition. Emphasis in clinical will be placed on functioning as part of the interdisciplinary team while managing patient care for multiple patients, utilizing principles of leadership and management. 1 credit hour Theory and 1 credit hour Clinical (1:3). Total Theory 15 hours and 45 Clinical hours. Pre-requisites: NSG220

2 CREDITS

CLASS SIZE AND HOURS

There may be as many as 70-75 students in nursing theory classes. The ratio of faculty to students in the clinical area may never exceed 1:10. Day theory classes are typically held between the hours of 8:00 a.m. and 3:30 p.m. and day clinical may begin at 7:00 a.m. or 8:00 a.m. depending on the particular nursing course. Evening theory courses typically begin at 5:30 p.m., but may begin sooner if all students and faculty contract to do so. Evening clinical begins at 5:30 p.m. and may end 12:30 a.m. except for the 2 weeks Nursing Leadership in Nursing 240 that begins at 3:00 p.m. Day clinical will begin at 7:00 a.m. for the 2 weeks of practicum in Nursing 240.

All students are responsible for providing their own transportation to and from Hudson County Community College and any clinical affiliations at their own expense.

RECEPTION, LIBRARY / LEARNING RESOURCE CENTER AND SKILLS SIMULATION LAB HOURS

Reception Area:

1. School of Nursing Reception Area will be opened as follows: Monday through Friday, 8:00 a.m. – 8:00 p.m.

Students are required to use their identification swipe card for access to the school building.

Library / Learning Resource Center:

2. The Library/LRC is open during the school year:

   Monday through Thursday, 8:00 a.m. – 9:00 p.m.
   Friday, 8:00 a.m. – 4:00 p.m.

   Weekend hours and schedule changes are posted on the course management system, library bulletin board and on the library’s answering machine.
Skills Simulation Lab Hours:

3. Hours are posted by the Skills Simulation Lab Coordinator.

EVENING INFORMATION

1. Friday Evening Access to the School:

   On Skills Simulation Lab or Skills Testing Evenings

   CarePoint Health School of Nursing Reception desk will be manned until 8:00 p.m. Anyone
   wishing to enter the building after this time will need to do so with their identification swipe
   card. This will permit entry into the tunnel and main school entrance. All entries are recorded
   electronically. (Please carry and display your student identification badge with you at all
   times.)

2. On Clinical Nights

   Report directly to your assigned clinical unit, unless otherwise instructed. Leave all valuables
   at home. Bring only those items that you will need for the evening and that you can keep on
   your person.

3. Student and Administrative Services

   Individuals from Administration, Student Services, and the evening counselor will be available
   one evening per week from 4:30 p.m. – 6:30 p.m. The evening will be posted at the beginning
   of the semester and will be in accordance with the class schedules.

GUIDELINES FOR CLINICAL EXPERIENCE

1) Pre Clinical Preparation:

   A. Read the patient’s chart thoroughly:
      i. Take note of the patient’s demographic data, admission date, chief complaints on
         admission and admitting diagnoses.
      ii. Read the nursing admission notes and the nursing plan of care. You need to know the
          current aspects of care, why they are being addressed and the underlying principles
          behind the selection, so you can design your plan of care accordingly.
      iii. Take note of the diagnostic/laboratory studies and results.
      iv. Read the nurses notes and the doctor’s progress notes. This will give you an idea of
          the patient’s course during this hospital stay.
      v. Read the doctor’s orders, consult notes, and documentation of other allied health care
         providers (Physical, Respiratory, Dietary & Speech therapy, Case Management, Social
         Services, etc.).
vi. Copy your medications from the MAR, noting the expiration dates. Discontinued medications are highlighted in yellow. Check the medications listed in the MAR with the Doctor’s orders. If you find any discrepancy, bring it to the attention of the RN partner or charge nurse.

B. Introduce yourself to your patient, conduct your initial interview and perform some preliminary assessments as appropriate, using your observation and listening skills.

C. Talk with the nurse assigned to the patient for the day. Find out any pertinent information regarding the care of the patient.

D. Check your patient’s medications, especially the IVPB which you may have to prepare or come as mini bags or add-vantage system. Note the volume of the IVPB’s, you will need this information to calculate the IVPB rate.

E. Based on the information about your patient, begin to complete the Health History & Physical Assessment Tool and begin to develop a care map.

F. Write out a schedule for your clinical day.

2. On the day of clinical:

A. Pre-conference will begin at the designated time by your clinical faculty. All students are expected to attend.

B. Students must come prepared to clinical with diagnostic cards (patient’s medical diagnosis), Lab/diagnostic test cards, and beginning concept maps. Concept maps will be updated as student continues to care for patient. Completed concept maps are to be submitted to the clinical faculty at the designated time frame. Students in N220, in addition, will maintain a journal for the duration of the critical care and pediatric rotation. There should be an entry for each day of the rotation (refer to journal guidelines).

C. Introduce yourself to the RN partner. Make sure you inform the RN partner which patient(s) you have, how long you will be in clinical, if you will be giving meds, documenting, etc.

D. Take report from the RN partner and write down the RN partner’s name in the Student Assignment Sheet. You will be collaborating with the RN partner on the care of your patient(s). Do not leave the floor without reporting off to the RN partner.

E. Be sure to check the Kardex and Chart for any new orders (meds, treatments, diagnostic tests, etc.), and to get an update on the patient’s condition.

F. Unless otherwise specified, students are expected to have assessed their patients, checked IVs, NG/VT, Foley catheters, O₂ delivery, TPR and BP, (written in the TPR notebook) prior to the conference. Students in critical care should have checked the ventilator settings, latest ABGs and lab results & calculated the drips (bring your calculator to clinical).
G. Prior to doing a new procedure, the student is expected to read the Procedure Manual. The student then discusses this with the clinical faculty prior to carrying out the procedure under supervision. A student should not independently perform a procedure which he/she has not done before without faculty supervision. Students are not allowed to give IV push medications and will always require supervision when flushing central lines (TLC, Portacath, etc.)

H. Students are required to know about all the assigned patient’s medications. Meds can be administered after the student discusses them with the faculty. Inadequate medication knowledge is considered unsatisfactory performance in the clinical area. Students in critical care will follow the procedure for medication administration as indicated and, in addition, should check with the RN partner before administering any medication. Students cannot independently mix, hang or titrate any vasoactive medications in critical care. These activities may be done collaboratively with the RN partner.

I. Students are responsible for writing the nurses’ notes on assigned patients for the period of time spent with them. The narrative portion of the nurse’s notes are written on a separate sheet of paper for review by the faculty prior to writing notes in the chart. Nurses’ notes as well as meds have to be countersigned by your faculty. Make sure you leave enough room for faculty signature after you sign yours.

J. Students are expected to develop the initiative to seek out learning experiences in the clinical area.

REQUIRED EQUIPMENT FOR THE CLINICAL EXPERIENCE

A. 2 Black Pens
B. Bandage Scissors
C. Watch with a Second Hand
D. Stethoscope
E. Pen Light
F. Small Measuring Device
ESSENTIAL CLINICAL BEHAVIORS

The following is a list of necessary nursing behaviors applicable to clinical settings. This is NOT an exhaustive list! These essential clinical behaviors are IN ADDITION to appropriate nursing care plan formulation and to acceptable implementation and evaluation of nursing care.

CLINICAL PREPARATION

A. Appropriate data on clinical work sheet.
B. Uses appropriate academic and professional resources from nursing and other related disciplines to prepare for clinical experience.
C. Arrives on clinical unit, conferences and meetings on time or contacts appropriate personnel when unable to meet time commitment.
D. Demonstrates preparation for each clinical experience.
E. Prepares for clinical or lab experiences and patient care assignments.
F. Submits written work or documentation of preparation as requested by the faculty and at the time requested by the faculty.
G. Follows hospital policies, procedures and accepted standards of patient care.
H. Students not prepared for clinical will be sent off from clinical and given a clinical warning. The student is responsible to arrange for the clinical make up.
I. No information from patient chart may be photocopied or digitally reproduced, any violations will result in dismissal from program.

SAFETY

A. Bed locked.
B. Bed in lowest position when leaving patient.
C. Side rails up.
D. Call bell and bedside table (with phone) within reach.
E. Restraints properly applied.
F. Standard precautions maintained.
G. No re-capping of needles.
H. Protects patient from emotional jeopardy.
I. Protects patient from physical jeopardy.

ON-GOING ASSESSMENT

A. LOC, vital signs, neuro signs, turning and restraints monitored as needed and documented on the flow sheet within 15 minutes of monitoring.
B. Compares patient’s baseline data with current data to recognize changes in patient’s health status.
C. Lab values monitored as needed.
D. New physicians’ orders reviewed.
E. Intake (esp. Strict I & O) and urinary drainage (with date of bag change) monitored and documented on flow sheet within 15 minutes of monitoring.
MEDICATION ADMINISTRATION

A. Patient’s allergies checked.
B. Physicians’ orders checked.
C. Check validity and accuracy of the ordered medication.
D. Time, dosage, route and expiration date checked.
E. Compute the dose correctly.
F. Prepare the medication accurately.
G. Identify patient correctly.
H. All medications verified with instructor.
I. Use correct technique in administering medication.
J. Administered medications signed out within 15 minutes after administration.
K. Medication cards available.

I.V. INFUSION

A. Physicians’ orders checked.
B. Correct solution infusing and amount left in bag/bottle (LIB)
C. Verifies the accuracy of the flow rate within 20 minutes of caring for the patient.
D. Regulates flow rate within +/- 5 drops.
E. Checks insertion site of peripheral, central or implanted venous access devices for dislocation, infiltration or complications q 1 hr.
F. Date of line change and dressing change determined.
G. Administers the prescribed fluids.

COMMUNICATION

A. Identifies nursing staff responsible for the care of assigned patient within 15 minutes of assuming care.
B. Obtains report from staff about assigned patient within 20 minutes of assuming care.
C. Communicates changes in the patient that potentially jeopardize health immediately to the professional staff and instructor.
D. Documents care and assessment findings on agency forms according to legal standards and agency policy.
E. Completes documents and reports care prior to scheduled post conference.
F. Maintains confidential nature of patient information.
G. Responds to instructor in a professional manner.
H. Maintains professional and therapeutic demeanor in stressful situations.
I. Establishes effective interpersonal relationships with the patient, family and health team members.
J. Seeks appropriate guidance.
K. CLINICAL

Students are required to attend all Skills / Simulation Laboratory and clinical experiences in order to meet the course objectives. Only extenuating circumstances for absence will be considered and documentation will be required.

Students who are absent must leave a message at CarePoint Health School of Nursing by calling (201) 795-8360 as well as call the assigned unit ½ hour before the start of the clinical experience. In addition, the student must request and supply the name of the person taking the message on the clinical unit. Make-up will be required for all clinical absences. Absence for more than one clinical day may result in clinical failure. It is the responsibility of the student to arrange all clinical make up with their clinical faculty. Students not present at the assigned time may be dismissed and that day will be counted as a clinical absence.

CLINICAL FAILURE

All students are required to pass both the theory and clinical portions of each nursing course. A student failing one portion will receive a grade of F for the entire course and must repeat the entire course. A student will fail clinically if he/she sustains a second warning in the same area of deficiency or he/she receives more than two clinical warnings within any clinical nursing course. The faculty reserves the right to issue an immediate clinical failure for unsafe clinical practice.

UNSAFE CLINICAL PRACTICE

Unsafe clinical practice may be defined as any incident or behavior on the part of the student that placed a patient in physical and/or emotional jeopardy. Such practice includes but is NOT limited to:

A. Lying, cheating, stealing or knowingly providing false information.
B. Failure to assess, report or record changes in a patient’s condition.
C. Failure to safeguard a patient’s well being by omitting protective or restraining devices, or applying them incorrectly. Failure to follow institutional policy for care of a patient in restraints.
D. Inability to calculate medication doses correctly.
E. Administering medications improperly, failure to observe the “6” Rights.
F. Violations of surgical and medical asepsis.
G. Failure to inform the instructor of need for assistance and/or unfamiliarity with required nursing intervention.
H. Failure to notify instructor of absence or tardiness.
I. Lack of preparation for care being administered and/or failure to demonstrate appropriate competence in the presence of the patient.
J. Breach of the patient’s privacy and/or confidentiality.
K. Failure to report a patient’s threats of harm to self, others and interference with treatment plan.
L. Leaving patient unattended in clinical area without reporting to instructor and primary nurse.
MANAGEMENT OF CRITICAL SKILL LOG

All students will be given a Critical Skill Log upon entering the nursing program. It is the responsibility of both the faculty and students to review and sign the log at the completion of the skills in the clinical area.

ATTENDANCE CLASS / THEORY

Students are expected to attend all classes. In case of an emergency or illness, students are to notify the Course Coordinators prior to the scheduled class.

Attendance for the theory component of the course is critically important for successful progression in the nursing program. Students will be permitted to have four (4) absences per semester for courses which have theory class twice per week. For courses that have one theory day, three (3) absences will be permitted.

Attendance will be taken at the beginning of each class to assure a correct record is maintained. Students who falsify another student’s signature will be subject to disciplinary action.

Tuition will not be reimbursed if a student is withdrawn from a course due to excessive absences.

If a student is withdrawn after midterm, an “F” will be reflected on the transcript.
The counselor is available for assistance if needed.

The responsibility for any work/assignments missed because of the absence rests entirely with the student.

If the class absence occurs on a testing day, the student must notify the instructor prior to the scheduled beginning of the exam. Opportunity for a make-up exam will be considered only once during the course. The highest grade obtainable on a make-up exam is a 78%.
Failure to take the exam in the student’s scheduled division (Day or Evening) will be considered as an absence on a testing day.

There are NO make-ups for quizzes. A student who is absent for a quiz will receive a score of zero (0). Exam reviews will be conducted as outlined in the course syllabi.

FIELD TRIP ATTENDANCE

Field trips are planned at the school of nursing to enhance student learning and provide ample opportunities for students to visit facilities which provide expert opportunities for learning. A field trip will be considered as a clinical day regardless if it occurs on a theory or clinical day and students not attending the field trip will be considered as a clinical absence. A warning will be issued and a make-up project required. Evening students who cannot attend the day field trip will be given a make-up project.
A warning will be issued for those students who do not complete this project.
PUNCTUALITY: CLASS AND CLINICAL

CLASS
To prevent disruption of a class in progress the door will be closed at the beginning of class. Students who are not present at the beginning of the class will not be admitted until the break.

CLINICAL
Students are required to be in the clinical area promptly at the assigned time. Students who are late may be dismissed and the day will be counted as a clinical absence.

PROTOCOL FOR TAKING TESTS
1. Test will begin and end as scheduled.
2. All personal items are to be placed in a designated location.
3. Only no. 2 pencils are allowed.
4. **ALL** cell phones will be collected and placed in a plastic bag with your ID.
5. Students will not be allowed to leave the room once the test begins.
6. All students are required to remain in the classroom until the completion of the test. *(With the exception of final exam.)*
7. Students must take seat assigned by faculty.
8. No food or beverages are allowed in the exam room.
9. No personal calculator will be used.
10. All hats will be removed prior to the start of the exam.
11. Talking will **not be** permitted during the exam period.
12. The Scantron sheet is considered the final answer.

FINAL EXAMINATIONS
Final examinations for nursing courses will be administered at the same time for both day and evening divisions as reflected in the course calendar.

All tuition and fees must be paid in full prior to the fourth week of November for the fall semester and fourth week April for the spring semester. All library materials must be returned and fees paid prior to the exam or the grade will be withheld. Students who cannot take the exam on the date and time scheduled will be given the opportunity to take a make-up exam where the highest grade they can achieve is a 78%.

PAYMENT FOR INTEGRATED TESTING PROGRAM
Required payment for the Integrated Testing Program is due prior to taking the first integrated exam in each course. Students will not be permitted to take the exam without payment. All unpaid accounts will be disabled. It is the responsible of the student to contact Kaplan to activate their account.
PROGRESSION THROUGH PROGRAM

All students must pass nursing course and course requirements in order to progress to the next nursing course. A student must achieve a C+ (78) in a nursing course and pass the clinical component in order to pass a nursing course.

A student will be dismissed from the CarePoint Health School of Nursing for failure of more than one nursing course, unless they are returning to the last Nursing course (NSG 220).

All graduation requirements must be completed for eligibility to exit the program.

A student who fails the theory component of Nursing 220 which results in a second failure in the nursing program will be given an opportunity to repeat the Nursing 220 course upon review of the request by the Guidance and Promotion Committee and approval by Administration of the CarePoint Health School of Nursing. The student must be in good clinical standing without any clinical warning in Nursing 220.

This option is only given to those students who fail the theory component of Nursing 220.

If approval is granted, the student must repeat both the theory and clinical components of Nursing 220 in the Day division at the next time the course is offered. A delay of more than one year will not be permitted.

After readmission, failure in either the clinical or theory component will constitute dismissal from the nursing program.

REGISTRATION FOR NSG 220

POLICY

Students will not be allowed to register for Nursing 220 if all prerequisites have not been completed and a passing grade is reflected on their college transcript. Pre requisites for Nursing 220 are as follows: CSS 100, BIO 111, BIO 211, HUM 101, ENG 101, ENG 102, MAT 100, CSC 100, PSY 101, PSY 260, ENG 112, NSG 110, NSG 120, NSG 210 and BIO 250.

It is the responsibility of the students to ensure that all transfer credits have been approved by Hudson County Community College and is reflected on the college transcript.

INTEGRATED TESTING PROGRAM

An integrated testing and remediation program is used throughout the nursing school curriculum. It is a comprehensive on line program with end of course tests, focused review tests, and case studies. Students are orientated to the program at the beginning of NSG 110.
The goal of the program is to enhance overall student learning and performance, and to prepare students for a successful outcome on the NCLEX – RN exam.

Students are expected to utilize the program as required in each nursing course as well as use independently.

**KAPLAN TESTING AND REMEDIATION TEST SCHEDULE**

<table>
<thead>
<tr>
<th>NSG 110</th>
<th>Winter Intercession</th>
<th>NSG 120</th>
<th>Summer Intercession</th>
<th>NSG210</th>
<th>Winter Intercession</th>
<th>NSG220</th>
<th>NSG 240</th>
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| *Fundamentals*  
Critical Thinking  
Wellness/Physical Assessment  
*Medical-Surgical 1*  
*Psychosocial*  
Nutrition  
*Medical-Surgical 2*  
*Obstetrics Gerontology*  
Pharmacology/Parenteral Community Test  
*Pediatric*  
*Medical-Surgical Comprehensive*  
**Nursing Assessment Test**  
Management/Professional Issues |

Tests are proctored and will be administered online during a course or during an intercession.

**KAPLAN REMEDIATION**

To enhance test taking skills, all students are encouraged to complete remediation for tests taken.  
* Remediation must be completed before the final exam. If not completed before the final, the student will not be able to take the final and the highest grade achievable will be a 78%, regardless of points earned.

** Remediate prior to NCLEX-RN readiness exam.

**GRADING FOR NURSING COURSES AND NON-NURSING COURSES**

Grading for non-nursing courses is according to the grading policy of Hudson County Community College. A student must achieve a 78 in a nursing course and pass the clinical component to pass the course. Clinical failure or a grade of less than 78 in theory will result in a 0 (F) for the nursing course.

The theory grade for a nursing course will be based on quizzes, exams and a final exam and paper/project(s), as per the course syllabus. The student must pass both the theoretical and clinical components of the course.

All students enrolled in a nursing course are required to pass both the theory and clinical portions of the course to receive credit for the course. A student who fails either the theory or clinical portion of a nursing course will receive a grade of F, and must repeat the course in its entirety.
Students enrolled in a nursing course must meet the clinical objectives of the course in order to pass the clinical portion of the course. Students will fail clinical if they do not successfully pass the medication competency test, according to the school of nursing requirements because they will be deemed unsafe to administer medications and, therefore, not meet the clinical objectives of the course.

**GRADING SYSTEM**

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**CALCULATION OF GPA**

To determine the grade point average (GPA), multiply the number of grade point equivalents for each grade received by the number of credits for the course, then divide the total number grade points by the total number of credits attempted.

**ACADEMIC PROBATION**

Student Progress Reports reflecting their cumulative grade point average will be issued at mid-semester.

Any student who receives a midterm academic warning will be referred to the School Academic Counselor for academic assistance / alternatives.
DISMISSAL

A student will be dismissed from CarePoint Health School of Nursing for:

1. Failure of more than one nursing course. Students who are dismissed for failure in a second nursing course will not be considered for readmission to the cooperative Nursing Program for at least three years.

2. Unsafe clinical practice.

3. Displaying conduct or behaviors requiring disciplinary action as outlined in the Hudson County Community College Student Handbook.

4. Violation of The Code of Conduct of the CarePoint Health School of Nursing as outlined in the Student Handbook.

5. Any HIPAA Violations

GRADUATION REQUIREMENTS

1. Students are promoted on the basis of scholastic achievement and clinical performance. Requirements for graduation are:

2. Completion of the Academic Program as outlined in the curriculum plan.

3. Cumulative grade point average of 2.3 or above, with a 78 or higher, in all nursing courses and a C or higher, in the science courses.

4. Fulfill all financial obligations to CarePoint Health School of Nursing and Hudson County Community College.

5. Completion of a standardized comprehensive nursing readiness exam.

6. Completion of the required NCLEX Review Course and NCLEX preparation requirements.

GRADUATION REQUIREMENT TIME LIMIT

Students must meet graduation requirements within six months of Nursing 240 completion. Failure to do so will result in permanent ineligibility to receive a diploma from CarePoint Health School of Nursing.

NCLEX READINESS EXAM / NCLEX PREPARATION

In preparation for NCLEX, the student is required to complete the following:

1. Completion of required NCLEX review course.
2. Meet with mentor.
3. Completion of a comprehensive readiness exam. If a student does not achieve the recommended score on the NCLEX readiness exam, a plan for NCLEX success will be developed with the mentor. A second NCLEX readiness exam may be administered.

SCHOOL POLICIES

A. WITHDRAWAL

The policy for withdrawal from non-nursing courses is in the HCCC Catalog. Students may withdraw from a nursing course without academic penalty until the midpoint of the semester. Withdrawal beyond the midpoint will be considered only in cases of emergency. The student must have a passing grade in the course at the time of withdrawal. If the student does not have a passing grade in the course at the time of withdrawal, it will be counted as a failure and a grade of F will be recorded on the student’s HCCC transcript. The School Dean must approve all withdrawals. Clinical failure at any time during the course constitutes a course failure and the student may not withdraw. Students may only withdraw once throughout the length of the program.

B. LEAVE OF ABSENCE

Students may be granted one leave of absence for up to one year during their course of study. A failure in a nursing course is considered a leave of absence. Refer to the Care Point Health School of Nursing handbook regarding how to apply for a Leave of Absence.

C. MANAGEMENT OF ID BADGE

In order to maintain security at the School of Nursing, the course coordinators will submit a list of names of students who fail a nursing course to the Office Coordinator. If students cannot return then the ID Badge is returned to Security.

Off Site Clinical:
The clinical faculty is responsible to collect all special ID badges that were issued by the institution at the end of the clinical rotation and return them to the designated at the clinical facility.

Course Faculty:
The course faculty will collect all student ID badges before final exam. Students must remove all clips & return only the ID badge.

Following the posting of final grades, students who have successfully completed the course can pick up their ID badges from the Office Coordinator. Faculty will provide a listing to the Administrative Assistant Director of Student Services a list of students who are entitled to have their ID’s returned.
Graduating Students:
Upon completion of the review course and exiting the program, students will surrender their ID badges to the Office Coordinator. Badges are to be turned over to security. If graduates want to gain access to CarePoint Health School of Nursing after that time, they can use the wall phone located in the vestibule of the School by dialing the appropriate extension or use their cell phone to call someone to gain access to the school.

Returning Students:
Students who are eligible to return to the nursing program are required to submit a deposit and a letter of intent to return. Upon the start of the new semester returning students will be required to pick up their ID badges from the Office Coordinator.

Dismissed Students:
ID Badges are collected by the faculty at the time of dismissal from CarePoint School of Nursing.

Lost ID
If a student ID is lost it must be reported to security immediately, and the student is responsible to pay the replacement fee of $15.00 per ID.

D. CHANGE IN STUDENT NAME, ADDRESS, PHONE NUMBER AND EMAIL

Change in student Name, Address, Telephone Number and/or Email Address must be reported to CarePoint Health School of Nursing and to Hudson County Community College.

CarePoint Health School of Nursing is not responsible for any information that the student does not receive due to an incorrect Name, Address, Telephone Number or Email Address.

1. Submit change of Address, Telephone Number and/or Email Address to CarePoint Health School of Nursing Student Services.
2. Submit change of Name and Official Proof (marriage certificate, driver’s license, of that change to CarePoint Health School of Nursing Student Services).
3. Students must also notify Hudson County Community College and submit change of address form to HCCC. Students must follow the procedure outlined in the HCCC Student catalog.
READMISSION

A student planning to re-enter the nursing program after being on a leave of absence must submit a request in writing to the Guidance and Promotion Committee. Readmission is not automatic. Placement in day or evening division is based on availability of space within the nursing course. The student will be notified by mail of the decision.

A student who has completed Nursing 110 or a higher level nursing course, who has been out of a nursing course for more than one year, must do the following to be considered for readmission:

1. Put the request in writing addressed to the Guidance & Promotion Committee
2. Challenge Nursing 110
3. Take the Bridge Program

After successful completion of Nursing 110 Challenge Examination and the Bridge Program, the student will be permitted to enter Nursing 120 in the spring semester.

TRANSFER BETWEEN DIVISION

Transfer between nursing divisions is approved on the basis of availability of space in the desired course.

1. Students seeking a change in nursing division (Day to Evening, Evening to Day) must put the request in writing, Attention: Guidance and Promotion Committee. Approval will be made by order of written request.
2. Student must register for the division in which they are currently enrolled while awaiting approval of a division change.
3. Students will be notified when a space is available and the change of division is approved.
4. Students must complete an add/drop form to signify the change of division.

*Transfer and approval of change of division is at the discretion of the Guidance and Promotion Committee in collaboration with the course coordinator.

REPEAT OF A NURSING COURSE

A student who has failed one nursing course may retake the course the next time it is offered by the school. A letter of intent and monetary deposit must be submitted to the Office of Student Services for approval. It is important to communicate this early as registration is based on the availability of space in each division.
GRADUATION

Commencement ceremonies are held annually. The School pin is presented to the graduates. Awards are presented at the graduation ceremony.

Each graduate is eligible for, and expected to take the National Council Licensing Examination for Registered Nurse Licensure (NCLEX-RN).

UNIFORM POLICIES

All students will dress in a manner consistent with the dress code of CarePoint Health School of Nursing.

The uniform of CarePoint Health School of Nursing consists of the following:

- The official school uniform, white hose and white shoes
- CarePoint Health School of Nursing identification badge
- Students will not be permitted on the clinical units without the ID badge.
- A full-length lab coat

1. APPEARANCE IN UNIFORM

- The complete official school uniform is required for practice in the clinical area and for official school functions.
- The student must wear their uniform or a full-length lab coat over appropriate dress when obtaining their patient assignments.
- All students must wear a valid identification badge with photograph and name when at CarePoint Health School of Nursing or clinical agencies.
- All students are required to maintain personal hygiene as to not offend others.
- Fragrances should not be overpowering and may be prohibited in certain patient care areas.

2. HAIR & NAILS

- Hair must be clean, neat, arranged above the collar when in uniform and should not fall in the face when the neck is flexed forward.
- Extreme hair styles and colors are not appropriate.
- Elaborate hair ornaments are prohibited.
- Beards and/or mustaches should be neatly trimmed.
- Fingernails must be kept clean, short and rounded. Natural fingernails longer than ¼” and artificial nails/enhancers (tips and wraps) are not permitted.
- Nail polish, if worn, must be of a natural tone or colorless. During certain rotations, i.e. OR and OB, nail polish is prohibited.
3. **MAKE-UP AND JEWELRY**

- Cosmetics and jewelry should be worn with discretion.
- Only a wedding ring, wristwatch with a second hand, and one earring per lobe.
- Earrings must be small post earrings. No dangling earrings may be worn. A Medic-Alert necklace/bracelet may be worn. *(This policy may vary with OR and OB).*
- No body piercing ornaments are allowed in eyebrows, nose, lips, tongue or any part of the body exposed.
- Tattoos should not be visible when in uniform.
- Heavy perfume may not be worn.

4. **SHOES AND HOSE**

- Socks or stockings must be worn. Hose are to be white, design less, clean and without stains, runs or tears.
- All white rubber-soled shoes are required while in uniform. Shoes and shoestrings must be kept clean.
- High-topped sneakers, clogs, crocs or open-toe shoes are not allowed while in uniform.
- Sneakers must be white without designs
- Shoes should be clean / polished and in good repair at all times.

5. **SCRUB SUITS / GOWNS**

- Service (scrub) gowns/suits are worn in designated areas. The student must abide by the regulations of the department regarding wearing apparel.

6. **PROHIBITED DRESS**

- The following styles of dress are inappropriate and are prohibited in the clinical areas: dungarees/jeans, shorts, tee shirts, very short skirts, sweat pants, spandex leggings/pants, hats, caps, visors, clothing bearing provocative, obscene or lewd statements, and/or symbols are prohibited. This section is not all-inclusive. It is the responsibility of the student nurse to foster a professional appearance.

**TUITION, FEES AND EXPENSES**

*School tuition and fees* must be paid in full by fourth week in November for the fall semester and fourth week in April for the spring semester. A payment plan may be arranged via Hudson County Community College. See Hudson County Community College Catalog, Tuition and Fees section, for information about Financial Aid and Payment Options. All payments must be made on time.

*The student should have sufficient funds to meet personal needs and to provide traveling expenses for affiliations and field trips.*
REFUND POLICY

Should a student leave the school, tuition will be refunded according to the following schedule:

<table>
<thead>
<tr>
<th>CarePoint Health Nursing Courses</th>
<th>Hudson County Community College Non-Nursing Support Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>80% Refund Within the 1st week</td>
<td>100% Refund Up to the end of the 1st week of classes.</td>
</tr>
<tr>
<td>60% Refund Within the 2nd week</td>
<td>90% Refund Up to 2 weeks after the 1st day of classes.</td>
</tr>
<tr>
<td>40% Refund Within the 3rd week</td>
<td>50% Refund Up to 5 weeks after the 1st day of classes.</td>
</tr>
<tr>
<td>20% Refund Within the 4th week</td>
<td>25% Refund Up to 10 weeks after the 1st day of classes.</td>
</tr>
</tbody>
</table>

*Refund policy applies for spring and fall semesters only.*

CPR CERTIFICATION

All students are required to maintain active CPR certification for health care providers and AED. Failure to complete requirements prior to clinical will constitute a clinical absence and a warning for that day. Two clinical absences for failure to complete requirements can lead to a clinical failure and dismissal from the program. **All requirements must be submitted prior to the 1st day of clinical.**

STUDENT MALPRACTICE

All students of CarePoint Health School of Nursing are required to have Student Nurse Malpractice Insurance (minimum $2 million/ $4 million). Applications for malpractice insurance are available at CarePoint Health School of Nursing. Failure to complete requirements prior to clinical will constitute a clinical absence and a warning for that day. Two clinical absences for failure to complete requirements can lead to a clinical failure and dismissal from the program. **All requirements must be submitted prior to the 1st day of clinical.**

HEALTH INSURANCE

All students are required to carry their own. The student must present evidence of insurance coverage prior to the first day of clinical. In the event of illness, students are responsible for all fees incurred at CarePoint Health Christ Hospital and affiliating agencies. **All requirements must be submitted prior to the 1st day of clinical.**

HEALTH REQUIREMENTS

Failure to complete ALL health requirements prior to clinical will constitute a clinical absence and a warning for that day. Two clinical absences for failure to complete requirements can lead to a clinical failure and dismissal from the program. **All requirements must be submitted prior to the 1st day of clinical.**

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ADDITIONAL STUDENT EXPENSES

Students may be required to pay any additional expenses related to the clinical agency requirements to include but not limited to i.e.: drug testing, field trips etc.

DRUG TESTING

Drug testing / screening will be a requirement for all students prior to entering a nursing sequence of the program. Refusal to provide a urine sample for drug/alcohol screening will prohibit students from attending classes at CarePoint Health School of Nursing. Progression in the nursing program will be contingent on the results of the drug screen.

If a drug screen shows up positive, the student will be dismissed from the program and referred to EAP. Upon completion of a rehabilitation program, the student may be eligible for readmission to CarePoint Health School of Nursing. Upon readmission, the student must submit to random drug testing/screening at a frequency which will be determined by the school. All expenses associated with drug screening will be the responsibility of the student. All requirements must be submitted prior to the 1st day of clinical.

PARKING

Students are required to pay a parking fee per semester if they choose to park in the parking facilities adjacent to the hospital. All payments should be made at Cashier located in the hospital. Parking permits / vehicle decals are obtained through CarePoint Health Christ Hospital, Security Department.

TEXTBOOKS

Students are notified by the school of nursing regarding textbooks and electronic resources required in the nursing courses. Required textbooks and electronic resources are to be purchased by the student. Textbooks for the nursing courses are listed at [www.hecc.blkstr.com](http://www.hecc.blkstr.com) by department (NSG) and course number. Textbooks may be ordered online or purchased at the HCCC bookstore on the HCCC campus.

STUDENT LIFE

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right for freedom of expression in the classroom and protection against improper academic evaluation.

Instructor and student have mutual obligations towards a sound and effective educational process.

1. The instructor has a commitment to the student to:
   a. Encourage each student to study various points of view and respect her/his rights to form her/his own judgment.
b. Continuously improve learning facilities and opportunities.
c. Indicate clearly in the first classes of the term/semester the objectives and requirements of the course.

2. The student has a commitment to the instructor to:
a. Respect the viewpoints of the instructor.
b. Accept her/his responsibility to explore various point of view and to form her/his own opinions, thus helping to create a true learning environment.
c. Utilize the learning facilities and opportunities to the best of her/his ability.

COMPLAINT POLICY / PROCEDURE

1. Students have the right to file a complaint regarding the educational program.
2. The complaint must be in writing using the appropriate form located in the School of Nursing office. The form must be completed, signed and submitted to the Assistant Dean.
3. The Assistant Dean will review the complaint and notify the parties involved.
4. All parties involved will meet and try to resolve the complaint.
5. A response/resolution of the complaint will be forwarded to all parties involved in a timely manner and filed in the complaint book which will be kept in the Dean’s office for a three-year period of time.

CONFIDENTIALITY OF STUDENT RECORDS

The school endorses the Family Rights and Privacy Act of 1974. The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

FAMILY RIGHTS AND PRIVACY ACT (FERPA)

Records are maintained and released in compliance with Public Law 93-380, The Family Educational and Privacy Act of 1974 as amended. For students over the age of 18, grades will be released to the parent(s) or guardian(s) only with written consent of the student. Students, graduates and parent(s) or guardian(s) are guaranteed their rights to inspect student records under this act upon written request by the student / graduate. Students have the right to challenge the content of their records to insure that they are accurate and do not contain misleading or inappropriate data.
ZERO TOLERANCE

All students at CarePoint Health School of Nursing are required to adhere to zero tolerance of academic misconduct, academic dishonesty, professional misconduct, and illegal activities. The commitment to zero tolerance is intended to foster and uphold academic and professional integrity as well as to create a safe, secure, and healthy environment in which to learn and work. The behaviors listed below are examples of academic dishonesty, professional misconduct and illegal activities but are not limited to the following:

I. Academic Dishonesty: are those behaviors such as cheating, plagiarism, falsification.
II. Professional Misconduct is possession, use, distribution of alcoholic beverages, sexual harassment and / or assault against any individual.
III. Illegal activities: The possession, use, sale or transfer of illegal drugs / substances, weapons or material that can be used to inflict bodily harm, and theft.

Any student exhibiting any of the above behaviors will be subject to immediate dismissal from the program.

<table>
<thead>
<tr>
<th>CODE OF CONDUCT</th>
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<tbody>
<tr>
<td>CAREPOINT HEALTH SCHOOL OF NURSING</td>
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</tbody>
</table>

A student will be considered in violation of the Code of Conduct and subject to disciplinary action and / or dismissal for demonstrating any of the following:

1.) All behaviors listed as violating Hudson County Community College’s Rules and Regulations as outlined in the College handbook.
2.) Conduct involving violations of the civil criminal laws of the State of New Jersey.
3.) Any form of dishonesty, cheating, or plagiarism.
4.) Theft, damage or defacement of school property.
5.) Unauthorized entry or use of school property.
6.) Violations of published school and / or hospital regulations.
7.) Use, possession, distribution, or exhibiting effects of alcohol or drugs while in the school or clinical environment.
8.) Verbal or nonverbal harassment, direct threat or assault, of any individual.
9.) Conduct potentially harmful, creates risk, or causes injury to another individual.
10.) Inappropriate language, disorderly conduct, or lewd, indecent, obscene conduct or expression.
11.) Demeaning race, sex, religion, color, creed, disability, sexual orientation, national origin, ancestry or age of any individual.
12.) Insubordination to any administrative, faculty, or staff member of CarePoint Health School of Nursing.

CONDUCT

Professional behavior is to be demonstrated at all times during the student’s enrollment in the school of nursing. Students are expected to follow the Code of Conduct of CarePoint Health School of Nursing and the Rules and Regulations of HCCC.
STUDENT BEHAVIOR

Student Behavior that is incongruent with the Mission and Philosophy of the CarePoint Health School of Nursing will result in suspension or dismissal from the school.

MISSION AND PHILOSOPHY

To provide effective quality nursing education to a culturally diverse student population representative of Jersey City and the surrounding communities.

In keeping with this spirit of the Anglican tradition, the School prepares graduates who recognize and respect the pluralism and diversity of the cultures and faith traditions of the community we serve.

Students are expected to:

• Strive for high quality professionalism
• Act with integrity
• Demonstrate responsibility and honesty.
• Demonstrate values of social responsibility and community service

SOCIAL MEDIA

Students are forbidden to create a social network site with the logo or name of CarePoint Health Christ Hospital or CarePoint Health School of Nursing. Any posting including pictures that depict the School should represent the values of the nursing profession.

A student will be dismissed from CarePoint Health School of Nursing for violation of patient confidentiality which includes but is not limited to taking pictures of patients and posting patient information on the social media network.

BULLYING

CarePoint Health School of Nursing believes that all students have a right to a safe and healthy school environment. The school has an obligation to promote mutual respect, tolerance, and acceptance.

CarePoint Health School of Nursing will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The School expects students and/or staff to immediately report incidents of bullying to the Dean or designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity.

Students who bully are in violation of this policy.
SMOKE – FREE ENVIRONMENT

In compliance with the recommendations of the New Jersey Hospital Association, all hospital facilities and properties including the school of nursing are designated as smoke – free environments.

STUDENT COUNCIL

CarePoint Health School of Nursing Student Council is comprised of the entire student body and elected officers preside over meetings and govern activities. The Student Council organizes food drives for Thanksgiving, Christmas toy drives and professional activities such as attendance at the State and National Student Nurse Conventions. All students are encouraged to attend the State Convention.

SCHOOL CALENDAR

Courses at the Hudson County Community College run throughout the year. Nursing courses are in session from September through June. Holidays, Christmas and spring vacations are as per Hudson County Community College calendar. The School calendar is published in the Student Handbook.

CRIME AWARENESS AND CAMPUS SECURITY ACT

Current information concerning the Campus Security is available upon request from the Assistant Director of Administrative Services at CarePoint Health School of Nursing, and the Security Department at Hudson County Community College. This is published in the School’s student Handbook.

STUDENT SERVICES

The School offers a variety of resources and services to facilitate students’ achievement of school goals and academic success throughout the program. Students are strongly encouraged to utilize all available resources through the School of Nursing and at Hudson County Community College. These services are generally available during the day and with evening hours.

A. GUIDANCE AND ADVISEMENT PROGRAM

This program helps students adjust to school situations and develop skills to handle their changing environment. A school counselor is available to assist with academic, personal and career choices. Instructors provide academic counseling and tutoring. Students also may use counseling services at CarePoint Health Christ Hospital Counseling and Resource Center and at Hudson County Community College’s Center for personal advisement and counseling. Students are entitled to counseling and EAP services upon referral by faculty or school counselor.
B. FINANCIAL ASSISTANCE

Hudson County Community College has scholarships and participates in a number of state and federal grant and loan programs that are available to students in the Cooperative Nursing Program. Applications for financial aid may be obtained and processed through The Office of Student and Financial Assistance at Hudson County Community College and information regarding scholarships is obtained from the Dean of Student Affairs.

C. SCHOLARSHIPS

All CarePoint Health School of Nursing students have the opportunity to apply for scholarships.

Scholarships are available directly through CarePoint Health School of Nursing. These scholarship donors are posted on the student bulletin board on the first floor of the School annually. Students interested in applying for these scholarships must write a letter to the Assistant Director of Administrative Services. The letter must include need for scholarship, current GPA, overall GPA, and interest/accomplishments in nursing. This letter must be submitted by mid semester of the current nursing course and the scholarship will be applied to the following semester.

In addition, other scholarships may be available and these scholarship notices will be posted on the student bulletin board on the first floor of the School as they become available. Students will need to apply directly to these organizations and follow the application procedure as outlined by each organization.

D. STUDENT HEALTH

Employee Health Services provides both a nurse and a physician at regularly scheduled hours. Provisions are made to care for minor illness; however, students must carry their own commercial health insurance plan to cover any required cost and hospitalization.

Students are responsible to obtain their pre-admission physical at their own expense. Students are responsible for arranging their own dental and eye care.

A leave of absence may be granted for up to one year for prolonged illness or for other reasons at the discretion of the committee on Guidance and Promotion. Written medical clearance is required before returning to school if a leave of absence was for a medical reason.

E. COUNSELING

Academic counseling is available to all students for discussion of academic concerns, registration and advance standing. Academic Counselors are available at the School of Nursing and at Hudson County Community College.
LEARNING RESOURCES

LIBRARY / LEARNING RESOURCE CENTER

The Library / Learning Resource Center is located at CarePoint Health School of Nursing on the first floor. It supports the nursing program with resources in print and electronic formats. Library staff and trained student monitors assist students in using the library and computer lab.

General information about the Library / Learning Resource Center can be found in handouts available in the Library. Please take one for hours, borrowing information, services, and access to electronic databases.

In the library students have access to books, journals and audiovisuals. Interlibrary lending is provided for articles not available in the library. Electronic databases are available for literature searching.

In the computer lab students have access to learning programs to help develop their knowledge base on nursing topics as well as critical thinking skills. The internet, e-mail access, USB ports and Microsoft Word is also available.

Your hospital ID badge must be presented when borrowing library materials. Students must satisfy library obligations before each final nursing exam. (See policy on Final Examinations).

After completing the program exit requirements, post –graduates, who have not passed NCLEX, may borrow library resources up to six months following graduation with a $40.00 deposit. After all resources are returned the deposit is returned upon request within six months. The Library can be reached at (201) 418-7044.

SKILLS SIMULATION LABORATORY

The Nursing Skills / Simulation Laboratory provide students the opportunity to learn and practice nursing skills with the assistance of Skills / Simulation Lab Instructors and assistants. In addition, academic and clinical tutoring is available upon request and during posted hours peer tutoring will be available. Staffed Skills / Simulation Lab hours are posted each semester on the course management system, by the library, outside of the skills lab and the student bulletin board.

STUDY ROOMS

There are several study rooms available to students for individual or group studying. A reservation is required to use a study room. Reservations are made at the library help desk.

To assure availability to all students, a group or individual may sign-up for only one time slot per day and no more than four slots per week.

Sign-up sheets are available for the week on Mondays at 8:00 a.m.
DOCUMENTATION ACCESS

Students who wish to review accrediting and/or licensing documentation are asked to submit a written request to the Dean of CarePoint Health School of Nursing at which time an appointment will be confirmed.

GENERAL INFORMATION

TUTORIAL SERVICES

• The purpose of Tutorial Services is to provide academic support to clarify questions students may have related to course materials.
• Tutors will answer questions and guide students to better understand subject matter.
• Tutoring is available for all students; in all nursing courses.
• Tutorial Services provide opportunities to help you succeed.
• The tutors are Skills Simulation Lab Instructors who are Registered Nurses, nurse residents and qualified student peers.

Hours of Operation
Tutoring sessions are posted on the course management system at the beginning of each semester and on the Skills Simulation Lab bulletin board. A reminder for tutoring sessions is posted on the course management system every Monday by 4 p.m.

Services
• Group tutoring before exams
• Individualized tutoring
• Peer tutoring

How do I sign up for tutoring?

Group Tutoring / Peer Tutoring
• Schedule is posted on course management system at the beginning of each semester and on the Skills Simulation Lab bulletin board.
• Student must sign-up with the Skills Simulation Lab Coordinator no later than one week of the schedule by emailing mmasias@christhospital.org.
• Confirmation will be sent to the student.

Individualized Tutoring

• Email Skills Simulation Lab Coordinator at mmasias@christhospital.org.
LOCATION OF TUTORING

Student should go to the Skills Simulation Lab. The location of the tutoring session will be posted on the bulletin board.

Tutoring Protocol

- Be on time.
- **Identify your objectives and concerns.** Be as specific as possible about what you want to achieve and what you want the session to focus on.
- **Please be aware tutors do not lecture.** Tutors clarify questions in order to develop your understanding of concepts.
- You must be an active participant in your learning experience. Be sure to bring all necessary materials (*class notes, textbooks, etc.*.) to the session.
- If you signed up for a tutoring session and wish to cancel, please inform the Skills / Simulation Lab coordinator.
- Do not forget to sign-in and complete Tutoring Evaluation.

STUDENT LOCKERS

Students may request a locker from the Office Coordinator, located in Office #9, to secure their personal belongings. The procurement of locks and keys will be the responsibility of the student.

INCLEMENT WEATHER

1. In the event of inclement weather, do the following:

2. Students scheduled to attend classes at Hudson County Community College become familiar with Hudson County Community College School Closing Policy, and follow the directions that are announced for the school regarding the day(s) /evening(s) in question.

3. Students scheduled to attend classes/clinical at the School of Nursing – use good judgment. If you are not sure whether or not the Nursing Facility has cancelled class / clinical, you may call the Inclement Weather Line for this information (201-795-5755). The radio station WOR 710 AM will post delayed openings and cancellations on its website. A sign will be posted at CarePoint Health School of Nursing as inclement weather approaches.

4. The decision to cancel or postpone opening for the Evening Division will normally be made at 3:00 p.m. Evening faculty will be notified by the Dean or Assistant Dean of CarePoint Health School of Nursing. The faculty will, in turn, be requested to activate their student emergency notification chain to notify the students of the cancellation of classes.

A student emergency notification chain is developed at the beginning of each nursing course by the course faculty.
5. Information regarding cancellation of classes and delayed openings will be available on the School’s answering machine and updated as warranted.

Please contact your nursing course faculty with any questions that you may have regarding implementation of this procedure.

SCHOOL MESSENGER

School Messenger is a mass communication system used by CarePoint Health School of Nursing as a communication vehicle for:

- Reminders
- Urgent messages
- Emergent situations
- Inclement weather

Students are also responsible for checking the other established modes of communication. It is the students’ responsibility to notify Student Services Department of any changes in email addresses & telephone numbers.

CALLING THE SCHOOL OF NURSING

You may call CarePoint Health School of Nursing at (201) 795-8360 and follow the Auto Attendant instructions to reach key personnel and departments.

BULLETIN BOARDS

Students shall be held responsible for reading all current notices on the student bulletin board located in the first floor hallway.

COMMUNICATION OF POLICY CHANGES

Changes in policies are communicated to current student by posting information on the school’s bulletin boards, by direct mail, e-mail and / or by student meetings with administration and faculty. Depending on the nature of the information, students may be asked to sign indicating that they received and understood the new information/policy. Letters are mailed to students on leave of absence and/or who are not currently enrolled in a nursing course.

ACCESS TO HOSPITAL

Students may go to the clinical units for assignments only during scheduled pre-clinical time or a time designated by the instructor of the unit.

At no time is a student to be in the hospital area other than the assigned clinical unit, the cafeteria, or employee health office.
Security members, and Department Heads, or their designee, have the authority to ask students to leave any unauthorized hospital area.

Visits to a hospitalized family member or friend may only be made during visiting hours by first securing a visitor’s pass.

ACCESS TO SCHOOL OF NURSING

Students are required to exit CarePoint Health School of Nursing by 12:00 midnight. Violation of this policy will result in disciplinary action.

SUBSTANCE ABUSE POLICY STATEMENT

CarePoint Health School of Nursing is committed to providing a drug and alcohol free environment. Thus, no student or employee of CarePoint Health School of Nursing shall unlawfully manufacture, distribute, dispense, possess or use any controlled substance or illegal drug anywhere on Hospital property while participating or attending any Medical Center function or event or meeting.

Students are subject to disciplinary action for use, possession or distribution of narcotics, alcohol or other dangerous substances on the Schools grounds. Disciplinary action may result either in suspension, dismissal or disciplinary probation for any of these actions. Civil authorities may be contacted in regard to any violation of local, state or federal law concerning possession or distribution of narcotics, dangerous substances or alcohol abuse.

A counselor is available at CarePoint Health School of Nursing to provide both academic and personal counseling to students. It is a student’s obligation to be accountable for his or her own behavior and to seek out the available resources when such help is needed.

SEXUAL OR OTHER UNLAWFUL HARASSMENT

CarePoint Health Christ Hospital is aware of and takes seriously its legal obligation to provide its personnel a workplace free of unlawful harassment, including sexual harassment. This statement is designed to reiterate CarePoint Health Christ Hospital’s opposition to, and prohibition of, all forms of unlawful harassment, and again explain CarePoint Health Christ Hospital’s unlawful compliant procedure. In sum, this statement will help you recognize what the law views as unlawful harassment, and advise you how to report it. Supervisors and department heads are responsible for communicating the harassment policy to employees and for implementing and monitoring compliance.

Harassment is a violation of the law when it is directed at an employee because of his or her sex, race, national origin, age, disability, color, religion, sexual orientation, physical or mental disability, or other legally protected classification. It is a form of unlawful discrimination. It is important that everyone realize that: (1) no one is allowed to engage in unlawful harassment; (2) CarePoint Health Christ Hospital will not tolerate anyone unlawfully harassing anyone else; (3) CarePoint Health Christ

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Hospital will not force you to put up with such harassment from anyone here, including people who are not CarePoint Health Christ Hospital employees, who you have to deal with in the course of your work. No one is required to endure unlawful harassment to work here.

What is unlawful harassment? It takes many forms, but all of it is offensive. Unlawful harassment may involve, but is not limited to:

- Making submission by an individual to the offensive conduct either an explicit or implicit term or condition of employment,
- Making submission to, or rejection of such conduct the basis of employment decisions affecting the individual or,
- Creating an intimidating, hostile or offensive working environment by such conduct.

Unlawful harassment is behavior that is not welcome, is directed against the person because of his or her sex, race, or other legally protected status, and that is severe or pervasive enough to make the person reasonably believe that the conditions of his or her employment are altered and the working environment is hostile or abusive.

**GRIEVANCE POLICY / PROCEDURE**

The purpose of the Grievance Procedure is to settle individual grievances or complaints concerning academic or clinical issues related to nursing courses at CarePoint Health School of Nursing, where students feel they are unfairly treated, they did not receive due process, and/or grades were determined by a non-academic procedure.

This procedure is intended to encourage resolution of a grievance at the earliest possible stage. When an informal resolution is not possible, the process provides for a formal review of the situation.

**No** grievance will be honored unless the following steps are adhered to:

**STEP 1**

The student should attempt to settle the discrepancy with the involved faculty member(s) by requesting a meeting with the faculty member no later than 2 contact days following the incident being grieved.  
*(A contact day is a day when the student/instructor have class or clinical.)*

**STEP 2**

If the student feels that the grievance remains unresolved, the student must submit a written statement to the Assistant Dean of CarePoint Health School of Nursing within 2 contact days. This statement should include the results of Step 1 and the rationale as to why the grievance remains unresolved.

The Assistant Dean will schedule a meeting with the student and the involved faculty member(s) no later than 4 contact days after receiving the request. Following the meeting with the Assistant Dean, if the grievance remains unresolved to the satisfaction of the student, the student may request a hearing by the Grievance Committee.

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1. To appear before the Grievance Committee, the student must submit, in writing, the rationale for requesting a hearing to the Chairperson of the Grievance Committee within three (3) contact days after the meeting with the Assistant Dean.

2. The Grievance Committee will schedule a hearing within five (5) contact days of receiving the written grievance.

3. The student and faculty member(s) will appear before the panel at the designated time to present the conflict, substantiate their respective positions, and answer any questions the Grievance Committee may have.

4. If the grievance is related to an academic achievement, the student may attend class and clinical until the issue is resolved. If the grievance is related to a clinical issue, the student is denied access to further clinical experience.

**THE GRIEVANCE COMMITTEE MEMBERSHIP**

1. The committee is an ad hoc committee that meets on an as needed basis.

2. The Chairperson of the Grievance Committee shall be the senior Class Advisor. If the Senior Class Advisor is involved in the grievance, a lower class advisor will be the Chairperson.

3. The committee shall be composed of the Chairperson, two (2) faculty members and two (2) class presidents (one from each level) who are not involved in the grievance. The Chairperson does not have a vote, except in the case of a tie vote. Each of the other members has one vote. The Chairperson of the Grievance Committee is responsible for designating the faculty members. If a class president is not available, the Chairperson will select a student alternate.

4. The Chairperson shall:
   A. Be the presiding officer at all committee hearings and meetings of the panel.
   B. Provide the involved student and faculty with the following information three (3) contact days prior to the scheduled hearing:
      i. List of materials to be submitted prior to the hearing
      ii. Date, time and place of hearing

The Secretary shall:
   A. Be one of the faculty members of the committee designated by the Chairperson.
   B. Record the minutes of all meetings of the panel and file the minutes along with related material in the Grievance Committee folder within three (3) working days of the decision of the Committee.
   C. Provide written notification of the decision to the involved student and faculty, Assistant Dean and the Dean of CarePoint Health School of Nursing.

**PROCEEDINGS:**

1. The Committee will schedule a hearing within five (5) contact days from original receipt of the written grievance.
2. The Chairperson is responsible for procedural due process throughout the meeting and does not have a vote, except in the case of a tie vote.

3. The involved student and faculty will appear individually to present the issue and to answer any questions the panel may have. No legal counselor or other persons/spectators are permitted at the hearing.

4. A discussion period follows.

5. A closed ballot is used. Majority vote of this committee will constitute a final decision.

6. Written notification of the decision of the Grievance Committee will be sent to the involved student and faculty, and Dean of CarePoint Health School of Nursing.

- The Hudson County Community College Academic Appeals process is utilized to grieve HCCC non-nursing courses. Refer to the Hudson County Community College Catalog.

STUDENT COUNCIL

Student Council By-Laws

Article I

Name

Section I – The name of the Organization shall be The Student Council of CarePoint Health School of Nursing, herein referred to as the “Organization”.

Article II

Purpose

Section I – The purpose of this Organization is to:

A. Provide means of support to all students who attend CarePoint Health School of Nursing in a holistic manner;

B. Represent students in determining and implementing policies and activities that affect and promote academic, social, economic and physical environment/welfare of all students;

C. Promote, sponsor and coordinate extracurricular activities for the students as well as for necessary community service projects;

D. Act as a liaison between student body and faculty;
E. Promote acceptance of regulations of policies relative to student life;

F. Promote and maintain a spirit of cooperation between students via coordination and communication;

G. Uphold, through practice, customs and traditions of the school;

H. Promote unity of each student, day and evening division, through coordination and effective communication;

I. Provide a sense of unity between students, faculty and administration with the assistance of various committee heads.

Article III

Membership

Section I – The organization shall consist of five (5) elected officers from each class and elected representatives of each class.

The officers of the Student Council shall be:
Members of the senior class, Day or Evening Division

A. President
B. Vice President
C. Treasurer
D. Secretary
E. Student Representatives (Day / Evening)

Section II – Members of the Freshman Class, Day or Evening Division

A. President Elect
B. Vice President Elect
C. Treasurer Elect
D. Secretary Elect
E. Student Representatives (Day / Evening)

Section III – Representatives:
If all the elected officers of a class are from one division (Day or Evening), the division without representation will choose a representative and an alternate to attend meetings. The representative (or alternate) will have one vote at the meeting.

Section IV – Officers and Representatives shall maintain a cumulative G.P.A. of 2.3 and satisfactorily complete all clinical assignments in order to remain in office.
Section V – Any elected officer or representative who misses three (3) consecutive scheduled meetings without being excused by the President of the Student Council shall be required to withdraw his/her position. A replacement can be appointed or elected at the discretion of the remaining members in conjunction with the faculty advisor.

Section VI – Class Advisor – A Class Advisor will be assigned to the Freshman Class and will continue this role through graduation. An advisor may be any full-time member of the faculty organization.

Article IV

Duties of Officers

Section I – Duties of the President:
A. Preside over all council meetings.
B. Serve as an ex-officio of all committees.
C. In conjunction with all faculty advisors, approve all expenditures as submitted to the Treasurer.
D. In the event of a vacancy of the President’s office, the Vice President shall assume the office.
E. Appoint special committees with the approval of the Student Council.
F. Submit a yearly report in concert with the Secretary and Faculty Advisor in the spring.
G. Promote an equitable transition and deliver to his/her successor all student council property within two weeks after expiration of the term of office.

Section II – Duties of the President Elect:
A. Attend all business meetings of the committee.
B. In the event of a vacancy, a new election shall be held for the elect office within two weeks of vacancy or within two weeks of resumption of classes if the vacancy occurs during the semester break.
C. Assist the President in the functions of his/her office.

Section III – Duties of the Vice President:
A. Attend all business meetings of the Student Council.
B. In order of rank, assume the duties of the President in the absence of that officer.
C. Serve as Chairperson of the Committee of By-Laws/Nominating.
D. To deliver to the successor all Student Council property within two (2) weeks after expiration of term of office.
E. Inform the student body of CarePoint Health School of Nursing of any HCCC student government meetings and share minutes with classmates.
Section IV – Duties of the Vice President Elect:
A. Attend all business meetings of the Committee.
B. Serve as co-chairperson of the Committee on By-Laws/ Nominating.
C. In the event of a vacancy, a new election shall be held for the elect office within two (2) weeks of vacancy or within two (2) weeks of resumption of classes if the vacancy occurs during the semester break.
D. Assist the Vice President in the function of his/her office.

Section V – Duties of the Secretary:
A. Attend all business meetings of the Student Council.
B. Record and distribute the minutes of all meetings of the Student Council.
C. Keep on file as a permanent record, all reports, papers and documents submitted to the Senior Faculty/Advisor.
D. To deliver to the successor all Student Council property with two (2) weeks after expiration of term of office.

Section VI – Duties of the Secretary Elect:
A. Attend all business meetings of the Committee.
B. In the event of a vacancy, a new election shall be held for the elect office within two (2) weeks of the vacancy or within two (2) weeks of resumption of classes if the vacancy occurs during the semester break.
C. Assist the Secretary in the functions of his/her office.

Section VII – Duties of the Treasurer:
A. Attend all business meetings of the Student Council.
B. Act as custodian of bank funds along with the class President, the Advisor, and the Assistant Director of the School.
C. Keep accurate entries of acquisitions and disbursements of the Student Council funds.
D. Submit quarterly reports to the members of the Student Council.
E. Serve as a Chairperson of social Recreations and Publicity Committee.
F. To deliver to the successor all Student Council property within two (2) weeks after expiration of term of office.

Section VIII – Duties of the Treasurer-Elect:
A. Attend all business meetings of the Committee.
B. Serve as co-chairperson of Social Recreation and Publicity Committee.
C. In the event of a vacancy, a new election shall be held for the elect office within two (2) weeks of vacancy or within two (2) weeks of resumption of classes if the vacancy occurs during the semester break.
D. Assist the Treasurer in the functions of his/her office.

Section IX – Duties of the Representatives:
A. Attend all business meetings of the Committee.
B. Participate in Student Council activities.
C. Communicate concerns of the students to the Student Council.
Article V

Class Advisors

Sections I – Duties of the Class Advisors include:
A. Serving as a resource person to their class and assisting the classes as deemed necessary with activities, (i.e., fundraising, social activities, convention planning, etc.)

B. The senior class advisor will assume responsibility for:
   1) Meeting with graduating class early in the fall semester to establish guidelines for graduation activities.

C. Facilitating selection of a Graduation Committee.
D. Collaboration with CarePoint Health School of Nursing administration regarding graduation plans.
   1) Serving as the senior advisor to the Student Council to assist in maintaining parliamentary procedure during the meetings.

E. Facilitating student membership in Student Nurse’s Association, attendance at conferences and appropriate educational programs.

F. Facilitating appointment of student monitors.

G. The Freshman class advisor will assume responsibility for:
   1) Meeting with freshman class early in the fall semester to develop an activity calendar for:
      a) fundraising
      b) parties
      c) community projects
   2) Serving as a resource person to the Freshman class and assisting the classes as deemed necessary with activities, i.e., fundraising, social activities, convention planning, etc.

Article VI

Standing Committees

Section I – By-Laws/Nominating

Members
1. The Chairperson shall be the Vice President of the Student Council.
2. The Co-Chairperson shall be the Vice President-Elect.
Responsibilities:
1. To review and revise the By-Laws as necessary throughout the school year.
2. To submit to the faculty Advisors the recommendations of the Student Council regarding revision of the Student Handbook.
3. Set up and carry out all necessary procedures for the election of officers or any election which may occur.
4. Prepare the ballot for the annual election of the Student Council officers.

**SUGGESTED SHORTENED VERSION OF ROBERT’S RULES**

**PARLIAMENTARY PROCEDURE**

All voting members of an organization are equal. Every member has the same right to introduce business, to participate in deliberation or discussion. A main motion is one that introduces a new item of business to the assembly for its consideration and action. No main motion may be made while another motion is before the assembly.

*To introduce a motion:*

1) Signal the chair for recognition (raise hand).

2) After being recognized by the chair, state the motion by saying, "I move that..."

3) A second should be given by another member who need not be formally recognized. A second simply means more than one person wishes the matter to be discussed - it **does not imply agreement** with the motion.

4) Chairman states the motion presented and calls for discussion. Alterations or changes must be done by the assembly through subsidiary motions. The motion cannot be withdrawn by the maker unless permission to do so is granted by the assembly.

A subsidiary motion to table must be made clear as to whether the matter is to be postponed temporarily or indefinitely. To kill a motion is to postpone indefinitely.

A subsidiary motion to amend another motion should be stated, "I move to amend that no speaker may speak more than twice to the same question and may not speak for a second time until everyone has spoken who wants to speak". However, the limits of debate may be changed by a 2/3 vote.

A speaker should begin his/her remarks with, "I speak in favor of" or "in opposition to" the motion. Discussion should be directed to the chair.

Subsidiary motions to a main motion on the floor take precedence and this too can be superseded by yet another privileged or incidental motion. Each one must be dealt with in turn before the main can be
dealt with. The most frequently used subsidiary motion by “inserting---striking out---striking out and inserting."

It is the duty of the presiding officer to enforce the rules of the assembly and make decisions regarding rules, but it is also the right of any member who notices a breach of the rules on their enforcement. A speaker may be interrupted to call a "point of order."

Any motion that infringes on the rights of members requires 2/3 vote to be passed, *i.e. modify debate, amend something previously adopted or rescind a previous motion.*

A vote by general consent should be used as the best means of expediting business. The method used is, "If there is no objection----." A unanimous vote should be anticipated; however, if a single member does object, discussion may be held.

*NOTE:* Within reason, a ten minute recess will be called each hour to satisfy other needs.

STUDENT COUNCIL FUNDRAISING

Fundraising events organized by the Student Council must be approved by the Faculty Advisor and Dean.

All monies raised through fundraising shall be maintained in the class Student Council Account and overseen by the Class Advisor and Dean. Funds raised by each class will be used to benefit that class to offset costs associated with end of year program fees and educational and professional activities.

POLICY ON PARTIES

A party can be given in the name of CarePoint Health School of Nursing if approved by the Public Relations Department of CarePoint Health Christ Hospital and:

1. The contract comes through the Student Council and is reviewed carefully.
2. The Student Council President or class advisor’s name appears on it with the students.
3. Faculty members are present as mentors and chaperones.
4. The check is written from the student council funds to pay for the event.
5. Part of the class money pays for an off-duty security officer to avoid problems, fighting, etc.
6. Assurance from premises owner that the 21 drinking age is abided by and stated in the contract.

If this protocol is not followed, the party is not sanctioned by CarePoint Health School of Nursing, the flyer must be changed to reflect a private party, a disclaimer sent to individuals involved and the check must be personal from a student not from the class treasury.

STUDENT MONITOR PROGRAMS

A Student Monitor Program is offered by the CarePoint Health School of Nursing, and is aimed to assist students to meet their financial needs while developing a sense of commitment and responsibility.

Student monitors assist in the following areas:

1) Library / Learning Resource Center
2) Skills Simulation Lab
3) Peer Tutor
4) Student Receptionist
**PROCEDURE**

1) Student Monitors must:
   a) Be in good academic standing.
   b) Have a history of favorable conduct.
   c) Comply with the stipulations as outlined in the student monitor agreement.

2) Student Monitors must reapply each semester.

**LIBRARY / LEARNING RESOURCE CENTER**

Title: Library/Learning Resource Center Monitor

Department: CarePoint Health School of Nursing

Reports To: Learning Resources Specialist / Librarian

Main Function: Monitors the Library/Learning Resource Center and provides basic assistance to its users.

**Duties & Responsibilities:**

1. Executes rules and regulations of the Library/Learning Resource Center.
2. Maintains quiet study atmosphere.
3. Maintains circulation desk according to procedure.
4. Assists students in the computer lab.
5. Assists students in locating library materials.
6. Assists users with photocopier machine.
7. Answers telephone and records messages.
8. Responsible for finding coverage if unable to work as scheduled.
9. Notifies Learning Resources Specialist / Librarian of situations that require attention.
10. Completes other duties as assigned.

**Education & Experience:**

1. Nursing student who has completed Nursing 110.
2. Prefer cumulative GPA of 2.8 or higher and must be in good academic standing.
3. Must be able to work independently after orientation.
4. Must be reliable, work-oriented and exhibit leadership qualities.
5. Have good computer skills.
SKILLS SIMULATION LAB

Title: Student Skills Simulation Lab Monitor

Department: CarePoint Health School of Nursing

Reports To: Skills Simulation Lab Coordinator

Main Function: Acts in a leadership capacity as a mentor resource person to assist students’ proficiencies regarding nursing clinical skills, theoretical tutoring, studying and test taking skills.

Duties & Responsibilities:

1. Skills Simulation Lab monitor must enforce and maintain Skills Simulation Lab rooms for day and evening use according to policy.

2. Enforces policies and procedures as outlined in Skills Simulation Lab book.

3. Responsible for securing equipment in the Skills rooms and assisting with inventory annually.

4. Assists nursing students with clinical nursing skills for all courses.

5. Accurately documents attendance and referrals for students in the Skills Simulation Lab.

6. Maintains student confidentiality in providing services to the student body.

7. Responsible for finding coverage if unable to work.

8. Promotes communication among peers and nursing faculty.

9. Completes other duties as assigned.

Education & Experience

1. Nursing student who has completed Nursing 110 and Nursing 120.

2. Have a good academic standing with a cumulative GPA of at least 2.8.

3. History of favorable conduct and student involvement in school functions.

4. Accountable, reliable, independent individual who can remain flexible with schedule to meet the needs of day and evening student population.

5. Exhibits clinical proficiency on the clinical units and shows working relationships with peers and an enthusiasm and is recommended by faculty.
PEER TUTOR

Title: Student Peer Tutor

Department: CarePoint Health School of Nursing

Report To: Skills Simulation Lab Coordinator

Main Function: Assist students in academic achievement

Duties & Responsibilities:

1. Tutors students when requested in course / clinical components.

2. Accurately documents attendance.

3. Maintains student confidentiality in providing services to the student body.

4. Responsible for finding coverage if unable to work.

5. Promotes communication among peers and nursing faculty.

6. Completes other duties as assigned.

Education & Experience:

1. Nursing student who has completed Nursing 110 and Nursing 120.

2. Have a good academic standing with a cumulative GPA of at least 3.0.

3. History of favorable conduct and student involvement in school functions.

4. Accountable, reliable, independent individual who can remain flexible with schedule to meet the needs of day and evening student population.

5. Exhibits clinical proficiency on the clinical units and shows working relationships with peers and an enthusiasm and is recommended by faculty.
STUDENT RECEPTIONIST

Title: Student Receptionist

Department: CarePoint Health School of Nursing

Reports To: Office Coordinator

Main Function: Assists in carrying out assigned and/or specified responsibilities.

Duties & Responsibilities:

1. Works at least 4 hours per week or as assigned during the fall and spring semesters.
2. Makes final evening rounds.
3. Acts as the Receptionist in the school secretary’s absence.
4. Answers the phone in the office and relays messages appropriately.
5. Upholds the rules and regulations of the School as defined in the Student Handbook.
6. Calls to the attention of Office Coordinator any emergency situations that require immediate attention, when necessary.
7. Meets with Office Coordinator at least twice a year for evaluation (fall & spring semester).
8. Completes other duties as assigned.

Education & Experience:

1. A freshman or senior nursing student.
2. Maintains a good scholastic standing.
RIGHT TO MAKE CHANGES

CarePoint Health School of Nursing, Cooperative Nursing Program reserves the right to modify, alter or discontinue any of its courses, programs or services. The CarePoint Health School of Nursing reserves the right to change or modify any provision or policy when such action serves the interest of the School or its students.

Title: Guidelines for Paper Assignments

Description: To outline the standards for completing all paper requirements

Content: All papers are to be typed using APA style. Papers must be double-spaced with 1 inch margins on each side of the page. Proper punctuation, spelling and correct grammar are expected. Abbreviations (such as pt., gtt., oz., etc.) should not be used.

A reference page using correct APA format should accompany the formal typed assignment.

Papers should be stapled together. Papers with erasures, crossed out errors, or ragged edges will not be accepted. Late papers will not be accepted without prior approval from the clinical instructor.

Web sites for APA formatting and style guides:

1. Purdue OWL (online writing lab)  
   http://owl.english.purdue.edu/owl/

2. www.hccc.edu  
   a. Type in search box “library”  
   b. Click “library/lrc”  
   c. Click: “online research”  
   d. Click: “style sheet (MLA and APA)”  
   e. Click “noodle tools” this site will format your citations

1. American Psychological Association  
   http://www.apastyle.org
CarePoint Health School of Nursing  
Completion of EXIT Requirements  
Clearance Form

Student’s Name ___________________________________________ Date __________________

The above student has completed the exit requirements and is now ready to take the NCLEX exam. The student has been cleared by the mentor and of any obligations by the CPHSON Student Services Department and by the Library.

_________________________________________ Date

Mentor

_________________________________________ Date

Student Services

_________________________________________ Date

Library

_________________________________________ Date

Emailed to New Jersey Board of Nursing

NOTE: Students are responsible for obtaining appropriate signatures and returning the completed form to Lori Vega, Office Coordinator (Office #9).

Once this form is returned a completion of requirement letter will then be emailed to the New Jersey Board of Nursing.

Revised – 8/19/2013

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# CAREPOINT HEALTH SCHOOL OF NURSING
## COOPERATIVE PROGRAM WITH
### HUDSON COUNTY COMMUNITY COLLEGE
#### ACADEMIC CALENDAR 2014 – 2015

## FALL 2014

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<thead>
<tr>
<th>September</th>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Monday</td>
<td></td>
<td>Labor Day – <em>School Closed</em></td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Tuesday</td>
<td></td>
<td>Student Assembly &amp; Course Orientation</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>▪ 9:00 a.m. Day Division</td>
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<td>▪ 5:30 p.m. Evening Division</td>
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<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Wednesday</td>
<td></td>
<td>Classes Begin @ CPHSON</td>
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<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Wednesday</td>
<td></td>
<td>Classes Begin @ HCCC</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; - Sep. 10&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Wednesday – Wednesday</td>
<td>HCCC Add / Drop Period</td>
<td></td>
</tr>
<tr>
<td>16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Tuesday</td>
<td></td>
<td>Last Day of HCCC Add / Drop @ Off – Site Centers</td>
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<tr>
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<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Monday</td>
<td></td>
<td>CPHSON Information Day, 5:00 p.m. to 7:00 p.m.</td>
</tr>
<tr>
<td>13&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Monday</td>
<td></td>
<td>Columbus Day – <em>Class in Session</em></td>
</tr>
<tr>
<td>18&lt;sup&gt;th&lt;/sup&gt; – 24&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Saturday – Friday</td>
<td>Mid-Term Exams HCCC/Advisement</td>
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<tr>
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<th>Date</th>
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<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Saturday</td>
<td></td>
<td>Spring 2015 Early Registration</td>
</tr>
<tr>
<td>11&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Tuesday</td>
<td></td>
<td>Veteran’s Day – <em>Class in Session</em></td>
</tr>
<tr>
<td>12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Wednesday</td>
<td></td>
<td>CPHSON Information Day, 5:00 p.m. to 7:00 p.m.</td>
</tr>
<tr>
<td>13&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Thursday</td>
<td></td>
<td>Last Day to Complete Official Withdrawal</td>
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<tr>
<th>November</th>
<th>Day Classes</th>
<th>Thanksgiving Recess</th>
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<tbody>
<tr>
<td>26&lt;sup&gt;th&lt;/sup&gt; Wednesday</td>
<td>In Session – HCCC</td>
<td>School Closed @ CPHSON</td>
</tr>
<tr>
<td>27&lt;sup&gt;th&lt;/sup&gt; – 30&lt;sup&gt;th&lt;/sup&gt; Thursday – Sunday</td>
<td>No Evening Classes – HCCC</td>
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<table>
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<tr>
<th>December</th>
<th>Last Day to File Degree</th>
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<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Monday</td>
<td>Completion Audit for May 2015 Graduation</td>
</tr>
<tr>
<td>13&lt;sup&gt;th&lt;/sup&gt; – 19&lt;sup&gt;th&lt;/sup&gt; Saturday – Friday</td>
<td>Last Classes and / or Final Exams</td>
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<tr>
<td>20&lt;sup&gt;th&lt;/sup&gt; Saturday</td>
<td>Christmas Recess @ CPHSON</td>
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**SPRING 2015**

<table>
<thead>
<tr>
<th>January</th>
<th>CPHSON Information Day, 5:00 p.m. – 7:00 p.m.</th>
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<tbody>
<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt; – 20&lt;sup&gt;th&lt;/sup&gt; Monday – Tuesday</td>
<td>Winter Intersession @ HCCC</td>
</tr>
<tr>
<td>12&lt;sup&gt;th&lt;/sup&gt; Monday</td>
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<tr>
<td>19&lt;sup&gt;th&lt;/sup&gt; Monday</td>
<td>Martin Luther King Day - School Closed @ HCCC</td>
</tr>
<tr>
<td>21&lt;sup&gt;st&lt;/sup&gt; Wednesday</td>
<td>Course Orientation / Class Begins at CPHSON</td>
</tr>
<tr>
<td>26&lt;sup&gt;th&lt;/sup&gt; Monday</td>
<td>Class Begins HCCC</td>
</tr>
<tr>
<td>26&lt;sup&gt;th&lt;/sup&gt; – 2&lt;sup&gt;nd&lt;/sup&gt; Monday – Monday</td>
<td>Add / Drop Period</td>
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<tr>
<th>February</th>
<th>President’s Day - School Closed @ HCCC</th>
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<tbody>
<tr>
<td>16&lt;sup&gt;th&lt;/sup&gt; Monday</td>
<td>Last Day of Add / Drop at HCCC Off – Sites</td>
</tr>
<tr>
<td>10&lt;sup&gt;th&lt;/sup&gt; Tuesday</td>
<td>Student Nurses Convention (Tentative)</td>
</tr>
<tr>
<td>19&lt;sup&gt;th&lt;/sup&gt; Thursday</td>
<td></td>
</tr>
</tbody>
</table>

68
<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>10th</td>
<td>Tuesday</td>
<td>CPHSON Information Day</td>
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<tr>
<td></td>
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<td></td>
<td>5:00 p.m. – 7:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>16th – 22nd</td>
<td>Monday – Sunday</td>
<td>Mid-Term Exam &amp; Advisement HCCC</td>
</tr>
<tr>
<td>April</td>
<td>30th – 5th</td>
<td>Monday – Sunday</td>
<td>Spring Recess Begins</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>School Closed @ CPHSON &amp; HCCC</td>
</tr>
<tr>
<td>April</td>
<td>2nd</td>
<td>Thursday</td>
<td>NJSNA Nurses Convention</td>
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<td></td>
<td></td>
<td></td>
<td>(Tentative)</td>
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<tr>
<td></td>
<td>6th</td>
<td>Monday</td>
<td>Summer / Fall 2015 Early Registration</td>
</tr>
<tr>
<td></td>
<td>6th</td>
<td>Friday – Monday</td>
<td>Easter Break – School Closed @ CPHSON</td>
</tr>
<tr>
<td></td>
<td>9th</td>
<td>Thursday</td>
<td>Last Day to Complete Official Withdrawal at HCCC</td>
</tr>
<tr>
<td></td>
<td>9th</td>
<td>Thursday</td>
<td>CPHSON Information Day, 5:00 p.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>May</td>
<td>7th</td>
<td>Thursday</td>
<td>Professional Nurse’s Day</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>(Tentative)</td>
</tr>
<tr>
<td></td>
<td>12th – 18th</td>
<td>Tuesday – Monday</td>
<td>Last Classes and / or Final Exams HCCC</td>
</tr>
<tr>
<td></td>
<td>13th</td>
<td>Wednesday</td>
<td>Nursing 240 Leadership Course Orientation Begins (Tentative)</td>
</tr>
<tr>
<td></td>
<td>18th</td>
<td>Monday</td>
<td>HESI Readiness Exam (Tentative)</td>
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<tr>
<td></td>
<td>21st</td>
<td>Thursday</td>
<td>HCCC Commencement Ceremony (Tentative)</td>
</tr>
<tr>
<td></td>
<td>25th</td>
<td>Monday</td>
<td>Memorial Day – School Closed / No Classes</td>
</tr>
</tbody>
</table>
## Summer Session I

**May 26th**
- Tuesday
- Summer Session I
- *(HCCC Begins)*

**29th**
- Friday
- Completion of NSG 240
- Course Requirements

## June

**1st**
- Monday
- Graduate Luncheon / Rehearsal

**4th**
- Thursday
- CPHSON Graduation *(Tentative)*

**22nd**
- Monday
- HESI Readiness Exam

## July 8th
- Wednesday
- Summer Session II
- *(HCCC begins)*

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Please refer to Hudson County Community College’s Academic Calendar for additional information specific to HCCC. You are responsible to visit [http://www.hccc.edu/](http://www.hccc.edu/) for the HCCC Academic Calendar and updated information.

For CarePoint Health School of Nursing school closings during inclement weather call (201) 795-5755 for announcements regarding the status of classes or go to: [http://www.weatherclosings.com](http://www.weatherclosings.com) enter Jersey City, NJ in City & State and select School, College & Day Care from the drop down menu OR go to : [http://www.wor710.com/](http://www.wor710.com/) and click on WOR School Closing OR go to: [http://www.worschoolclosings.info/](http://www.worschoolclosings.info/).

In addition the CarePoint Health School of Nursing school messenger service serves as a communication vehicle for emergent and inclement weather.

For HCCC School Closings during inclement weather call (201) 714-7100 and listen for radio announcements on WINS 1010 AM, WABC 770 AM, WMCA 570 AM and WADO 1280 AM.