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Adult Education

MISSION POSSIBLE - 2

PRACTICAL NURSE

STUDENT HANDBOOK

2026 - 2027

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BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION

BCIT's Mission Statement

Our mission is to fully and comprehensively prepare adolescents and adults of Burlington County:
To respond to societal needs through the development of career and technical education programs reflecting the technological advances of the greater community while meeting the needs of both adolescent and adult learners.
To provide programs enabling all students to become productive, self-fulfilled, lifelong learners.
To develop and maintain reciprocal relationships with both civic and business communities.
To support community-wide social, cultural, counseling and career and technical education training programs, while jointly developing apprenticeship and occupational training programs with local businesses, industries, and educational institutions.
To position students for success in mastering the New Jersey Student Learning Standards in Grades 9 through 12 in a safe, secure, and caring environment.

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION

LICENSED PRACTICAL NURSING

NEW JERSEY BOARD OF NURSING ELIGIBILITY REQUIREMENTS

The Practical Nursing Program has the responsibility to inform applicants contemplating admission to the Practical Nursing Program of the requirements to future licensure. Graduation from a Practical Nursing Program does not guarantee admission to take the licensure exam. The applicant must be aware that the New Jersey Board of Nursing has the ultimate responsibility to determine who is eligible for a license to practice nursing in the State of New Jersey.

The New Jersey Board of Nursing requires the following be met before an individual may receive an application for a license to practice Practical Nursing.

- Has attained her/his eighteenth birthday.
- Is of good moral character, is not a habitual user of drugs and has never been convicted or has not pleaded nolo contendere, non-vult contendere or not-vult to an indictment, information or complaint alleging a violation of any Federal or State Law relating to narcotic drugs.
- Has completed 2 years of high school or the equivalent thereof, as determined by the New Jersey State Department of Education;
- Has completed a course of study in a school of practical nursing approved by the board and holds a diploma therefrom, or holds a diploma from a school of practical nursing operated by a board of education in this State and is certified by the Department of Education as having completed the number of hours of instruction in the subjects in the curriculum prescribed by the board and an approved course of affiliation or has equivalent qualifications as determined by the board.
- The Board of Nursing will also require the candidate to be fingerprinted and have a criminal background investigation done prior to the issuance of the LPN license.

**Students intending to complete the NCLEX-PN in another state, after graduation, should check the Nurse Practice Act of that state, prior to admission.

LEGAL REQUIREMENTS FOR PRACTICAL NURSE LICENSURE

The Nurse Practice Act of the State of New Jersey Board of Nursing Statutes (NJSA 45:11-23 et seq.) and Regulations (NJAC 13:37) govern the legal practice of nursing in the state. Applicants who plan to study nursing should familiarize with licensure requirements. The NJ Board of Nursing laws and regulations can be accessed at the following links:

- NJ Board of Nursing Statutes - https://www.njconsumeraffairs.gov/Statutes/nursing-law.pdf

- NJ Board of Nursing Administrative Code - https://www.njconsumeraffairs.gov/regulations/chapter-37-new-jersey-board-of-nursing.pdf

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION

LICENSE PRACTICAL NURSING

Program Description

The practice of nursing as a licensed practical nurses defined as performing tasks and responsibilities within the framework of casefinding; reinforcing the patient and family teaching program through health teaching, health counseling and provision of supportive and restorative care, under the direction of a registered nurse or licensed or otherwise legally authorized physician or dentist.

This 11-month program of practical nursing provides the education needed to prepare individuals entering the nursing profession as Licensed Practical Nurses, to sit for the National Council Licensure Examination for Practical Nursing (NCLEX-PN). The curriculum provides students with the knowledge, technical and interpersonal skills, and values that qualify graduates for a career in this field. The program includes courses relating to health science, social science, humanities, nursing theory, lab skills training, including simulations, and clinical experiences. Theory and clinical experiences are offered concurrently throughout the program. Clinical experiences are provided in a variety of settings under supervision of nursing faculty and qualified healthcare professionals. Students are responsible for their own transportation to and from any clinical activity. The program utilizes traditional teaching formats, including technology.

Licensed Practical Nurses seeking continued education in the nursing field are eligible to apply, with advanced standing, for admission to an approving nursing program. College credits may also be applicable from an approving college or university.

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION

LICENSED PRACTICAL NURSING

Philosophy

We, the faculty of Burlington County Institute of Technology's Practical Nursing Program believe:

- That all persons have a basic human right entitling them to optimum health care, regardless of sex, race, creed, color, national origin or ability to pay;

- That the value of life supersedes all others and the worth and dignity of the individual, regardless of age or health status, must be preserved;

- That the practical nurse must be knowledgeable of the scope and limitations of the Nurse Practice Act as it applies to his/her performance regarding legal and ethical accountability;

- That education for the practical nurse should offer a systematic approach to problem solving and decision making skills, within the scope of practice, based on conceptual framework or proceeding from the simple to the complex and providing opportunities for experiences in nursing patients in real life situations. These experiences must reflect the learning and skill needs of the student, not the maintenance of nursing service in the facility in which the experience is provided;

- That practical nursing education is the structured, orderly sequence of studies involving the nursing theory, practice, and application of learning experiences based upon biological, physical and social principles and skills essential to the promotion and maintenance of health, and prevention of disease;

- That nursing is an integral part of the health care delivery system and that practical nursing is a vital part of the spectrum of nursing practice, responsible, under the direction of a registered nurse, for essential basic skills. Emphasis on learning should be focused on successful and competent performance of these basic nursing skills;

- That skills performed by the practitioner of practical nursing are those tasks necessary to meet basic health needs for clients with common recurrent health problems in structured situations;

- That the practitioner of practical nursing has a moral and professional responsibility to maintain the highest level of personal integrity in regard to privileged information, confidentiality, and quality of life; and

- That in growth and change is willing to evaluate and explore new technologies and different concepts and methods to improve and benefit patient care.

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION

LICENSED PRACTICAL NURSING

Program Goals

1. Provide the required concentration of theoretical concepts, laboratory training and clinical experiences necessary to prepare individuals to successfully demonstrate understanding of the nursing process and be eligible to sit for the NCLEX-PN.

2. Prepare students to successfully become Licensed Practical Nurses within three (3) months of completing the program course of study.

3. Prepare students to gain employment in related healthcare fields within the immediate local community and nationwide.

4. Prepare students for promotion and continued education in advanced levels of nursing practice.

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION

LICENSED PRACTICAL NURSING

Student Learning Outcomes (Evidence of Learning/Experiences).

At the completion of the Practical Nursing program, the student will be able to:

1. Administer safely, direct and independent nursing care to clients with common and complex health problems in a healthcare facility, under the direction and supervision of a registered nurse, nurse practitioner, licensed physician or dentist.

   Evidence of Learning
   Students will achieve above 75% in written and oral examinations on accurate analysis and integration of theoretical concepts, critical thinking in healthcare scenarios, and achieve a pass grade by demonstrating safe and accurate return lab skills and clinical practicum in the healthcare facility.

   Learning Experiences
   Students will participate in oral discourse in the classroom including case scenarios for integration of theoretical concepts and critical thinking, through satisfactory return demonstration/performance of required nursing skills and procedures in the skills lab and clinical setting.

2. Communicate effectively and accurately with the members of the healthcare team on changes in the patient's health status and provide accurate teaching to the patient and family as delegated through the supervising healthcare team member.

   Evidence of Learning
   Students will provide and promote continuity of care by implementing the nursing process, with information received through verbal and written reports and from providing accurate information to members of the healthcare team and patients in the clinical setting.

   Learning Experiences
   Students will be taught to gather information, report and record pertinent data regarding changes in the patient's health status using appropriate medical terminology, different nurses note styles (SOAP…), and the nursing care plan to communicate effectively with patients, family and members of the healthcare team.

3. Participate in ongoing educational and professional growth experiences through active support of related organizations.

   Evidence of learning
   Students will achieve recommended passing grades on standardized tests and comp-predictor exams through ATI testing.

   Students will discuss and differentiate the importance of personal membership in national LPN organizations – National Federation of Licensed Practical Nurses (NFLPN), National Association of Practical Nurses Education and Services (NAPNES), and New Jersey National League of Nursing – NJNLN.

   Learning Experiences
   Students will complete an online practice exam before being tested in specific content areas, comprehensive, and predictor (simulated) proctored exams through a third party standardized testing company (ATI).

   Participate in organizational promotion of local activities – NJNLN – Student Day.
   Promote membership with NFLPN and NAPNES.

4. Achieve a passing score on the National Council of Licensure Examination of Practical Nursing.

   Evidence of Learning
   Students will successfully complete all the requirements of the LPN program and register for NCLEX-PN within 3 months after program completion.

   Learning Experiences
   Students will be prepared for NCLEX-PN through successful ATI testing and completion of remediation where needed, and be guided to correctly complete NCLEX-PN application process.

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION

LICENSED PRACTICAL NURSING

List of Courses

Section One - All courses must be completed with a passing grade of 75% or above in order to progress to section two of the program.

- 1-1 Body Structure & Function
- 1-2 Nutrition
- 1-3 Pharmacology

(A passing grade of 95% is required for math drug dosage calculation final exams)

Section Two - All courses must be completed in sequence and with a passing grade of 75% or above. All lab and clinical skills practicum must receive a 'Pass' in order to be promoted in the program.

- 2-1 **Fundamentals of Nursing (Includes Clinical Practicum)
- 2-2 **Medical-Surgical Nursing (Includes Clinical Practicum)
- 2-3 Pediatric Nursing (Includes joint Clinical Practicum wit Maternal Newborn Nursing)
- 2-4 Maternal/Newborn Nursing
- 2-5 Mental Health Nursing

** A student failing both courses will not receive approval for remediation.

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION

LICENSED PRACTICAL NURSING

Course Description

1-1. <u>Body Structure & Function</u>

This course focuses on the study of basic human structure and function. The learner will examine general characteristics of the human body, define terms used in describing its structure, explore the basic unit of living matter, the cell, and obtain a basic knowledge of the functions of the body, how it is maintained, supplied, and kept in a balanced state. The course also presents the body's defenses against disease causing microorganisms, and infection control to promote health.

The student will reflect on principles of body processes that provide the foundation for understanding deviations from the normal. Emphasis is placed on those concepts that will enable the Practical Nurse to promote clients' health and wellbeing.

The use of instructional aids such as charts, models and audio-visual material is utilized in the presentation to provide the student with additional avenues for understanding. Additionally, students will research latest medical developments in the area of the body structure and function.

Successful completion of this course will be determined from a cumulative minimal average grade of 75% based on scores from unit tests, quizzes and other assignments.

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION

LICENSED PRACTICAL NURSING

Course Description

1-2. Nutrition

This course emphasizes the importance of nutrition in normal growth and development and the maintenance of health. Focus is placed on the understanding of nutrients, metabolism and energy requirements, food consumerism and safety, and the use of diets as part of the treatment for patients.

The learner will gain an appreciation of food as a source of energy and proper functioning of body systems. The sharing of the information with patient will result in more effective dietary treatment.

This course will conclude with a Cultural Day event, where students will prepare meals to represent diverse cultures, and present nutritional education to support good health.

Successful completion of this course will be determined from a cumulative minimal average grade of 75% based on scores from unit tests.

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION

LICENSED PRACTICAL NURSING

Course Description

1-3. <u>Pharmacology</u>

Pharmacology, for the licensed practical nurse, will include concentration on the history of medicine and current medical therapies prescribed and administered to patients for specific body dysfunctions. Students will comprehend the purpose of different drug classifications, as they relate to specific medical problems.

Section one of this course will focus on the basic formulas used to accurately calculate drug dosages for all age groups, and via alternate routes of administration. A basic understanding of addition, subtraction, multiplication and division, percentage, ratio and proportion, cross multiplication and algebra is required. A final passing grade of 95% is required for this portion of the course before a student can progress to section two of the program.

Section two of this course will continue with formal classroom instruction, supervised laboratory and clinical practice in the safe administration of drugs. Included are the general principles related to medication orders or prescriptions, medication/drug history, drug classifications, pharmacokinetics, pharmacodynamics, and other relevant aspects of each drug class. All students will be required to research drugs from the different classifications as assigned, and the drugs that are ordered for their patients for administration. Independent learning of these drugs will be required through individual drug research and the preparation of individual drug sheets for later use in the clinical setting. Students will compile an organized binder of all drug sheets. Learning will also include knowledge of all drugs that are being administered to a patient to include: the purposes, actions, side effects, adverse effects, contraindications, nursing implications, and pertinent patient education.

Successful completion of this course will be determined by the achievement of a cumulative minimal grade of 75% based on the average scores obtained on assignments. A passing grade of 95% is required for math/drug dosage calculation).

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION

LICENSED PRACTICAL NURSING

Course Description

2-1 <u>Fundamentals of Nursing (Includes a clinical practicum)</u>

The course offers the basic content that is essential for all areas of practical nursing. It includes the implementation of safe nursing practice based on knowledge of sound principles, clinical skills, and modeling the nursing process.

Section I of this course will address professional issues and present the history of nursing and nursing education, with special emphasis on those characteristics and qualities that are instrumental in becoming a knowledgeable and caring nurse. Legal and ethical aspects of nursing as they are practiced in the health care system are also discussed. Students will explore concepts of culture and its influence on the patient's ability to adapt to health and illness. The learner will become familiar with the impact of psychosocial and religious influences on the patient and family and attitudes toward health, illness and death. The uniqueness of each patient will be emphasized through accepting that the best patient care can be delivered with a compassionate understanding of individual human needs. Students will be able to identify their own individual impact on diverse patient populations.

Basic communications techniques will be represented. Therapeutic vs. non-therapeutic techniques of communication will be discussed and practiced. Verbal and non-verbal techniques of communications will be described. Different structures in health care will be presented. The organization, type, and function of different strata of health care will be presented. Access to health care, nursing roles in each state, and types of reimbursements will be discussed. The impact (positive/negative) of healthcare reform will be presented.

Section two introduces microbiology features that include bacteriology and methods that contribute to the spread of infection. This section contributes to a basic understanding of microorganisms and their structure, physiological functioning, and living requirements. Emphasis is placed on the "chain of infection," and distinguishing ways to inhibit or prevent the spread of diseases by these microorganisms. The student will be able to identify the various types of immunities and how they may be obtained.

Section two also emphasizes nurses' duty to practice their profession safely and to protect from harm those committed to their care. This course will reinforce the concept that nurses, including student nurses, are accountable for their own clinical decisions and actions. The learner will be required to demonstrate understanding of patient health needs and provide safe nursing procedures in the lab area, before being supervised in the clinical setting.

Successful completion of this course will be determined by the achievement of a cumulative minimal grade of 75% based on the average scores obtained on assignments. All laboratory and clinical sessions will be graded as "pass" or "fail." The terms: Satisfactory, Improvement Needed or Unsatisfactory Performance will be explained in each clinical evaluation. A 'Pass' grade is required for promotion in the program.

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION

LICENSED PRACTICAL NURSING

Course Description

2-2 Medical Surgical Nursing (includes Medical Surgical/Geriatric Clinical Practicum)

This course will include normal growth and development from adolescence to late adulthood, and will include the biological, psychosocial and psychological processes of development. Specific health needs will be identified in these populations and will include immunizations. Diverse health variations, nursing and medical interventions will also be included. A major objective of this course is to teach productive and meaningful nursing care of the most rapidly increasing segment of our population: adults over 65 years of age. The course is divided into units with each contributing to the understanding of the changes in the physical, psychological, and socioeconomic functioning of the aging adult.

The student will acquire knowledge of nursing skills necessary to care for the elderly. Students will be able to list and define the various types of living and care facilities appropriate for the elderly with specific needs. Students will also be able to assess the level of grief a person or family is experiencing and provide supportive nursing care. Ethical and legal considerations will be outlined.

This course will introduce contemporary health issues, which will be explored in the respective content areas of medical-surgical care. It is important that health care providers understand these issues in order to provide the information and care needed by the consumer. Medical Surgical nursing is designed to assist the practical nursing student to obtain the knowledge and develop the understanding and clinical skills necessary to provide effective nursing care to selected patients with common and complex medical and surgical conditions. The course will proceed through a planned classroom instruction lab. training, clinical excursions, and supervised clinical practice. Pertinent information relating to diet therapy, drug therapy, rehabilitation, and mental health in the care of selected patients is an integral part of the course. The course is built on the concepts learned in previous courses such as: Body Structure and Function, Nutrition, Pharmacology, and Fundamentals of Nursing. Theoretical and clinical components of this course are complementary.

The practical experience will provide the practical nursing student with the clinical experiences to further demonstrate knowledge and understanding of skills necessary to provide effective nursing care. Students will observe and also participate in care in a variety of sub-acute care settings with an emphasis on the elderly and the aged over 65 years old. Other clinical experiences will include in-services, seminars, and other community health based experiences.

Successful completion of this course will be determined by the achievement of a cumulative minimal grade of 75% based on the average scores obtained on assignments. All laboratory and clinical sessions will be graded as "pass" or "fail." The terms: Satisfactory, Improvement Needed or Unsatisfactory Performance will be explained in each clinical evaluation. A 'Pass' grade is required for promotion in the program.

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION

LICENSED PRACTICAL NURSING

Course Description

2-3. Pediatric Nursing (Includes a joint clinical practicum with Maternal/Newborn Nursing)

This course emphasizes normal growth and development, from neonate to adolescence, and will include the biological, psychosocial and psychological processes of development. Specific health needs for the pediatric patient population, including immunizations, will be identified. Diverse health variations in this population, nursing care, and medical interventions will also be included. The student will develop the knowledge, understanding and competencies needed to care for the sick child and implement pediatric assessments and safe pediatric nursing care. Observational learning experiences are provided for students in this specialty area. These learning experiences will provide an opportunity for students to function within their scope of practice.

Successful completion of this course will be determined by the achievement of a cumulative minimal grade of 75% based on the average scores obtained on assignments. All laboratory and clinical sessions will be graded as "pass" or "fail." The terms: Satisfactory, Improvement Needed or Unsatisfactory Performance will be explained in each clinical evaluation. A 'Pass' grade is required for promotion in the program.

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION

LICENSED PRACTICAL NURSING

Course Description

2-4. <u>Maternal/Newborn Nursing (Includes a joint clinical practicum with Maternal/Newborn Nursing)</u>

This course is designed to provide the student with the fundamental knowledge required in the expanding field of maternity and newborn nursing. Information will include the history of maternity nursing, the process of conception, the perinatal period to include embryonic and fetal development, labor and delivery, growth and developmental characteristics of the neonate, and the family experience. Also included is the normal growth and development from conception to infancy, which incorporates the biological, psychosocial and psychological processes of development. Specific health needs for this patient population, including immunizations, will be identified. Diverse health variations, and nursing and medical interventions will also be included.

Students will gain insight into the genetic influences of the unborn child. The nurse's role throughout perinatal and newborn care will be emphasized in each unit of this course. Observational and simulation learning experiences are provided for students in this specialty area. These learning experiences will provide an opportunity for students to function within their scope of practice.

Successful completion of this course will be determined by the achievement of a cumulative minimal grade of 75% based on the average scores obtained on assignments. All laboratory and clinical sessions will be graded as "pass" or "fail." The terms: Satisfactory, Improvement Needed or Unsatisfactory Performance will be explained in each clinical evaluation. A 'Pass' grade is required for promotion in the program.

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION

LICENSED PRACTICAL NURSING

Course Description

2-5. Mental Health Nursing (Includes a clinical practicum)

Course objectives, and the psychiatric clinical experiences, are designed to assist the student in meeting the needs of all patients and to recognize the unhealthy use of mental mechanisms. Students will be able to distinguish personality, neurotic, organic and psychotic disorders. The student will be able to assess the psychological needs of the individual, as well as utilize the appropriate interventions to meet those needs. The student will also be acquainted with current efforts to meet the mental health needs of patients and to know how these needs are being met through available community agencies and medical facilities. The learner will be aware of the causes, symptoms, treatments, and long term effects of substance abuse, emotional crisis, stress, and environmental pollution.

Successful completion of this course will be determined by the achievement of a cumulative minimal grade of 75% based on the average scores obtained on assignments. All laboratory and clinical sessions will be graded as "pass" or "fail." The terms: Satisfactory, Improvement Needed or Unsatisfactory Performance will be explained in each clinical evaluation. A 'Pass' grade is required for promotion in the program.

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION

LICENSED PRACTICAL NURSING

Program Policies

The following policies apply in addition to BCIT's general school policies, Adult Education division's policies, and individual course rules. All policies are subject to change; students will be notified of any updates in a timely manner.

A. ADMISSION - INFORMATION

BCIT Adult Education division provides the education needed to prepare individuals entering the nursing profession as Licensed Practical Nurses. This 11-month full-time program runs from the beginning of the school year (no later than September 1) through the end of July on Monday through Friday, and from 8:30 am to 4:30 pm.

The program includes courses relating to health science (Body Structure & Function, Nutrition, Pharmacology), social science (Human Growth & Development, Cultural, Spiritual, Environmental elements, Mental Health), and humanities (Fundamentals of Nursing, Medical Surgical Nursing). Instruction is delivered through nursing theory, hands-on lab training, simulations, and clinical experiences. Additionally, standardized testing is used throughout the program to assess student progress and ensure readiness for the NCLEX-PN."

Admission Requirements:

1. Entrance Test - ATI TEAS (Test of Essential Academic Skills). Format must be an in-person proctored exam.***Virtual proctored ATI TEAS exam result will not be accepted.***

a. ATI (TEAS) - measures basic knowledge in Mathematics, Science, English Language Usage, and Reading Comprehension.

b. Minimum score required: **'Proficient'** level in each category. Students are encouraged to access study resources through www.ATITesting.com to prepare for testing.

c. Register for testing:
- Create an account at **www.atitesting.com**. Save your login credential, as you will need them on test day.
- Register and pay for TEAS exam on the BCIT Adult Education website, . **www.bcit.cc/o/bcitae**
- Testing location, and in person proctoring, is at **BCIT, Westampton Campus**.
- ID: A valid government photo ID is required.
- No electronic devices, food or drink, children are allowed in the testing room.
- Test results will be available after the exam is completed.

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION

LICENSE PRACTICAL NURSING

TEAS Testing Remediation Options

- Students who have not successfully completed the TEAS entrance test at **'Proficiency'** level, are required to remediate lower scores through ATI TEAS prep. offerings before retaking the exam in the appropriate timeframe.

- Applicants who have successfully completed **approved college courses** in Anatomy and Physiology, English Comp. I & II, and college Math. *(no more than 5 years by the end of LPN program)* may request a transcript review in lieu of remediation of the TEAS exam.

2. Acceptance to the Practical Nursing Program

a. Successfully meet the ATI - TEAS test requirements.

b. Accept the welcome packet that will be forwarded or given to you (signature required)

c. Enroll by making the required payment for the LPN program. Non-payment can result in losing your seat in the LPN program. Sign the LPN payment plan.

d. Complete 'Financial Aid' (FAFSA) application, as needed; and sign BCIT Payment plan.

e. Enroll for access to ATI resources by making the appropriate payment, as per the ATI payment plan, and begin the **ATI LAUNCH** module (refer to the LPN welcome packet for information to purchase required ATI resources).

3. LPN Program Pre-Requisite requirements:

- You must be at least 18 years of age – legal picture ID is required.
- Proof of graduation from U.S. high school or hold a U.S equivalent H.S diploma or GED. An **official copy** of U.S. HS transcript is required.
- Use **BCIT health form** to show proof of good physical and mental health, negative urine drug test, and immunizations, documented by a healthcare provider - complete all requirements. A copy of personal health insurance is also required. *Upload to student portal.*
- Complete fingerprinting for report of clean criminal history/background check. Upload to student portal.
- Proof of Basic Life Support for Healthcare Provider – CPR Certification from American Heart Association – *Course can be completed at BCIT. Upload to student portal.*
- Three (3) professional letters of recommendations *(not from family and friends).* Upload to student portal.
- Meet all program pre-requisite requirements by the given due date.

All prerequisites documents for the LPN program are the property of BCIT Adult Education Division. Students are required to maintain personal copies of their data. No copies are given by the Adult Ed. office for students personal needs following the start of the LPN program.

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION

LICENSED PRACTICAL NURSING

4. LPN Tuition and Fees – Rates are subject to change.

A. The cost of the LPN program is listed on the AE website and represents cost for tuition only. Other expenses, not included in this cost, are:
   - Cost for textbooks; ATI online resources **(refer to LPN Welcome Packet - ATI fee sheet)**; clinical equipment; uniform – scrubs; CNA certification; NCLEX-PN application and licensure; other fees.

B. ATI Financial Responsibility & Payments
   - The ATI curriculum package costs for the 2026-2027 school year is approximately $2,400.00. Students will make payments directly to ATI. This cost is separate from BCIT's tuition, fees, required textbooks, and uniform….
   - **Payment Milestone Schedule:**
     - Initial Deposit: _____ Upon registration
     - Milestone 1: ~_____ Due by December / May (depending on cohort)
     - Milestone 2: ~_____ Due March / November (depending on cohort)
   - **Signed Agreement:** Students must sign a standalone ATI Financial Responsibility and Access Agreement prior to Day 1 of class.
   - **System Lockout & Academic Impact:**
     - Missing a payment milestone results in an automated account lockout by ATI.
     - An active financial lockout is not an acceptable excuse for late assignments, missed quizzes, or exam extensions. Unsubmitted coursework during a lockout receives a grade of zero.

C. Upon successful completion of the Fundamentals of Nursing course, students may apply for CNA certification and will be required to pay any fees requested by the Department of Health and Human Services if approved.

D. Requests for withdrawal made less than **two (2) weeks** prior to the beginning of the LPN program will not be eligible for reimbursement. Reimbursement is based on BCIT's policy. Registration fees are non refundable.

B. ACADEMIC SUCCESS - ATI Integration, Remediation

BCIT LPN instructors are dedicated to helping students achieve their educational goals. Success in this program relies on mastering foundational concepts before advancing to more complex topics. Because minor academic challenges can quickly compound, students experiencing difficulty with course material should notify their instructor immediately

REMEDIATION

A student may be permitted to remediate up to **two (2)** different courses in the LPN program. However a student who fails both Fundamentals of Nursing and Medical Surgical Nursing is ineligible for remediation and must withdraw from the LPN program immediately.

- **Written request:** Students must formally submit a written request to remediate an approved course.
- **Good standing**: Approval to remediate depends on the student maintaining good standing across all program areas, including academic status, attendance, personal behavior, and professional conduct.
- **Registration and Payment**: The student is responsible for enrolling in the remediation course and paying the required fee in full, prior to the start of the session.
- **Schedule & Attendance**: Remediation sessions are scheduled after school hours. Attendance is mandatory, and incomplete or failing to submit assignments will result in immediate dismissal from the program. The student must complete remediation successfully to continue in the program.

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION

LICENSED PRACTICAL NURSING

ATI INTEGRATION & Grading

Curricular Requirements & Evidence of Learning

- **Student Learning Outcomes (SLOs #3 & #4):** Students must complete ATI assignments, including ATI LAUNCH (pre-academic prep.), standardized testing, content-area proctored exams, comprehensive predictor exams, and assigned remediation modules, including VIRTUAL ATI (post academic readiness), to demonstrate readiness for the NCLEX-PN.
- **Mandatory Integration:** All assigned components within the ATI portal—including modules, practice tests, and NCLEX preparatory components—are non-negotiable program requirements governed at the institutional level.

Grading, Remediation & NCLEX-PN Preparation

- **ATI LAUNCH** is used for pre-academic preparation for the LPN program; **VIRTUAL ATI** is used as post academic readiness for NCLEX-PN. These modules are not graded.
- **Standardized & Predictor Testing:** Students must complete online practice tests prior to taking proctored content-area and comprehensive predictor (simulated) exams.
- **Remediation:** Students who do not meet recommended benchmarks on ATI standardized exams must successfully complete assigned ATI remediation plans to remain compliant with program requirements and receive approval to sit for the NCLEX-PN.

ATI Assignments

1. **Overview & Tracking:** ATI assignments will be scheduled throughout the program—including daily course lectures, lab skills, homework assignments, simulations, quizzes, practice and proctored exams, dosage calculation, comprehensive exams, and others. ATI assignments are timed and recorded to measure student engagement and attention to the material.
2. **Submission Deadline:** All ATI assignments must be completed on or before the scheduled due date and no later than 8:30 AM for a student to receive credit.
3. **ATI Practice Exams (Prerequisites to Proctored Exams):**
   a. **Course Scope:** Practice exams (A & B) are assigned in every course except *Body Structure & Function* and *Nutrition* (these content areas are integrated into other ATI exams).
   b. **Rationale & Review:** Answer rationales open after the mandatory due date. Students are strongly encouraged to review weak areas immediately and retake practice exams before reviewing the rationales.
   c. **Eligibility Requirement:** Completing practice exams by their assigned due dates is a mandatory prerequisite to take the corresponding ATI proctored exam. Standard make-up policies apply.

4. **ATI Home Assignments (Quizzes & Other):**

- **Late Penalty:** Missed assignments lose 5 points and must be completed by 8:30 AM the following day. Failure to meet this deadline results in a grade of '0' and a written warning.
- **Course Limits:** No more than one missed assignment is allowed per course. Missing more than one results in an incomplete grade for the course.

5. ATI Proctored Exams & Focused Review:

- **Scheduling & Eligibility:** Proctored exams (including dosage calculation) occur prior to the final exam. Completion of practice exams is mandatory for eligibility to take the proctored exam. Completing the proctored exam is also required to sit for the course final exam.
- **Focused Review Timeline:** Recommended focused reviews/quizzes must be completed with proper documentation (Active Learning Templates) within **three (3)** days following the proctored exam.
- **Optimal Level & Retake Policy:**
    - **Level 3:** For students achieving this level - Focused review is optional but strongly recommended.
    - **All Other Levels (< 1 - 2)** - Students achieving any of these levels - Focused review is mandatory.
    - **Below Level 1:** Students must complete a focused review and a retake exam, scheduled after class. Retakes require a 'Level 1 or above' grade. The initial numeric grade remains in the gradebook.
    - **Grading & Weighting:** Proctored exams account for 15% of the course grade. Failing to complete a proctored exam results in a grade of '0', and a written warning.

- **Level 3:** 100%
- **Level 2:** 85%
- **Level 1:** 70%
- **Below Level 1:** Achieved raw grade

Non-Completion Penalty: Failing to complete the required focused review **within 3 days** results in receiving the unadjusted raw grade for Level 1 and Level 2 scores, and a written warning.

6. Dosage Calculation Exams:

- **Passing Standard:** Requires a minimum passing grade of **95%** on all dosage calculation final exams.
- **Retakes & Remediation:** One retake is permitted after completing documented remediation (Active Learning Template).Initial grade remains in the gradebook. Make-up

policy applies.

7. Virtual ATI: An online 12-week mandatory independent preparation to NCLEX-PN .

8. ATI Comprehensive Predictor Exam:

- **NCLEX Readiness:** Evaluates readiness for the NCLEX-PN exam.
- **Review Process:** A proctored exam followed by a mandatory individual review with students.

9. Other ATI Assignments:

- **General Standard:** All additional ATI assignments require diligent attention and must be completed as scheduled.

C. GRADING

Test	50%	A= 90-100
HW/Quizzes/Other	10%	B=80-89
Other assignments (ATI Proctored)	15%	C=75-79
		F= <74.5
Final Exam	25%	

Lab skills and Simulations/Clinical = Pass or Fail

Pharmacology Dosage Calculation require **95%** pass grade

ATI Assignments will be graded as indicated in Quiz, Test, or Exam categories. See ATI assignment policies.

Students must maintain 75% or above in each course to progress in the program.

** Partial credit will be assigned for correct answers in questions with multiple (Select All That Applies) responses.

**No partial credit will be applied to final exams.

Missed Assignment:
All assignments are mandatory. Missed classroom assignments **must** be made up immediately upon the student's return to the classroom and on the assigned make-up day, which will be scheduled after class. The student will also lose 5 points of the acquired grade for a make-up assignment. Failing to take the make-up assignment as scheduled will result in a '0' grade. A fee will be charged for make-up assignments and full payment is due prior to taking the make-up assignment. No more that 1 missed

assignment will be allowed in any course. More than one missed assignment will result in an **incomplete in the course.**

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D. WARNING AND PROBATION POLICY

BCIT's administration reserve the right to retain only those students who satisfy these requirements:

Scholarship:	A minimum grade of 75% or higher/95% Pharmacology Dosage Calculation
Health:	Good physical health status as determined by student's healthcare provider.
Emotional Stability:	Good mental health status as per student's behaviors and/or healthcare provider.
Professional Behavior:	As deemed appropriate by professional nursing standards
Safety:	Acknowledge and practice working within the general and nursing safety guidelines as given by the instructor as per BCIT curriculum.

In order for a student to have the best chance for successfully passing the NCLEX exam for licensure, a student must maintain a minimum grade of 75% or higher in **ALL** theory content areas and a rating of satisfactory in **ALL** clinical components of the course. All aspects of a student's academic and clinical performances are reviewed at regular intervals, and any student who is not achieving the minimum passing grade will be notified as follows:

Academic

Academic warnings will be issued to identify and assist students who are at risk for course failure.

1) A written warning will be issued to any student whose performance is at risk for falling below 75% or unsatisfactory skills/clinical grade, which is the minimum standard requirement for theory and clinical areas respectively. The faculty will develop remediation options to address and identify deficiencies in the student's performance and counsel her/him accordingly.

2) The student must attain a minimum final grade of 75% or higher in all subject areas, with the exception of Pharmacology Dosage Calculation, for which the student must maintain a grade of 95%, in order to continue in the program.

3) Students can only progress in the program by maintaining the minimum grade requirements.

Lab Simulations/Clinical

The priority in the clinical area is the preservation of the patient's rights and safety. The evaluation of clinical performances is stringent. Clinical evaluations will be based on compliance with the Nurse Practice Act for the LPNs, NJBON statutes. Students must maintain a passing grade of 'Satisfactory or Pass' in the lab and clinical areas in order to progress in the program.

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E. ATTENDANCE POLICIES: (CLASSROOM AND CLINICAL)

The New Jersey Board of Nursing has specific requirements for students' completion of the practical nursing program and eligibility to sit for the NCLEX-PN licensure. Because absences can affect student success, attendance policies will be strictly enforced.

- **Maximum Absence Cap:** Each student is allowed a maximum of **40 hours (2,400 minutes)** of total personal absences for the entire 11-month program. A student may be recommended for withdrawal from the program when the maximum allowable absences are exceeded.
- **There are no excused absences or lateness in the program**. Students must complete all program time requirements of 1500 hours.
- Late arrivals and early dismissals count towards absences.
- Sleeping during class counts as absent. Students may also be asked leave and return with a medical clearance from their healthcare provider.
- Students are not to leave the classroom, school premises, or clinical areas without permission from the instructor. Abandonment will be grounds for dismissal from the program.
- During inclement weather classes may be delayed or end early - students not in attendance on a delayed opening will be marked absent.
- Each student must notify of lateness or absence prior to the start of the class or clinical.
- Notification for classroom lateness or absence is required 15 minutes before start time. Failing to call in a timely manner will be considered a 'No Call No Show (refer 'No Call No Show' policy).

Clinical Attendance:

- **There is no clinical make-up during the program.**
- Clinical absences of no more than **one (1) day** is allowed in each of the following clinical sessions:
    - Fundamentals of Nursing,
    - Medical Surgical Nursing
    - Pediatric Nursing
- No clinical absence is allowed in the Mental Health Nursing.
- Clinical lateness beyond 5 mins. will result in the student being sent home, and counted as absent.
- A student must notify the clinical instructor of a clinical absence, at least ***1 hour*** **before** the clinical start time. Failure to notify the clinical instructor will result in an unsatisfactory clinical evaluation (refer 'No Call No Show' policy).

- Exceeded absences in a clinical session will receive a failing (unsatisfactory) clinical grade and student must withdraw from the program

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LPN Pinning Ceremony/Graduation:

- Student attendance is mandatory. This event is included in the LPN program's schedule.

Student Responsibility:

- **Personal Absences:** Personal matters (such as doctor visits, car maintenance, job shifts, and other life events) must be scheduled outside of mandatory class and clinical hours.
- Assigned coursework during personal absences are mandatory.
- Each student is responsible for tracking personal absences.

'No Call No Show' (NCNS): (Absent without notification)

- **1st No Call No Show:** will result in the student receiving a written warning and placed in the student's file.
- **2nd No Call No Show**: will result in the student being placed on probation and documented in the student's file.
- **3rd No Call No Show**: will result in a recommendation to the administration for dismissal.

Illness, Pregnancy, Other:

- A student should not attend class or clinical sessions when ill. If a student is absent due to illness, upon return, the student must present a physician's note clearing the student to return to the LPN program, without restrictions.
- In the event of prolonged illness or personal hardship, a student may make a written request to withdraw from the program and readmission into the succeeding class to retake the LPN program.
- A student must immediately notify the Adult Ed. office or LPN instructors of pregnancy. The student must also provide a physician's note of clearance to continue in the program without restrictions. The student must also report any health changes during pregnancy and present a new doctor's note to continue full duties in the LPN program without restrictions. Failing to present a doctor's note will result in the student being sent home. **It is the student's responsibility to report a pregnancy or any health changes.**

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F. CLASSROOM/LAB POLICIES

CLASSROOM PARTICIPATION

The quality of a student's class participation will be reflected in her/his grade for each subject area. The process of education requires that students actively participate in all aspects of the classroom and clinical program. Students, faculty, school administrators, all agree that positive student commitment and participation are essential to effective learning. A student who refuses to participate in the course work will be dismissed from the program. Students are expected to:

- Prepare themselves mentally and physically for the process of learning.
- Take responsibility for their own behavior and learning.
- Use time and other resources wisely.
- Share responsibilities when working with other members of a group.
- Meet the unique requirements of each course in the program.
- Monitor their own progress toward course/program objectives.
- Demonstrate an attitude of enthusiasm and commitment to the learning process.

1. In order to gain the greatest benefit from the educational experience, it is necessary for students to be prepared for class lectures, discussions, and activities. Therefore, it is expected that students will complete all assigned coursework prior to class, and will come to class prepared with appropriate books, lab tools and other necessary materials.

2. A large amount of information is covered in this program in a relatively short period of time. It is important that a student be present and prepared to participate in daily class discussions and activities. Absence or lateness can seriously affect a student's grades and ability to successfully complete the program.

3. All exams and/or tests will be announced in advance. Quizzes may or may not be announced and may include information that students are expected to have read in preparation for class.

4. **Missed Assignment**: All assignments are mandatory. Missed assignments **must** be made up immediately upon the student's return to the classroom and on the assigned make-up day scheduled after class. The student will also lose 5 points of the acquired grade for a make-up assignment. Failing to take the make-up assignment as scheduled will result in a '0' grade. A fee will be charged for make-up assignments and it is the student's responsibility to make full payment prior to completing the make-up assignment. No more that one (1) missed assignment will be allowed in any course. More than one missed assignment will result in an **incomplete in the course.**

5. Test questions for the program may be drawn from a variety of resources, including test banks, notes, handouts, assigned readings, video assignments and other credible sources chosen by the instructor.

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6. Students must arrive on time for an exam, and remain quietly in their seats after completing an exam or quiz. No additional time is given for a late arrival. Students arriving late to an exam must sit at the back of the classroom to prevent disrupting the class.

7. Cheating of any kind, including plagiarism, will not be tolerated. Any student who is found to be cheating or who is voluntarily assisting another student in cheating will face immediate disciplinary action with recommendation to the administration for immediate dismissal from the program. Projects and report contents will be evaluated for plagiarism.

8. Use of personal cell phones/smart watches/eye wear or other electronic devices **are not** allowed in the classroom or clinical. Phones are to be left in the designated area, students should not bring phones into the classroom. During any testing, interruption by these devices will conclude testing for the student. Student may receive a '0' grade.

9. Students must complete independent, mandatory lab practice. Additionally, students are expected to practice skills taught in the classroom, on their own time. Lab hours during independent practice may or may not be supervised. All skills completed independently must be documented in student's own lab. skills sheet.

10. Students must receive a 'satisfactory' grade in the general lab skills return demonstrations and simulations, in order to attend clinical.

11. The photocopy machine in the Adult Education Office is for faculty and administration use only.

12. It is expected that students will be respectful, considerate, and behave professionally towards all BCIT staff, instructors, affiliation staff, patients and their families, and fellow classmates. Failure to do so will result in immediate recommendation for dismissal from the program.

13. Students are expected to work independently at times, even when the instructor is not in the classroom. Independent studies is an important part of the course work. Students doing independent studies in the classroom are expected to maintain professional behaviors at all times. Failing to maintain professionalism will be grounds for disciplinary action to be taken.

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G. CLINICAL/SIMULATION POLICIES:

Clinical/Simulation experiences give students the opportunity to apply the skills and concepts learned in the classroom and lab. These experiences are important parts of the overall education and serve to prepare students to take the NCLEX-PN exam for licensure, and to practice safely in various employment settings. The following rules will apply to the clinical/simulation experiences:

1. Clinical experiences include participation in a variety of approved agencies or lab simulations in which clients of all age groups and health status exist. Clients' health, safety, education and dying experiences provide opportunities to develop critical thinking skills, enhance physical skills, and promote therapeutic and effective communication expected of an LPN.

2. Students will be given the opportunity to rotate through a variety of agencies or lab. simulation experiences. The clinical instructor is responsible for these assignments. While each student's experience may vary, the general experiences will allow each student to develop the clinical judgment needed to be applied in areas of care.

3. Student assignments must be completed. Students do not have a choice of clinical facilities or simulation experiences. Students failing to attend clinical as assigned will be assigned a failing grade for that course and clinical experience. An incomplete or failing a clinical experience is grounds for dismissal from the program.

4. It is expected that students will arrive on time for each clinical experience. It is recommended that students arrive at least 15 minutes before the start time. Being on time means that a student is ready to receive his or her assignment on the simulation or clinical unit at the scheduled start time.

5. If a student is absent due to illness, he/she will be asked to present a physician's note stating - clearance to return to the program/clinical area, without restrictions. Failure to present this note when reporting to your next class or clinical day will result in being sent home. As stated in the attendance policy, you will be asked to leave the program if unable to accomplish classroom/clinical objectives due to absences.

6. In addition to learning the nursing skills needed for safe practice, students are also learning workplace skills. Most employers expect their employees to report to work in a timely manner, and failing to do so may result in termination of employment. In addition, consideration for your patients, staff members, instructors, and fellow students dictate that you report on time and are prepared to fulfill your clinical responsibilities. If a student reports more than **five (5)** minutes past the assigned clinical time, the student will be sent home and marked absent for the clinical day. Repeated tardiness or absences may result in dismissal from the program.

7. If a student is going to be absent on a clinical day, you are to notify the clinical instructor at least **one (1) hour** prior to the beginning of the clinical day. Your instructor may be reached by phone (numbers - given during orientation). Failure to notify your instructor will result in disciplinary action (see 'NCNS' policies).

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8. Clinical requirements as listed in the supply list. All students are required to report to the lab and clinical areas in proper attire and prepared with all necessary equipment. If you report to the clinical area unprepared, improperly attired, or in any other way unable to fulfill your clinical duties, you will be asked to leave and marked as absent for the clinical day.

9. All students are expected to show respect and demonstrate professionalism towards patients, hospital staff, instructors, and fellow students. Any problems encountered during your clinical rotation should be immediately brought to the attention of your clinical instructor.

10. Students will have access to confidential information regarding patients' health. Under no circumstances is this information to be discussed outside the clinical unit or in any context other than that which pertains to the direct care of the patient. Breach of confidentiality can result in legal action and immediate dismissal from the program.

11. Students are not permitted to visit patients during non-clinical hours. In addition, students are prohibited from giving gifts to patients or accepting gifts of any kind from patients.

12. Students are not permitted to have visitors or personal phone calls of any kind while at the clinical site. In the event that the student must be contacted for an **emergency** situation, family and friends should be instructed to call the Adult Education Office: Westampton: - (609) 267-4226 Ext. 8231
The Adult Education staff will then notify the instructor by phone.

13. No cell phones/smart watches or beepers are permitted in the clinical units.

14. Some clinical contacts are contraindicated during pregnancy, therefore it is imperative that a student notify the clinical instructors immediately if she is pregnant. You must provide a note from a physician verifying your ability to continue with your regular student duties. The physician's note indicating, no restrictions, will be placed in the student's file. During pregnancy, a student must report changes in her health and present an updated doctor's note to continue full duties in the LPN program without restrictions.

15. If you are suffering from an ailment which may prevent you from giving safe patient care, you must notify your instructor prior to the beginning of the clinical day. A determination will be made by the instructor as to whether you will be permitted to remain in the clinical area. If you have been exposed to any diseases such as chicken pox or measles, flu…, and you do not have immunity (as demonstrated by negative titers), you must immediately notify your instructor. A clearance note from the healthcare provider will be required for return to the program. There are no light duties in the LPN program.

16. Students are not allowed to perform invasive patient procedures without their nursing instructor being present, or unless they have been given permission by their on-site clinical instructor.

17. Students are to refrain from wearing perfume, aftershave, cologne, scented lotions and sprays, or carry any noticeable body/clothes odor, to class and clinical. No eating is allowed in the classroom, lab or on the clinical unit.

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H. CLASSROOM/CLINICAL Preparedness (Personal Appearance and Equipment)

Personal Appearance:

1. Approved student uniform (clean and pressed).

2. School picture ID

3. Undergarments must not be visible at any time.

4. Plain white or black socks (no other colors, designs, ruffles) are permitted.

5. Plain white nursing shoes. (Clogs or open toes are prohibited).

6. Jewelry - (Plain flat band on one finger, one set small stud earrings black white, gold or silver tones, are acceptable. Hoop or hanging earrings, body piercing jewelry, ankle bracelets, hair ornaments, etc. are not permitted. One earring in each ear, no facial jewelry (examples- tongue, nose, eyebrow rings…).

7. Neutral make-up in moderation.

8. Tattoos are to be completely covered by clothing, or band aid.

9. Hair is to be worn neatly and completely off the collar in the classroom and clinical areas – this applies to both male and female students.

10. Nails are to be short - maximum 1/8-1/4 inches, and well-groomed. Pale pink or clear nail polish is acceptable. No long or brightly polished/decorated nails). Artificial nails are not permitted.

11. Headwear (Professionalism)
   - Acceptable - Headwear that is specific to religious affiliations must be approved by the school and clinical site(s). A written request must be made at time of registration into the LPN program.
   - Non acceptable headwear include - hoodies, hats, scarves, headbands, sunhats, bandanas, wave caps, sunglasses, etc.

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Mandatory Equipment

1. ATI LMS

2. Listed textbooks

3. Stethoscope.

4. Medical Scissors.

5. Hemostats (recommended).

6. Penlight.

7. Black Ball Point Pen (non erasable ink).

8. Small Notebook (for clinical)

9. Wristwatch with a second hand.

10. Large binder

11. 10-12 prs sterile gloves - individual's hand size.

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I. DISCIPLINE POLICIES

The administration and faculty reserve the right to recommend the dismissal of any student who fails to meet academic achievement standards, maintain personal and professional integrity, or perform safely in the lab and clinical settings. Administrators and faculty are dedicated to maintaining a safe, positive learning environment for all students at the Burlington County Institute of Technology.

Students who are sent out of class must report immediately to the Adult Education Office.; failure to report to the office constitutes additional grounds for discipline. Students who disrupt the learning environment, or violate school rules or laws will face disciplinary action including counseling, loss of privileges, placed on a contract, suspension or dismissal from Burlington County Institute of Technology. New Jersey school law gives school officials the right to take disciplinary action to ensure appropriate school behavior by students.

Students may be subject to suspension or termination for continued and willful disobedience, open defiance of an instructor or any person in authority, or physical assault, in accordance with N.J.S.A. 18A:37-2. For safety and order within the Adult Education program, students are expected to adhere to these statutory standards and may face disciplinary action consistent with the grounds outlined in this law.

Disciplinary Procedures (Due Process)

No student shall be dismissed for disciplinary reasons without being afforded due process, which includes:

1. Written notice of the specific charges
2. An opportunity to present their version of events to a designated administrator
    1. The right to appeal the decision.

Step 1: Notice - Student receives written notification of the alleged violation.
Step 2: Investigation - Administration reviews evidence (e.g., attendance logs, witness statements, video footage).
Step 3: Conference - Student meets with the administrator to respond to charges.
Step 4: Determination - Administrator issues a finding.

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Disciplinary Procedures (Sanctions)

See existing Discipline policies pages 35 - 38 . Disciplinary action may include counseling, loss of privileges, placed on a contract, suspension or dismissal from Burlington County Institute of Technology.

Probation: Written warning with specific terms for continued enrollment (e.g., Attendance Contract).
Suspension: Temporary removal from class/clinical; hours missed count as absences.
Dismissal (Termination): Permanent removal from the program.
Financial Liability: Students dismissed for disciplinary reasons remain responsible for tuition in accordance with the Refund Policy.

Disciplinary Procedures (Appeals Process)

Students who wish to dispute a disciplinary dismissal must **submit a written appeal**:
Level 1: Written appeal to the Administration of Adult Education within 5 days of the notice.
Level 2: Written appeal to the Superintendent or designee if the student disputes the administrator's findings within 5 days of the administrator's findings.
Level 3: Final appeal to the Board of Education (only for cases of termination).

Reinstatement and Program Hour Compliance Policy

In the event a student is permitted to return to the program following a successful appeal, suspension, or administrative review, the following hour-compliance procedures will apply:

- **Accumulation of Missed Time:** All classroom and clinical hours missed during a suspension or active appeal process are recorded as personal absences.

- **No In-Cohort Make-Up Time:** The LPN program is an hour-based program governed by the New Jersey Board of Nursing (requiring 1,500 total hours of instruction) and does not offer built-in make-up time. BCIT is not responsible for creating or providing individual make-up hours within an active cohort.

- **Cohort Status & Absence Caps:**

- **Within 40-Hour Cap:** If a student's total missed hours (including suspension time) remain at or below the maximum program absence cap of 40 hours (2,400 minutes) and fall within clinical rotation limits, the student may resume instruction with their current cohort.

- **Exceeding 40-Hour Cap:** If missed time causes the student to exceed the 40-hour total absence cap or specific clinical rotation caps, the student cannot meet state licensure hour requirements within their current cohort.

- **Readmission to Next Cohort:** Reinstated students who have exceeded allowable absence limits will be routed through the program's Readmission Policy. The student may re-enroll with the **succeeding cohort** to repeat the LPN program,subject to administrative approval and program space availability.

Unacceptable Behavior may include the following:

- General misconduct
- Inappropriate classroom/shop behavior
- Smoking on school grounds
- Eating in inappropriate areas
- Inappropriate technology usage (eg. phone, recording.,.)
- Defacing/destroying property
- Safety violations
- Verbal assault
- Obscene language
- Stealing/possession of stolen property
- Falsification of information including plagiarism, cheating in any form in the program
- Intentionally creating a hazardous condition in a shop or any location with the school property or in connection with any planned student activity/program on or off the school's premises
- Fighting or inciting a fight
- Possession of weapons

A recommendation for dismissal may be made for reasons including:

- Academic failure.
- Improper personal or unprofessional conduct.
- Unapproved dress.
- Excessive tardiness/absenteeism.
- Unsafe/unskilled nursing practice.

- Inability to cope with the training program.
- Unethical actions /dishonesty.
- Refusal to participate in classroom/lab/clinical activities.
- Failure to abide by program policies.
- Falsification of any information.
- Outstanding financial obligations

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Reasons for Warnings, Probation

- Academic failure.
- Lab or Simulation/Clinical failure
- Disrespectful attitude towards instructors, school personnel, hospital personnel, patients, or fellow classmates.
- Improper personal or professional conduct.
- Excessive absenteeism or tardiness. (See Attendance Policy)
- Unsafe/unskilled nursing practice.
- Inability to cope with the requirements/demands of the program
- Refusal to participate in classroom or clinical activities, including sleeping during class or clinical.
- Unethical and/or dishonest behavior including cheating in any form.
- Outstanding financial obligations
- Violation of BCIT's policies, rules, and Board of Nursing standards of practice.

J. WITHDRAWAL/READMISSION POLICY – PRACTICAL NURSING

Any student who withdraws from the LPN program (See Leave of Absence above) may be eligible for one re-admission providing the following conditions are met:

- Program prerequisites are satisfactory and up to date.
- Administration's approval is granted.
- A vacancy exists within the program.
- Any other requirements of the program are fulfilled.
- Upon withdrawal, a student may be recommended to work in the health care field prior to gaining re-admission to the LPN program. This requirement will allow the student to gain insight into the health care profession. Proof of employment experience may be required.
- A student withdrawing from the LPN program must make a written request for re-admission.

- A student will be ineligible for readmission into the LPN program following a second unsuccessful attempt in the program. A minimum wait period of three (3) years will be enforced.
- BCIT reserves the right to refuse readmission.

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K. PINNING CEREMONY

The LPN Pinning Ceremony/graduation is a mandatory exercise for each student who has been approved for meeting all program requirements, academic and clinical, and is eligible to sit for the NCLEX-PN exam. It is at the Pinning Ceremony that the graduates will pledge publicly to fulfill all the responsibilities of the nursing profession as a Licensed Practical Nurse. Attendance to the pinning ceremony is included in the program's schedule (see attendance policy). Anyone who misses the Pinning Ceremony will receive an Incomplete 'I' in the program.

L. MOBILE/ELECTRONIC DEVICES (include smart watches)

Refer BCIT's - Cell Phone & Personal Device Policy - 2025
Personal phones are not to be used in the classroom. Students are advised to not bring their phones and other personal electronic devices into the classroom/lab/clinical. Unauthorized use of personal electronic devices in the classroom/lab/clinical areas are prohibited and may result in the following:

a. Removal from any evaluation - exam, quiz, skills, clinical from testing
b. Loss of grade - '0'
c. Removal from the classroom
d. Dismissal from the program

M. OBLIGATIONS (Including payments for NCLEX-PN)

All approved payment plan schedules must be followed. Students failing to make payments on time may be immediately dismissed from a program. Any approved late payment will be subject to a late fee.
LPN student's name will not be submitted to the NJ BON until all obligations (academic & financial) are met.

Students will be given a deadline to complete applications and payments required to apply to the NJ BON and register or NCLEX-PN exam.

N. SAFETY/SECURITY

ID Badges must be worn at all times, including classroom/lab/clinical). Students without ID badges must show their driver's license at the front office and sign in. Students without an ID badge a second time will be required to pay the fee for a new badge to replace the missing ID badge. Students are not to share ID badges.

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O. TRAVEL

A student must have his/her own reliable transportation. There is a significant amount of traveling during the course of this program. Travel may cross state lines.

TRIPS – (scheduled clinical rotations are guided by the clinical policies)

Students will be obligated to go on select class trips. Trips are selected by the class instructors and are approved by the Principal and Board of Education. Students are responsible for their own transportation. The attire for the day will be in accordance with the BCIT dress code for the LPN student (See Dress Code). Remember your appearance and conduct reflects the Practical Nursing Program at Burlington County Institute of Technology.

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P. SUPPLY LIST INCLUDING TEXTBOOKS - are mandatory

Uniforms/*Scrubs* -
Royal Blue: Scrubs, Lab Jacket (optional) – each must have the school's emblem on the sleeve. School ID is mandatory. Royal Blue tops from AE School Store (classroom only).

Shoes – White cover shoe with white or black socks or stockings

Other –Plain White or black long or short sleeves undershirts are the only other clothing allowed to be visible for cold weather, as needed.

LPN Pinning Ceremony – *White outfit (TBD during the program)*

Lab/Clinical Supplies – Stethoscope
- Penlight
- Pr. Clinical Scissors
- Pr. Hemostats (recommended)
- Watch with second hand
- Large Binder (for course work - drug cards, nurses notes...)
- Pocket size notebook
- 1 box (10-12 prs sterile gloves (hand sized)

Accessories -

- Earrings are limited I set, stud style, neutral colored, small (3/8" dia).
- Natural nails with neutral colors, are worn and must be trimmed to less than ¼" - false/acrylic nails are not acceptable.
- Rings are limited to one flat band.
- Hanging necklaces and bracelets are not allowed.
- Facial hair has to be neatly trimmed to no more than ¼ inch.
- Long hair must be pulled back off the collar and face and be of neutral shades.
- All skin tattoos are to be covered at all times.

Any other accessories not indicated here will require approval from the adult education division. Clinical facilities reserve the right to limit some or all of the above accessories.

Required Textbooks/Resources -

1. **ATI - Resources (refer to ATI fee sheet)**

2. fadavis.com (publisher)
   Body Structure & Function
   - Understanding Anatomy & Physiology - Thompson

   Fundamentals of Nursing
   - Fundamentals of Nursing Care – Burton, Ludwig & Smith

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Q. LAB SKILLS CHECKLIST

(Instructor will date and initial each block only when students passes return demonstration)

Lab	**Test**	**Other:_____**	
_____	_____	_____	Handwashing
_____	_____	_____	Don and Remove Clean Gloves
_____	_____	_____	Don & Remove Gown
_____	_____	_____	Don & Remove Goggles, Face Shields
_____	_____	_____	Complete & Partial Bed Baths
_____	_____	_____	Making the Occupied and Unoccupied Bed
_____	_____	_____	Transfer Bed to Chair and Chair to bed
_____	_____	_____	Patient Positioning
_____	_____	_____	Maintaining Physical Safety

SKILLS CHECKLIST: VITAL SIGNS

Lab	**Test**	**Other:_____**	
_____	_____	_____	Temperature - Oral
_____	_____	_____	Temperature-Tympanic
_____	_____	_____	Temperature - Rectal
_____	_____	_____	Pulse - Radial

_____ _____ _____ Pulse - Apical

_____ _____ _____ Pulses - Peripheral

_____ _____ _____ Respiration

_____ _____ _____ Blood Pressure

_____ _____ _____ Pain Scales

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	PROFICIENT	#1 **Lab**	#2 **Fund.**	#3 **Other** Specialities	#4 **Med-Surg**
1.	Maintenance of professional behavior	_____	_____	_____	_____
2.	Ensuring a safe patient environment	_____	_____	_____	_____
3.	Applying, maintaining and documenting restraint devices	_____	_____	_____	_____
4.	Practicing standard precautions	_____	_____	_____	_____
5.	Performing and documenting patient teaching	_____	_____	_____	_____
6.	Physical Assessment – Head to Toe/System	_____	_____	_____	_____
7.	Assisting with Activities of Daily Living	_____	_____	_____	_____
8.	Maintenance of sterile technique	_____	_____	_____	_____
9.	Administering PO medications	_____	_____	_____	_____
10.	Administering IM medications	_____	_____	_____	_____
11.	Administering SQ medications	_____	_____	_____	_____
12.	Administering topical/inhalant medications	_____	_____	_____	_____
13.	Administering and documenting controlled substances	_____	_____	_____	_____
14.	Oral suctioning	_____	_____	_____	_____
15.	Tracheal suctioning	_____	_____	_____	_____

16. Tracheotomy care _____ _____ _____ _____

17. Maintenance of O2 therapy _____ _____ _____ _____

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		#1 **Lab**	#2 **Fund.**	#3 **Other** Specialities	#4 **Med-Surg**
18.	Monitoring pulse oximetry	_____	_____	_____	_____
19.	Caring for the pediatric client in a mist tent	_____	_____	_____	_____
20.	Assessment and maintenance of NG tube to suction	_____	_____	_____	_____
21.	Assessment and maintenance of feeding tubes	_____	_____	_____	_____
22.	Ostomy care	_____	_____	_____	_____
23.	Administering enemas	_____	_____	_____	_____
24.	Inserting indwelling catheter	_____	_____	_____	_____
25.	Inserting straight catheter	_____	_____	_____	_____
26.	Removing indwelling catheter	_____	_____	_____	_____
27.	Monitoring and recording fluid balance	_____	_____	_____	_____
28.	Administering wound care	_____	_____	_____	_____
29.	Maintaining musculoskeletal traction	_____	_____	_____	_____
30.	Caring for the patient with a cast	_____	_____	_____	_____
31.	Maintaining drainage tubes	_____	_____	_____	_____
32.	Application and maintenance of compression stockings	_____	_____	_____	_____

33. Maintenance of IV therapy _____ _____ _____ _____

34. Removing IV catheter _____ _____ _____ _____

35. Converting IV to intermittent infusion device _____ _____ _____ _____

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	#1 **Lab**	#2 **Fund.**	#3 **Other** Specialities	#4 **Med-Surg**
36. Obtaining specimens – Oral/Buccal	_____	_____	_____	_____
Nasal/Tracheal	_____	_____	_____	_____
Urine	_____	_____	_____	_____
Stools	_____	_____	_____	_____
Wound	_____	_____	_____	_____
Other – Assisting at bedside	_____	_____	_____	_____
37. Performing post-mortem care	_____	_____	_____	_____
38. Assessment and management of pain	_____	_____	_____	_____
39. Assessment and documentation of diet therapy	_____	_____	_____	_____
Calorie Count	_____	_____	_____	_____
Intake and Output	_____	_____	_____	_____
40. Maintaining isolation precautions	_____	_____	_____	_____
41. Documenting patient care	_____	_____	_____	_____
42. Other: Blood Sugar Monitoring	_____	_____	_____	_____
43. Other: Wound measurements	_____	_____	_____	_____
44. Other: Mixing Insulins	_____	_____	_____	_____
45. Other: Ambulation - Cane	_____	_____	_____	_____
46. Other: - Walker	_____	_____	_____	_____
47. Other: - Crutches	_____	_____	_____	_____
48. Other: - ROM	_____	_____	_____	_____

49. Other: _____ _____ _____ _____

50. Other: _____ _____ _____ _____

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R. CLINICAL EVALUATION Checklist

(This section must be attached to all clinical evaluation)

Professionalism:

1. Maintains a respectful, professional, and cooperative attitude towards instructors, classmates, patients and staff.
2. Well groomed.
3. Accepts criticism constructively.
4. Works well with others in hospitals and clinical sites.
5. Demonstrates an understanding of her/his place on the nursing team.
6. Demonstrates respect for the needs of patients.
7. Assumes responsibility for own actions.
8. Dependable and trustworthy.
9. Ability to control emotions when under stress.
10. Demonstrates initiative and is self-directed.

Psychomotor Skills:

1. Demonstrates understanding and is able to apply learned concepts in the clinical area.
2. Works at a reasonable rate of speed.

3. Demonstrates keen observation and assessment skills.

4. Documents clearly and accurately.

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Cognitive Skills:

1. Take accurate notes of the report.

2. Interprets Kardex accurately.

3. Prioritizes and organizes patient care assignments carefully.

4. Follows directions intelligently and asks for appropriate guidance and clarification.

5. Accurately reports patient information to staff.

6. Demonstrates observation and assessment skills.

7. Documents accurately and skillfully.

Clinical Safety:

1. Shows consideration of the patient's environment, possessions, and safety.

2. Demonstrates understanding of and practices standard precautions.

3. Demonstrates awareness of fire safety precautions.

4. Demonstrates understanding of safety practices and safety precautions during oral and parenteral medication administration.

Attendance/Preparation:

1. Is clinically prepared (on time with proper equipment).

1. Demonstrates adequate preparation for patient care.

2. Is punctual reporting on and off-duty.

3. Is present and prepared to participate on each clinical day.

4. Actively participates in pre- and post-conference activities.

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LICENSED PRACTICAL NURSING - CLinical Evaluation

STUDENT _____ INSTRUCTOR _____

COURSE _____ CLINICAL SITE: _____

DATES: From_____To_____ FINAL CLINICAL GRADE: _____
(Pass (P)/ Fail (F))

DATE							COMMENTS – Instructor
Arrives on time; Well Groomed							
Is clinically prepared with proper equipment and information needed to perform patient care (BP Cuff, penlight ….)							
Maintains a respectful, professional, and cooperative attitude towards instructors, classmates, patients, and staff							
Demonstrates understanding of and applies fundamental concepts learned (including client's rights, infection control, safety in practice…..)							
Follows directions carefully and asks for appropriate guidance and clarification							
Demonstrates dependability, is trustworthy, assumes responsibility for her/his actions							
Demonstrates self-control, especially when under stress							
Works at a reasonable rate of speed							
Respects - patient environment, possessions, and promotes patient safety							
Accepts constructive criticism							

Y = Yes N = No NI = Needs Improvement (see comment)							

Student's Comment:

Student Signature_____ Date _____

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CLINICAL EVALUATION cont'd

STUDENT: _____ INSTRUCTOR:_____

COURSE: _____ CLINICAL SITE: _____

DATES: From _____ To _____, 20_____ FINAL CLINICAL GRADE: _____
(Pass (P)/ Fail (F))

DATE								**Comments**
ATTENDANCE (Reports to clinical area in a timely manner. Is present for all assigned clinical activities.)								
PREPARATION (Reports to clinical area with appropriate supplies (includes tools, dress code, and ID badge.)								
PSYCHOMOTOR SKILLS (Demonstrates safe and appropriate nursing skills)								
COGNITIVE SKILLS (Demonstrate clinical judgment to analyze and implement appropriate nursing care)								
INFECTION CONTROL & SAFETY (Demonstrate clinical judgment to support appropriate nursing care)								
PROFESSIONALISM (General demeanor, communication, approach & outlook to nursing practice)								
PATIENT/INSTRUCTOR/ COLLEAGUE INTERACTIONS (Interacts professionally with patients, staff, instructors, and fellow classmates.Applies learned principles of therapeutic interaction with patients.)								
OTHER – Unanticipated Events								

INSTRUCTOR'S COMMENT:

Instructor's Signature:_____ Date:_____

Practical Nurse's Pledge



Before God and those assembled here, I solemnly pledge;
To adhere to the code of ethics of the nursing profession;
To cooperate faithfully with the other members of the nursing team
and to carry out faithfully, and to the best of my ability,
the instructions of the physician or the nurse who may be assigned
to supervise my work;
I will not do anything evil or malicious,
and I will not knowingly give any harmful drug
or assist in malpractice.
I will not reveal any confidential information
that may come to my knowledge in the course of my work.
And I pledge myself to do all in my power to raise
the standards and prestige of practical nursing;
May my life be devoted to service,
and to the high ideals of the nursing profession.

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ACKNOWLEDGEMENT OF PRACTICAL NURSING PROGRAM POLICIES AND PROCEDURES

I, _____, (print first and last name) have read and understand the BCIT LPN Student Handbook, available online at www.bcit.cc/o/bcitae under 'Resources' tab.

My signature confirms that I agree to comply with all program policies and procedures.

_____ _____

Date Signature of Student

NOTES:

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NOTES: