Mission Statement

We believe...

that nursing is a unique, humanitarian practice-oriented discipline whose central purpose is assisting individuals and their loved ones with their health-related self-care requisites throughout the life cycle.

We believe...

that education is the organized learning process through which a person assimilates knowledge, develops skills, establishes values, and realizes potentials.
Licensed Practical Nurse Program
Holy Name Medical Center

Holy Name Medical Center is a fully-accredited, not-for-profit healthcare facility based in Teaneck, New Jersey, with off-site locations throughout Bergen County. Founded and sponsored by the Sisters of St. Joseph of Peace in 1925, the comprehensive 361-bed medical center offers leading-edge medical practice and technology administered in an environment rooted in a tradition of compassion and respect for every patient. Holy Name provides high quality health care across a continuum that encompasses education, prevention, early intervention, comprehensive treatment options, rehabilitation and wellness maintenance—from conception through end-of-life.

ACCREDITED BY:
The Joint Commission

LICENSED BY:
State of New Jersey, Department of Health

MEMBER OF:
American Hospital Association
New Jersey Hospital Association
The Catholic Health Association of the United States
New Jersey Conference of Catholic Health Care Facilities

AFFILIATION:
NewYork Presbyterian Healthcare System

Caring is not just our job. It’s our mission.
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**Note:** The table provides an overview of the contents for the Registered Nurse Program, including sections on financial aid policies, academic regulations, attendance, grading policy, and various student services and administration topics.
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The education of nurses has always been an integral aspect of the Holy Name Medical Center healthcare community. The School of Nursing, also founded by the Sisters of St. Joseph of Peace in 1925, has grown from a class of 13 women to become one of the largest coeducational diploma schools in New Jersey sponsored by a Catholic healthcare institution.

A collaborative agreement with Saint Peter’s University provides expanded educational opportunities at our Teaneck campus.

In order to prepare students for a nursing role in our ever-changing society, emphasis is placed on sound nursing theory, closely supervised clinical experience, and on the student’s development as a person.

**ACCREDITED BY:**
New Jersey Board of Nursing
124 Halsey Street
Newark, NJ 07101
973-504-6430
www.state.nj.us.lps/ca/medical/nursing.htm

Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Rd. NE, Suite 850
Atlanta, Georgia 30326
Phone: 404-975-5000  Fax: 404-975-5020
www.acenursing.org

**APPROVED BY:**
New Jersey Department of Education under Federal Public Laws 550 and 634

**MEMBER OF:**
Association of Diploma Schools of Professional Nursing in New Jersey
The National League for Nursing
National Coalition of Hospital Associated Schools and Colleges of Nursing
International Nursing Association for Clinical Simulation and Learning

Holy Name Medical Center School of Nursing, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title XI of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age in Discrimination in Employment Act of 1967, and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, does not discriminate on the basis of color, national origin, religion, sex, age, marital status, handicap, or Vietnam era veteran’s status in any of its education or employment policies, procedures or practices. This school is authorized under federal law to enroll non-immigrant alien students.

Additionally, this school is in compliance with The Family Educational Rights and Privacy Act of 1974 (commonly known as the Buckley Amendment), The Student Right-to-Know, Americans with Disabilities Act, Campus Security Act (Public Law 101-542), and the Drug Free Schools and Community Act (Public Law 101-226).

Any questions concerning these laws and the School’s release policy should be directed to the Office of the Registrar at 201-833-3005.
Registered Nurse Program Philosophy

We, the faculty of Holy Name Medical Center School of Nursing, believe that our mission, in harmony with the philosophy of Holy Name Medical Center, is to promote respect for the worth and uniqueness of the individual learner; to foster in the individual a search for peace, justice and moral values; to enhance the students’ appreciation of the dignity, individuality, spiritual and cultural dimensions of mankind; and to create and maintain an environment in which the development of each student as a person and as a professional can take place.

We believe that nursing is a unique, humanitarian, practice-oriented discipline whose central purpose is assisting individuals and their families with their health-related self-care requisites throughout the life cycle. Nursing’s basic concern is to assist individuals in preventing illness, restoring them to their maximum health potential and maintaining wellness; and, if that is not possible, to prepare and support them in the process of dying. Nursing judgments, derived from antecedent knowledge and research, are selectively and deliberately actualized to help individuals and their families maintain or change conditions in themselves or their environment.

We believe that learning is an individual response to both planned and spontaneous experiences. The learning process includes participation on the part of the learner, and results in behavior change. Learning is most meaningful when it is related to the pursuit of the individual’s own goals, enhanced by positive reinforcement and reward, influenced by role models, and takes place in a variety of ways at different rates. We further believe that learning is a lifelong, self-actualizing process, which enables the individual to have a deeper understanding and appreciation of the immediate and ultimate purpose of life.

We believe that education is the organized learning process through which a person assimilates knowledge, develops skills, establishes values, and realizes potentials. Formal education must include clearly defined, measurable and obtainable goals. We assume the major responsibility for determining these goals, guiding learners in their achievement and creating the climate in which optimal learning becomes possible.

We believe that nursing education is a process through which judgment is developed as knowledge is accrued and competencies are acquired. Nursing education is a lifelong process in that the practitioner of nursing accepts responsibility for independent study, continuing education and actualization of leadership potential.

We believe that graduates of Holy Name Medical Center School of Nursing are prepared as responsible, accountable professional nurses who provide compassionate, culturally competent care for patients with prevalent health deviations in structured settings. Our graduates are prepared to be servant leaders with a holistic approach, based on mutual exchange of caring, bringing meaning and focus within diverse cultures and a sense of commitment towards their community. Their scope of practice centers on direct patient care and is defined by the roles of direct care provider, patient teacher, patient advocate, coordinator/manager of patient care, and member within the nursing profession. Graduates of this educational program are eligible to seek licensure as registered nurses and function as beginning practitioners within structured acute, intermediate, long term, and ambulatory healthcare facilities.

The faculty and students of the School of Nursing participate in community agencies offering health education programs to the public and serve as resources for community health projects. The School contributes to the delivery of health care by preparing graduate nurses who render services in medical centers and similar healthcare settings in urban, suburban, and rural communities.
School of Nursing Goals

Based upon its mission, and in harmony with its philosophy, the School of Nursing aims to prepare graduate nurses who:

1. Will function as beginning practitioners within acute, intermediate, long-term and ambulatory healthcare facilities.

2. Are accountable for personal and professional behavior and growth.

3. Have respect for human rights, social justice and the dignity of all individuals, sick or well.

4. Contribute to the health and welfare of the community.

“The instructors are awesome. Their knowledge of the material is clearly evident in both the lecture and clinical settings.”
The curriculum of Holy Name Medical Center School of Nursing is developed in accordance with the philosophy and goals of the School and provides for the education of the student as a professional nurse and as a person. The curriculum design is based on a synthesis of constructs, definitions and propositions from Orem’s self-care theory. The program extends over two academic years with two 16-week semesters and a six-week spring semester each year. The nursing courses include classroom instruction as well as clinical experiences. The clinical experiences are supervised by the faculty of the School of Nursing.

CURRICULUM OBJECTIVES

1. Use the nursing process to give direct care to individuals and groups of patients with any type of well-defined health-deviation self-care requisite.

2. Develop and implement a short range teaching plan for individuals and groups of patients using the teaching-learning process.

3. Evaluate the effectiveness of nursing care in meeting the therapeutic self-care requisites of patients across the lifespan.

4. Coordinate the care of individuals and groups of patients with health deviation or self-care requisites, and meet their therapeutic self-care demands.

5. Maintain effective communication with patients, families and the healthcare team.

6. Make legal and ethical decisions in caring for individuals and groups of patients of any age.

7. Act as liaison for individuals and groups of patients within structured healthcare settings.

8. Use the established organizational hierarchy to problem-solve within the structured healthcare setting.

9. Actively participate in maintaining and remaining accountable for personal and professional conduct and growth.

10. Abide by the code of ethics, which has been clarified and interpreted by a comprehensive self-governing organization of practitioners.
Saint Peter’s University, founded in 1872 and located in Jersey City with a campus in Englewood Cliffs, is a Jesuit-sponsored coeducational liberal arts institution. Saint Peter’s University is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, the Commission on Collegiate Nursing Education (BSN & MSN nursing programs) and the Teacher Education Accreditation Council (Teacher Preparation Program), and is approved by the New Jersey State Department of Education. College courses in liberal arts and sciences are offered as part of Holy Name Medical Center’s diploma school program and are conducted at Holy Name’s School of Nursing campus in Teaneck.

Holy Name Medical Center School of Nursing, through its collaborative agreement with Saint Peter’s University, offers students the option of taking an additional three college credits over the basic curriculum to earn an Associate of Applied Science (AAS) degree in the Health Sciences from Saint Peter’s University. The AAS is in addition to the diploma in nursing from Holy Name Medical Center School of Nursing, and is awarded to the graduate who has passed all the required courses.

There are three options available to students entering Holy Name Medical Center School of Nursing:

1. The student completes the nursing curriculum in two or three years.
2. The student graduates with a diploma in nursing and 33 college credits from Saint Peter’s University.
3. The student takes an additional three college courses, which leads to an associate’s degree in applied science from Saint Peter’s University. Holy Name graduates interested in furthering their education may apply the college credits toward a bachelor of science in nursing.
General Information

STUDENT SERVICES
The faculty of Holy Name Medical Center School of Nursing believes that positive learning environments increase persistence and retention of students and enhance the likelihood that the student will develop habits to encourage lifelong learning, a characteristic of successful nursing professionals. The School of Nursing offers health services, academic advisement, and functional/psychological support services to facilitate intellectual and personal growth of the student.

STUDENT ADVISEMENT
The purpose of student advisement is to assist students in setting academic goals, and to provide encouragement and support as they move through their academic journey. Through timely advisement, students are assisted as they develop, identify, and fulfill their goals to complete the nursing program in a timely and judicious manner.

All faculty are available to students for academic advisement throughout the school year. Students are urged to take advantage of faculty office hours for academic assistance. At any other time, students may seek assistance from any faculty member of their choice.

HEALTH SERVICES
The student health program consists of annual tuberculin testing, health counseling, flu vaccination, and the treatment of minor illness. Health promotion and wellness is a thread woven throughout student services and a website has been developed to support healthful living within our school community.

FUNCTIONAL/PSYCHOLOGICAL SUPPORT
Functional/psychological support services at the School of Nursing create a student-friendly atmosphere conducive to learning, to promoting student self-esteem and feelings of self-worth (important elements of persistence), and to establishing a healthy co-learning environment. These goals are supported by the faculty of the School of Nursing along with the psychologists and nursing professionals who work with our students to provide assistance as needed.

DRUG SCREENING
In keeping with the mandate to uphold the highest standards of patient safety and to maintain quality nursing practice, the School has adopted a drug-free environment. Therefore, as a condition of admission, each candidate will be required to submit to a drug test and if requested, to have additional tests once enrolled.

Admission to the School of Nursing is contingent upon clearance following the criminal background check and results of drug screening.

SPIRITUAL OPPORTUNITIES
Students of all denominations are encouraged to develop their spiritual lives in accordance with their own religious philosophy. Holy Name Medical Center’s Pastoral Care Department is available to all students on a personal basis. Students are welcome to participate in the liturgies offered throughout the year. Mass is offered daily in the Medical Center chapel.

“I’m inspired by the people here. They’re so talented and passionate about their work.”
JOB PLACEMENT SERVICES
Human Resources and Nursing Administration provide information and employment resources for the nursing students. Students are given the opportunity to attend nationally sponsored job fairs, and all literature from nurse recruiters is posted in the Medical Center.

ALUMNI ASSOCIATION
The Holy Name Medical Center School of Nursing Alumni Association was created in 1928 to uphold the general welfare, prestige, and scholastic, personnel and educational interests of the School of Nursing, and to provide an organization through which alumni members may remain in contact and enhance their interaction with each other. The bylaws direct that every graduate of the RN program automatically be a member of the Alumni Association. The Board of Directors and the School of Nursing Faculty and Administration maintain an open line of communication and cooperative working relationship in all matters that enrich and enhance the educational opportunities of the student body and alumni.

STUDENT ACTIVITIES
The School of Nursing considers participation in extracurricular activities to be an important aspect of the formation of a professional nurse. Self-direction and leadership skills are promoted through membership in the Student Organization. Social functions are planned in conjunction with the Student Organization Committee and the faculty advisers.

LIBRARY
The Nursing and Medical libraries at Holy Name Medical Center provide students with opportunities to achieve academic success. The libraries have a wide range of materials to support the School of Nursing curriculum. An extensive collection of journals, textbooks and electronic databases are available for students. The Nursing Library has a computer lab with wireless Internet connection to support the academic progress of students. Computer programs support every nursing course, and assist students in preparing for the NCLEX examination.
GENERAL REQUIREMENTS

The following requirements are utilized to evaluate each applicant to the School of Nursing:

1. Completion of the Application for Admission form and submission of the non-refundable application fee.

2. Official transcript from High School or a Graduate Equivalency Diploma (G.E.D.) including completion of the following courses:
   a. Chemistry – 1 year
   b. Biology – 1 year
   c. Mathematics (Algebra/Geometry) – 2 years
   d. English Reading & Comprehension – 4 years

3. Results of College Boards (SAT) – a score of 480 or above in math and verbal preferred.

4. Results of the Test of Essential Academic Skills (TEAS) – a score in the 70th percentile or above (program percentile rank) in all areas is preferred.

5. Official transcripts of all previous college courses where applicable, regardless of length of attendance. Science courses are acceptable within a five-year period.

6. Two professional references, i.e., teacher, guidance counselor, employer, to be submitted on the form provided by the School.

7. Evaluation of educational transcripts by World Education Services for students educated in a foreign country.

8. Personal interview of prospective candidates after meeting required admission standards.

9. Students must be physically capable of fulfilling the objectives of the nursing program. Students should have a sensory function adequate for patient assessment and care, and must possess the physical status to provide all aspects of nursing care in a safe manner.

10. In compliance with the Americans with Disabilities Act of 1990, the School of Nursing will make reasonable accommodations for students with learning disabilities. These accommodations may include allowing students additional time to complete examinations. The need for special accommodations must be known during the admission interview and the student must provide evidence of same in writing prior to the beginning of the program.

11. After acceptance, all college courses are to be taken at Holy Name Medical Center School of Nursing.
Articulation for the Licensed Practical Nurse to the Registered Nurse Program

1. A licensed practical nurse may apply to Holy Name Medical Center School of Nursing, which offers a diploma in nursing, and an Associate of Applied Science in Health Sciences from Saint Peter’s University. The licensed practical nurse receives credit for the first nursing course (Fundamentals of Nursing). The applicant will be required to take the LPN STEP exam and achieve a score of 75% or higher.

2. Applicants must bring their LPN license with them to be accepted into the STEP exam.

3. Applicants are required to have successfully completed (grade of C or better) the following courses at an accredited college: English Composition (3 credits), Intro to Psychology (3 credits) and Anatomy and Physiology I (4 credits) before acceptance to Holy Name’s Articulation Program. Other college courses taken and successfully completed (grade of C or better) that are in our curriculum may be transferred. Transfer of college credits will be awarded based on the similarity in content to Saint Peter’s University course descriptions.

4. Applicants are required to audit Health Assessment and Pharmacology I in the fall semester of the academic year they enter the program.

5. Applicants are required to complete at least five semesters of study at Holy Name Medical Center School of Nursing in order to become eligible for graduation.

6. An interview with a member of the Admissions Committee is required.

7. Applicants will be required to take a transition seminar to assist in orientation to the RN program.

8. Acceptance into the LPN to RN program is based on limited availability.

TRANSITION SEMINAR FOR LPN, TRANSFER AND RETURNING STUDENTS ONLY

LPN and transfer students will be oriented to Holy Name Medical Center School of Nursing and Holy Name Medical Center. This seminar will be given at the beginning of Parent-Child Health Nursing.

The seminar is designed to introduce the LPN to the role of an RN student, as well as to emphasize to the transfer student the School’s policies and procedures. The philosophy, goals, objectives, policies and procedures of Holy Name Medical Center School of Nursing are presented. The student is introduced to Orem’s Conceptual Framework and its application to the nursing process utilizing the Holy Name Medical Center School of Nursing format.

Medical Center policies pertaining to charting and other procedures are reviewed. Skills are evaluated and, when necessary, simulated experiences are provided to improve performance. Six (6) hours are allotted for the completion of this seminar.

OBJECTIVES

At the completion of the seminar, the student will:
• Demonstrate knowledge of the Nursing Process.
• Demonstrate knowledge of Orem’s Self-Care Deficit Theory of Nursing.
• Demonstrate knowledge of the Holy Name Medical Center School of Nursing format and procedures for written patient care plans.
• Have been introduced to the Holy Name Medical Center format for documentation of patient care.
• Demonstrate knowledge of test-taking skills and study techniques.

A math worksheet must be completed. Individual remediation is offered to the student who may have difficulty with math. Skills are evaluated and, when necessary, simulated experiences are provided to improve performance.

MATRICULATION REQUIREMENTS

Upon acceptance to the School of Nursing, all courses must be taken at the School according to the Curriculum Organization Plan. Eligibility for the AAS in Health Sciences requires that students take 36 liberal arts and science credits, of which 27 must be Saint Peter’s University credits and 9 may be from colleges attended prior to acceptance to Holy Name School of Nursing. Students must attain a grade point average of 2.0 in each Saint Peter’s University course. In addition, all students must attain a minimum GPA of 2.0 in each course of the nursing program.

All correspondence (transcripts, references, applications) and questions should be directed to:

Admissions Office
Holy Name Medical Center School of Nursing
690 Teaneck Rd., Teaneck, NJ 07666
Tel.: 201-833-3005 • Fax: 201-833-7209
E-Mail: school@mail.holyname.org
Admission Procedure

Classes start annually in mid-August. The admission procedure includes:

APPLICATION FORM
Submission of a completed application form with a non-refundable application fee.

PRE-NURSING ENTRANCE EXAMINATION (TEAS)
The Test of Essential Academic Skills (TEAS), a standardized pre-nursing entrance examination, is administered to measure general academic ability. Essential math skills, reading comprehension, test-taking skills and learning styles are included in the examination. Candidates will be pre-registered for the examination. The fee for the examination is paid with the registration and is non-refundable. A need for special accommodation for the TEAS must be made known at the time of application. The TEAS entrance exam may only be taken once in two years.

CLEP – COLLEGE LEVEL EXAMINATION PROGRAM
Students may receive college credits through CLEP only for Introduction to Sociology (S0121), provided a score of 50 is presented to the School Office at least two weeks prior to the first day of the semester where the course is offered.

TRANSCRIPTS
Applicants should request that an official copy of their high school transcript, and where applicable, their college transcript, be forwarded to the Holy Name Medical Center School of Nursing. Applicants who possess a high school equivalency diploma should have an official copy of their certificate, together with the scores obtained, forwarded to the School of Nursing. Transfer credit from other accredited institutions, validated by an official transcript and carrying a letter grade of "C" or numerical grade of "2.0" or better, may be applied to specific college courses to meet the curriculum requirements offered by Holy Name Medical Center School of Nursing.

PERSONAL INTERVIEW
The applicants will receive notification regarding an interview with a member of the Admissions Committee. Completed applications will be considered in the order in which they are received. Applicants are notified in writing of the decision of the Admissions Committee.

HEALTH REQUIREMENTS
A complete physical examination—including 2-step Mantoux Test, CBC, urinalysis and dates of immunizations—is required before actual admission to the School of Nursing. All necessary forms are forwarded to the applicant soon after notification of acceptance to the School. Health forms and proof of immunizations must be submitted to the School before the first day of class. We strongly advise all students to have health insurance, proof of which must be brought to the School of Nursing Health Officer, who will file it with the student’s health record. The School does not provide insurance.

PROFESSIONAL LIABILITY INSURANCE
All students are required to carry current liability insurance.

CRIMINAL BACKGROUND CHECK INFORMATION
Pursuant to The Joint Commission Standard (HRT-20), it is now a mandatory requirement that a criminal background check be completed on all students before acceptance into the School of Nursing. The School informs the student that a criminal history background check, including fingerprinting, is a prerequisite to licensure.
Financial Aid Policies

STUDENT ELIGIBILITY
To receive aid from the student aid programs, a student must:
• Demonstrate financial need.
• Have a high school diploma or a General Education Development (GED) Certificate.
• Be a U.S. citizen or eligible non-citizen.
• Have a valid social security number.
• Meet satisfactory academic progress standards.
• Certify that she/he will use federal student aid only for educational purposes.
• Certify that she/he is not in default on a federal student loan and that she/he does not owe money on a federal student loan.
• Register with Selective Service, if required.

A student must maintain satisfactory academic progress, qualitative and quantitative, to continue to be eligible to receive financial aid. Satisfactory academic progress means that the student must complete all courses each semester, achieving the required grade according to the Curriculum Organizational Plan, as a full, three-quarter or half-time student. The student must complete the program in a three-year time frame.

There are a limited number of partial scholarships made available to the School of Nursing. Scholarship awards are based on availability of funds, academic performance and financial need. All are subject to the criteria set forth by the donor. Applications are available in the Financial Aid Office, 201-833-3004.

FULL-TIME, THREE-QUARTER TIME, AND HALF-TIME STUDENTS
Students are considered full-time if they are taking at least twelve (12) credits per semester, three-quarter time if taking at least nine (9) credits, and half-time if they are taking at least six (6) credits per semester.

Students generally complete the entire two-year program in two years as outlined in the Curriculum Organizational Plan. However, qualified students may take up to three years if they choose to enroll for college courses only for the first year. Students who are taking the three-year track, either by choice or as assigned by the Admissions & Promotions Committee, must pass all college courses in which they are enrolled to be eligible for admission into the nursing program. Students who leave and re-enter the program may require additional time. Students do not qualify for any financial aid after the third year.

ENTRANCE/EXIT INTERVIEWS
A student must participate in an entrance counseling session prior to disbursement of any loan funds. A student must participate in an exit counseling session prior to graduation or withdrawal from the program.

APPLYING FOR FINANCIAL AID
Students accepted into Holy Name Medical Center School of Nursing who are interested in applying for financial aid must complete a Free Application for Federal Student Aid (FAFSA) form for each calendar year. The form can be completed online (www.FAFSA.ed.gov), or mailed to the Federal Student Aid programs. The School may also require additional financial documents from all students applying for financial aid. The school code for Holy Name Medical Center School of Nursing is 006417.

FINANCIAL ASSISTANCE
The school participates in the following programs:
1. A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are available to eligible undergraduate students who have not earned a bachelor’s or professional degree. Pell grants provide a “foundation” of financial aid to which other federal and non-federal sources may be added.
2. The Federal Direct Loan Program: Federal Direct Subsidized and Federal Direct Unsubsidized Stafford Loans are low interest loans made to eligible students attending school at least half-time. Federal Direct PLUS Loans enable parents with good credit histories to borrow for each dependent student who is enrolled at least half-time.

3. Partial Scholarships: Partial Scholarships are awarded based on the student’s financial need, and are incentive based. Occasionally scholarships are awarded based solely on merit. Scholarship applications are reviewed and awarded quarterly by the Scholarship Committee and the following criteria apply:
   - **Need Based** – The student must file the FAFSA and complete a financial aid appointment to determine need.
   - **Incentive Based** – The student must demonstrate strong academic potential in theory and clinical practice (minimum grade of 2.0 in all courses).
   - **Donor Restrictions** – The student must meet the requirements designated by the scholarship donor.
   - **Availability of Funds** – Awards are limited by the time at which the School receives the award funds, the amount awarded and the number of students meeting the above criteria.

Students who are selected by the Scholarship Committee to receive a scholarship will receive notification via email and/or mail. Recipients are required to write a letter of thanks to the donor before any scholarship funds are disbursed to their student account card. All recipients’ financial aid awards must be reviewed to determine whether a partial scholarship will create a potential over-award in federal funds. Loans may be reduced by the scholarship amount if an over-award is determined by the Financial Aid Officer.

Information received by the School of Nursing regarding miscellaneous outside scholarships is available in the Financial Aid Office and published on Blackboard©.

4. There are alternative loan programs if Stafford Loan limits are insufficient.

**FINANCIAL OBLIGATION**

Final exams may not be taken and requests for transcripts may not be honored until the student meets all financial obligations.
ATTENDANCE - CLASSROOM AND CLINICAL
Students are expected to attend ALL classes and clinical experiences as scheduled. Students are accountable for all materials presented in class, scheduled experiences and all assignments. All written assignments are to be submitted on time. Students are expected to be present at all clinical experiences. Clinical absenteeism is subject to additional clinical hours at the end of the semester.

All students are responsible for providing their own transportation when attending clinical experiences scheduled in affiliated agencies.

GRADING POLICY
Grades are assigned on a numerical grade point average system which is based on the percentage of the total raw score of all tests given in a nursing course:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>93 - 100%</td>
<td>A</td>
<td>Superior</td>
</tr>
<tr>
<td>89 - 92%</td>
<td>A-</td>
<td>Excellent</td>
</tr>
<tr>
<td>85 - 88%</td>
<td>B</td>
<td>Very Good</td>
</tr>
<tr>
<td>82 - 84%</td>
<td>B+</td>
<td>Average</td>
</tr>
<tr>
<td>78 - 81%</td>
<td>C</td>
<td>Passing</td>
</tr>
<tr>
<td>&lt;78%</td>
<td>C+</td>
<td>Incomplete</td>
</tr>
<tr>
<td></td>
<td>P</td>
<td>Passing</td>
</tr>
<tr>
<td></td>
<td>IC</td>
<td>Student stopped attending class without a formal withdrawal</td>
</tr>
<tr>
<td></td>
<td>WD</td>
<td>Formal withdrawal from a class</td>
</tr>
<tr>
<td></td>
<td>WF</td>
<td>Withdrawal while failing</td>
</tr>
</tbody>
</table>

PROMOTION AND SATISFACTORY ACADEMIC PROGRESS
Students must achieve a grade of 2.0 in all nursing and college courses. In addition, students must achieve a “satisfactory” clinical grade in each nursing course.

HONOR ROLL
Semester Honor Roll: Any student with the grade point average of 3.5 or better will be eligible.

At graduation, it will be announced if a student has a two (2) year average of:

<table>
<thead>
<tr>
<th>Grade Point Average</th>
<th>Honors</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.85 - 4.00</td>
<td>Summa Cum Laude</td>
</tr>
<tr>
<td>3.70 - 3.84</td>
<td>Magna Cum Laude</td>
</tr>
<tr>
<td>3.50 - 3.69</td>
<td>Cum Laude</td>
</tr>
</tbody>
</table>

In compliance with Public Law 93-380, Section 438, the Family Educational and Privacy Act of 1974 (FERPA) protects the student’s rights by setting strict limits on disclosure of the student’s educational records without the consent of the student. Grades or any other protected information will not be disclosed without the written consent of the student.

SAINT PETER’S UNIVERSITY GRADING SYSTEM AND PROCEDURES
Grades at Saint Peter’s University are assigned on a numerical quality point basis, with a C as the minimum passing grade in each undergraduate subject. A student’s final term grade in any course is assigned by the instructor on the basis of performance in all work throughout the entire period of the course, including recitation, readings, reports, quizzes, major tests, term papers and final examinations. Final grades for a term cannot be altered later than six weeks after the start of the next term.

Grades should be interpreted as an index of achievement in a course according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Outstanding</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>Above Average</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>Average Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D+</td>
<td>1.5</td>
<td>Poor but Passing</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Minimum for passing</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failure</td>
</tr>
</tbody>
</table>

Other symbols used in the official recording of grades include:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Course audited; no credit</td>
</tr>
<tr>
<td>IC</td>
<td>Incomplete in course requirements</td>
</tr>
<tr>
<td>IP</td>
<td>In progress; course runs beyond the normal end of term</td>
</tr>
<tr>
<td>IT</td>
<td>Incomplete because of late submission of grade by instructor</td>
</tr>
<tr>
<td>P</td>
<td>Pass without a specific grade being given</td>
</tr>
<tr>
<td>WD</td>
<td>Formal withdrawal from a course</td>
</tr>
<tr>
<td>FA</td>
<td>Student stopped attending course without formal withdrawal, neglected to complete course work and arrange with the instructor for a designation of IC, or exceeded the number of permitted absences. Assignment of the grade of FA is at the discretion of the instructor.</td>
</tr>
</tbody>
</table>

Students must achieve a 2.0 grade in all Holy Name nursing and Saint Peter’s courses.
GRADUATION REQUIREMENTS

- Candidates for graduation must receive a cumulative grade point average of 2.0 in all nursing and college courses and “satisfactory” in all clinical performances.
- Candidates must provide documentation of at least one community service activity each school year. This documentation must be submitted prior to the Management of Nursing Care rotation.
- Candidates for graduation must satisfactorily complete all the requirements of the Learning Contract for “NCLEX Preparation” prior to the end of the spring semester of the second year.
- Candidates must take the mandatory review course.
- All course requirements, outstanding debts, tuition and financial aid exit interviews must be satisfied prior to graduation.
- A graduate of the Holy Name Medical Center School of Nursing is eligible to sit for the National Council of State Boards Licensure Examination (NCLEX-RN).

LEAVE OF ABSENCE/WITHDRAWAL

Students in good academic standing sometimes find that they must interrupt their studies because of personal reasons. A leave of absence may be granted upon written notification to the Director of the School. The appropriate form must be completed.

Students wishing to withdraw from the program are required to communicate their decision in writing to the Director of the School prior to withdrawal. An exit interview will be scheduled with the student to discuss unfinished business with the Registrar and the Financial Aid Officer.

POLICY FOR WITHDRAWAL FROM NURSING COURSES

Any student who withdraws from a nursing course after the tenth (10th) week of a 16-week semester or after the fourth (4th) week of a 6-week semester with a failing average will be considered to be a withdrawal/failure status.

Any student who withdraws from a nursing course before the tenth week of a 16-week semester or fourth week of a 6-week semester, regardless of their academic standing, will be considered a withdrawal status.

The withdrawal/failure enables the student to be readmitted one time only (barring no previous failure from a nursing course). Readmission will depend on the student’s academic and clinical performance, professional behavior, and ability to benefit from repeating the course.

DISMISSAL

Students may be dismissed from the School for failure to comply with the requirements and regulations as stated in The Student Handbook. Prior to final action, students may represent themselves at a meeting with the Director and Faculty.

READMISSION POLICY

- Students who fail a nursing course may be readmitted one time only. Readmission will depend on the student’s academic and clinical performance, professional behavior, and ability to benefit from repeating the course.
- Students who fail a college course may repeat that course one time only. If a student fails a second college course, she/he may not continue in the School.
- Students who withdraw, passing or failing, from the program may be readmitted one time only, depending on the student’s academic and clinical performance, professional behavior, and ability to benefit from repeating the course.
- Student’s health and clinical requirements will be determined by the health office.

The readmission procedure includes:

- New admission application
- Personal interview
- Completion of suggested program to assist students with achieving course objectives and thus benefit from returning to the School
- CBC, PPD, urinalysis
- Criminal background check
- Drug screening

Please note:

- Readmission is contingent upon the availability of space.
- Continuation of St. Peter’s courses does not guarantee readmission to the nursing program.

VACATION AND HOLIDAYS

Classes and clinical practice are based on an academic calendar, and recesses are planned at intervals throughout the year.
Registered Nurse Program

Course Descriptions

Nursing 101 - FUNDAMENTALS OF NURSING (8 CREDITS)
Nursing 101 - Fundamentals of Nursing is offered in the first year, fall semester. Fundamentals of Nursing introduces the student to the universal self-care requisites of individual patients. Emphasis is placed on the beginning use of the nursing process and the development of skills in meeting universal self-care needs. The student is introduced to the profession of nursing, the nurse’s role within the healthcare system, the identification of health deviations in the adult and basic concepts of nursing research. Also integrated within the course is evidence-based practice related to health assessment of the adult. Emphasis is on the development of nursing skills to perform a comprehensive health assessment, including a health history and physical examination. General principles of pharmacology, pharmacodynamics, and pharmacokinetics are introduced and provide the nursing student with knowledge of safe medication administration, as well as calculation. Clinical skills are demonstrated and evaluated in the simulated laboratory setting. Clinical performance is then supervised with acute care patients in Holy Name Medical Center.

Prerequisites: None

Nursing 102 – PARENT CHILD HEALTH NURSING (9 CREDITS)
Nursing 102 - Parent Child Health Nursing is offered in the first year, winter semester. This course provides the theoretical knowledge for the family-centered approach to the childbearing patient, pediatric patient, and dependent care agents to achieve their therapeutic self-care requisites. Concurrent with Parent Child Health Nursing is the study of pathophysiology. Using principles from biological, behavioral, and nursing sciences the student learns to analyze and interpret the disease processes and how they impact the planning of their patients’ care. Clinical experience is provided through the utilization of the simulation lab and appropriate units at Holy Name Medical Center, other hospitals with pertinent specialty units and other community facilities.

Prerequisites: Nursing 101 – Fundamentals of Nursing, Anatomy & Physiology I, Introduction to English Composition and Introduction to Psychology. Co-Requisites: Anatomy & Physiology II and Microbiology.

Nursing 201 – MENTAL HEALTH NURSING (4 CREDITS)
Nursing 201 - Mental Health Nursing is offered in the first year, spring semester. This course is designed to provide the student with theoretical knowledge concerning the nursing care of adolescent and adult patients experiencing difficulty in normalcy, solitude and social interaction. Emphasis is placed on the nursing process and use of the therapeutic nurse-patient relationship to provide short-term corrective assistance for hospitalized individuals manifesting various psychological health deviations and requiring partially compensatory assistance. Clinical performance is faculty supervised on specialty units at other mental health facilities.

Prerequisites: Nursing 101 – Fundamentals of Nursing, Nursing 102 – Parent Child Health Nursing and Introduction to Psychology. Co-Requisites: Life Span Development.

Nursing 202 – ADULT HEALTH NURSING (10 CREDITS)
Nursing 202 - Adult Health Nursing I is offered in the second year, fall semester. This course is designed to provide the student with theoretical knowledge concerning the application of the nursing process in the care of hospitalized adults who require partially or wholly compensatory nursing systems. The primary focus is on patients experiencing alterations in maintaining a sense of normalcy, preventing hazards to structure, function and life, providing sufficient water, food, air and maintaining sufficient elimination processes. Students are also offered a second level of pharmacology studies. By completion, students will have experience with all routes of medication administration and documentation, and apply principles in a safe and effective manner. Clinical experience is provided in the simulation labs and Holy Name Medical Center’s medical and surgical units including the Operating Room, PACU, and Oncology Unit.

Prerequisites: Successful completion of first-year nursing and general education courses.

Co-requisites: Introduction to Philosophy, Forms of Literature: Poetry and Drama (for AAS candidates only), Introduction to Sociology.
Nursing 301 – ADULT HEALTH NURSING II (10 CREDITS)
Nursing 301 - Adult Health Nursing II is offered in the second year, winter semester. This course is designed to provide the student with theoretical and evidence-based knowledge concerning the care of older adults in the hospital inpatient and outpatient areas. The primary focus is on wholly compensatory patients experiencing alterations in providing sufficient air, alteration in activity/mobility and sensory-perceptual functions. Principles learned in the biopsychosocial sciences and nursing research are integrated into the decision-making process along with patients’ personal and unique concerns, expectations and values to help meet their universal self-care requisites. Students learn efficient literature searching and the application of rules to evaluate clinical literature. Health teaching and counseling and the use of institutional inpatient and outpatient resources are implemented. Clinical experience is provided through the simulation lab and utilization of Holy Name Medical Center’s medical-surgical units, intensive care units, and the Emergency Department.

Prerequisite: Nursing 202 – Adult Health Nursing I

Co-requisites: Contemporary Issues in Bioethics, Introduction to the Visual Arts

Nursing 302 – NURSING MANAGEMENT OF PATIENT CARE
(4 CREDITS)

Nursing 302 - Nursing Management of Patient Care is offered in the second year, spring semester. This course focuses on the management and care of groups of patients in the hospital and community settings. The student is introduced to principles of leadership and management used in coordinating the care of groups of patients requiring all types of nursing care systems to meet their therapeutic self-care demands. Concepts of the course focus on leadership, management, community health, collaboration with health team members, the use of community resources, legal aspects of patient care, and the integration of research findings into clinical practice.

Prerequisites: Successful completion of all previous semesters
Cm120 – INTRODUCTION TO ENGLISH COMPOSITION (3 CREDITS)
This course is offered in the fall semester of the first year. It introduces and provides practice in the art of writing expository prose and the methods of writing research papers. There are readings of short prose and essays by distinguished writers. All written work, including examinations, tests the student’s ability to write clearly and with an understanding of what they have read. Emphasis is on objectivity, accuracy, clarity of expression, logical organization and the elimination of grammatical and mechanical errors.
Prerequisite: None

Bi171 – ANATOMY AND PHYSIOLOGY I (4 CREDITS)
This course is offered in the fall semester of the first year. Emphasis is placed on the structure and function of the major systems of the human body and its variations from the normal. The cellular, embryological, and genetic bases of structure and function are also considered. Includes laboratory.
Prerequisite: None

Bi172 – ANATOMY AND PHYSIOLOGY II (4 CREDITS)
This course is offered in the winter semester of the first year. Emphasis is placed on the structure and function of the major systems of the human body and its variations from the normal. The cellular, embryological, and genetic bases of structure and function are also considered. Includes laboratory.
Prerequisite: Anatomy and Physiology I

Bi161 – MICROBIOLOGY (4 CREDITS)
This course is offered in the winter semester of the first year. Students learn the biology of bacteria and viruses, their morphology, physiology and ecology, as well as the role of microorganisms in disease and the principles of immunology. Includes laboratory.
Prerequisite: None

Ps151 – INTRODUCTION TO PSYCHOLOGY (3 CREDITS)
This course is offered in the fall semester of the first year. There is exploration of the methods and applications of psychology, and an introduction to research techniques, concepts, theories, and findings about normal and abnormal behavior.
Prerequisite: None

Ps235 – LIFE SPAN DEVELOPMENT (3 CREDITS)
This course is offered in the spring semester of the first year. It is a comprehensive examination of the basic principles, stages and aspects of human growth and development from birth to senescence.
Prerequisite: Ps151 – Introduction to Psychology

So121 – INTRODUCTION TO SOCIOLOGY (3 CREDITS)
This course is offered in the fall semester of the second year. It explores sociology as a practicing profession and scientific discipline, with an introduction to research methods, concepts, theories and findings about the social world and their application.
Prerequisite: None

P1100 – INTRODUCTION TO PHILOSOPHY (3 CREDITS)
This course is offered in the fall semester of the second year. Students learn the origins of the principal philosophical problems in Western civilization and various speculations to resolve them. The central topics are knowledge, nature, being, God, man and values.
Prerequisites: None

P1254 – CONTEMPORARY ISSUES IN BIOETHICS (3 CREDITS)
This course is offered in the winter semester of the second year. It is intended to develop students’ decision-making skills as they encounter the moral dilemmas that accompany control over birth and death, genetic engineering, human experimentation, the AIDS crisis, and the allocation of scarce medical resources.
Prerequisite: Pl 100 – Introduction to Philosophy

AR127 – INTRODUCTION TO VISUAL ARTS (3 CREDITS)
This course is a comprehensive study of art history, focusing on important masterpieces, styles and significant artists. By examining painting, sculpture, and architecture, students realize the importance of art in society.
Prerequisite: None
Clinical Simulation

Clinical simulation provides and promotes a safe environment for experiential learning. The nursing faculty is committed to providing multiple levels of patient care scenarios across the curriculum to integrate the application of required knowledge, skills, critical thinking, ethical decision-making, clear communication skills, cultural sensitivity awareness, and professionalism. Holy Name is at the forefront of technology with a learner-centered focus and our introduction of simulation pedagogy into the curriculum.

Simulation allows students to respond in real time to patient situations in an environment where replication is safe and fosters life-like learning scenarios. The goal of simulation learning is accuracy and competency development of skills before the student enters the clinical arena. Teaching and learning in our simulation lab presents evidence of interdisciplinary collaboration through our programs and use of subject matter experts to provide an educational atmosphere conducive to knowledge acquisition.

Scenarios are created that can range from common medical conditions to critical situations. These scenarios offer students the opportunity to learn and correct interventions. Nursing faculty provide guidance and support throughout the learning process and encourage constructive and accurate self-evaluation regarding nursing care.

Students are advised that the information in this catalog is subject to change at the discretion of the School of Nursing, which reserves the right to add, amend, or revoke any of its regulations, policies, and programs, in whole or in part, at any time. The contents of this catalog do not constitute a contract between Holy Name Medical Center School of Nursing and an applicant for admission.
School of Licensed Practical Nursing

The School of Licensed Practical Nursing was established in 1972 and promulgates a philosophy and mission consistent with that of Holy Name Medical Center.

In order to prepare the student for a nursing role in our ever-changing society, emphasis is placed on sound nursing theory, closely supervised clinical experience, and the student’s development as a person.

ACCREDITED BY:
New Jersey Board of Nursing
124 Halsey Street
Newark, NJ 07101
973-504-6430
www.state.nj.us.lps/ca/medical/nursing.htm

APPROVED BY:
New Jersey Department of Education under Federal Public Laws 550 and 634

INQUIRIES:
Admission Office
Holy Name Medical Center School of Nursing
690 Teaneck Road
Teaneck, NJ 07666
Telephone: 201-833-3005
Email: school@mail.holyname.org
Internet Address: www.schoolofnursing.info

“The LPN Program at Holy Name Medical Center has started me on my lifelong journey.”
Licensed Practical Nurse Program Philosophy

We, the faculty of Holy Name Medical Center School of Practical Nursing, believe that our mission, in harmony with the philosophy of Holy Name Medical Center, is to promote respect for the worth and uniqueness of the individual learner; to foster in the individual a search for peace, justice and moral values; to enhance the student’s appreciation of the dignity, individuality and spiritual dimension of humankind; and to create and maintain a culturally sensitive environment in which the development of each student as a person and as a practical nurse can take place.

The Orem Self-Care Model is seen by the faculty as an appropriate basis for nursing practice. There are three theories that comprise Orem’s framework: the theory of self-care, the theory of self-care deficit, and the theory of nursing system. The theory of self-care describes the requisites necessary to maintain self-care through a delicate balance between self-care abilities and self-care demands. The theory of self-care deficit explains the need for nursing. The theory of nursing system directs nursing actions.

We believe that nursing is a unique, humanitarian, practice-oriented discipline whose central purpose is providing a nursing system to assist individuals and their families with their health-related self-care requisites throughout the life cycle. Nursing’s basic concern is to assist culturally diverse individuals in preventing illness, restoring them to their maximum health potential and maintaining wellness; and, if that is not possible, to prepare and support them in the process of dying.

We believe nursing requires observing and reporting changes in a patient’s status and condition, assessing the physical and emotional state, formulating and implementing a plan for the provision of nursing care based on medical therapy, and integrating the services of other personnel.

We believe that education is the organized learning process through which a person assimilates knowledge, develops skills, establishes values and realizes potentials. Formal education must include clearly defined, measurable and obtainable goals. We assume the major responsibility for determining these goals, guiding learners in their achievement and creating the climate in which optimal learning becomes possible.

We believe that nursing education is a process through which judgment is developed as knowledge is accrued and competencies are acquired. The faculty assumes responsibility for providing guided systematic clinical experiences, classroom theory, and personal guidance and counseling for all students. Nursing education is a lifelong process in that the practitioner of nursing accepts responsibility for independent study and continuing education.

We believe that the graduates of Holy Name Medical Center School of Practical Nursing are prepared as responsible and accountable nursing care providers for patients with prevalent health deviations in structured settings. Their scope of practice centers on direct patient care and is defined by the roles of direct care provider and patient advocate, consistent with contemporary beliefs of the nursing profession. Graduates of this educational program are eligible to seek licensure as practical nurses and function as beginning practitioners within structured acute, intermediate, long-term, and ambulatory healthcare facilities.

To achieve these goals, the School requires its students to achieve a high level of excellence in both the academic and clinical areas. We will also seek to provide the base on which future knowledge will be built because change is rapidly occurring in nursing responsibilities and health delivery systems. Our nurses will have an education that allows them to practice nursing in a variety of settings and to utilize critical thinking skills.
Licensed Practical Nurse Program Goals

Based upon its mission, and in harmony with its philosophy, the School of Practical Nursing prepares graduate nurses who:

1. Will function as beginning practitioners within structured acute, intermediate, long term and ambulatory healthcare facilities.

2. Are accountable for personal and professional behavior and growth.

3. Have respect for human rights, social justice and the dignity of all individuals, sick or well.

4. Contribute to the health and welfare of the community.

“Having Holy Name Medical Center as our clinical base makes all the difference in the world.”
Curriculum

The curriculum of Holy Name Medical Center School of Practical Nursing is developed in accordance with the philosophy and goals of the School and provides for the education of the student as a practical nurse and as a person. The curriculum design is based on a synthesis of constructs, definitions and propositions from Orem’s self-care theory. The program extends over the period of one year. The nursing courses involve classroom instruction, as well as clinical experiences, which are supervised by the faculty of the School of Practical Nursing.

CURRICULUM OBJECTIVES

1. Use the nursing process to give direct care to individuals and groups of patients with any type of well-defined health deviation or self-care requisite.

2. Acquire and apply knowledge and skills based on theory and rationale, in administering care to the patient.

3. Reinforce and review teaching plans for individuals and groups of clients using the teaching-learning process that has previously been developed.

4. Establish professional interpersonal relationships/communication with the patient, family and members of the healthcare team.

5. Coordinate the care of individuals and groups of patients with health deviation or self-care requisites and meet their therapeutic self-care demands.

6. Demonstrate an understanding of patients’ rights, privacy, confidentiality and safety.

7. Provide culturally sensitive nursing care that respects and is compatible with each patient’s ethnicity.

8. Follow the code of ethics for nurses and make appropriate ethical and legal decisions.

9. Be analytical, critical and independent thinkers.

10. Maintain or retain accountability for personal and professional growth.

11. Function within the scope of standards of care for Licensed Practical Nurses.
General Information

STUDENT SERVICES
The faculty of Holy Name Medical Center School of Nursing believes that positive learning environments increase persistence and retention of students and enhance the likelihood that the student will develop habits to encourage lifelong learning, a characteristic of successful nursing professionals. The School of Nursing offers health services, academic advisement, and functional/psychological support services to facilitate intellectual and personal growth of the student.

STUDENT ADVISEMENT
The purpose of student advisement is to assist students in setting academic goals, and to provide encouragement and support as they move through their academic journey. Through timely advisement, students are assisted as they develop, identify, and fulfill their goals to complete the nursing program in a timely and judicious manner.

All faculty are available to students for academic advisement throughout the school year. Students are urged to take advantage of faculty office hours for academic assistance. At any other time, students may seek assistance from any faculty member of their choice. Students achieving a grade of 78% or below on two consecutive nursing exams are required to meet with an instructor from their current course for academic counseling.

HEALTH SERVICES
The student health program consists of annual tuberculin testing, health counseling, flu vaccination, and the treatment of minor illness. Health promotion and wellness is a thread woven throughout student services and a website has been developed to support healthful living within our school community.

FUNCTIONAL/PSYCHOLOGICAL SUPPORT
Functional/psychological support services at the School of Nursing create a student-friendly atmosphere conducive to learning, to promoting student self-esteem and feelings of self-worth (important elements of persistence), and to establishing a healthy co-learning environment. These goals are supported by the faculty of the School of Nursing along with the psychologists and nursing professionals who work with our students to provide assistance as needed.

DRUG SCREENING
In keeping with the mandate to uphold the highest standards of patient safety and to maintain quality nursing practice, the School has adopted a drug-free environment. Therefore, as a condition of admission, each candidate will be required to submit to a drug test and if requested, to have additional tests once enrolled.

Admission to the School of Nursing is contingent upon clearance following the criminal background check and results of drug screening.

SPIRITUAL OPPORTUNITIES
Students of all denominations are encouraged to develop their spiritual lives in accordance with their own religious philosophy. Holy Name Medical Center’s Pastoral Care Department is available to all students on a personal basis. Students are welcome to participate in the liturgies offered throughout the year. Mass is offered daily in the Medical Center Chapel.

JOB PLACEMENT SERVICES
Human Resources and Nursing Administration provide information and employment resources for the nursing students. Students are given the opportunity to attend nationally sponsored job fairs, and all literature from nurse recruiters is posted in the Medical Center.

STUDENT ACTIVITIES
The School of Practical Nursing considers that participation in extra-curricular activities plays an important part in the formation of a licensed practical nurse. Self-direction and leadership skills are promoted through membership in the Student Organization. Social functions are planned according to the students’ wishes and with approval of faculty advisors.

LIBRARY
The Nursing and Medical libraries at Holy Name Medical Center provide students with opportunities to achieve academic success. The libraries have a wide range of materials to support the School of Practical Nursing curriculum. An extensive collection of journals, textbooks and electronic databases are available for students. The Nursing Library has a computer lab with wireless Internet connection to support the academic progress of students. Computer programs to support every nursing course, as well as programs to prepare the students for the NCLEX examination, are also available.
Admission Requirements

GENERAL REQUIREMENTS

1. Completion of the Application for Admission form and submission of the non-refundable application fee.

2. Official transcript from High School or a Graduate Equivalency Diploma (G.E.D.), including completion of the following courses:
   a. English Reading and Comprehension – 4 years
   b. Mathematics – 2 years
   c. General Science

3. Results of the Test of Essential Academic Skills (TEAS) – a score in the 65th percentile or above (program percentile rank) in all areas is preferred.

4. Official transcripts from all previous colleges attended, where applicable, regardless of length of attendance.

5. Two professional references, i.e., teacher, guidance counselor, employer, to be submitted only on the form provided by Holy Name Medical Center School of Practical Nursing.

6. Evaluation of educational transcripts by World Education Services for students educated in a foreign country.

7. Personal interview of prospective candidates after meeting required admission standards.

8. Students must be physically capable of fulfilling the objectives of the nursing program. The School will make reasonable accommodations to assist a student with a disability in advancing through the program. Students should have sensory function adequate for client assessment and care, and must possess the physical status to provide all aspects of nursing care in a safe manner.

9. In compliance with the Americans with Disabilities Act of 1990, the School of Practical Nursing will make reasonable accommodations for students with learning disabilities. These accommodations may include allowing students additional time to complete examinations. The need for special accommodations must be made known during the admission interview and the student must provide evidence of same in writing prior to the beginning of the program.
Articulation for the Licensed Practical Nurse to Registered Nurse Program

1. A licensed practical nurse may apply to Holy Name Medical Center School of Nursing, which offers a diploma in nursing, and an Associate of Applied Science in Health Sciences from Saint Peter’s University. The licensed practical nurse receives credit for the first nursing course (Fundamentals of Nursing). The applicant will be required to take the LPN STEP exam and achieve a score of at least 75%.

2. Applicants must bring their LPN license with them to be accepted into the STEP exam.

3. Applicants are required to have successfully completed (grade of C or better) the following courses at an accredited college: English Composition (3 credits), Intro to Psychology (3 credits) and Anatomy and Physiology I (4 credits) before acceptance to Holy Name’s Articulation Program. Other college courses taken and successfully completed (grade of C or better) that are in our curriculum may be transferred. Transfer of college credits will be awarded based on the similarity in content to Saint Peter’s University course descriptions.

4. Applicants are required to audit Health Assessment and Pharmacology I in the fall semester of the academic year they enter the program.

5. Applicants are required to complete at least five semesters of study at Holy Name Medical Center School of Nursing in order to become eligible for graduation.

6. An interview with a member of the Admissions Committee is required.

7. Applicants will be required to take a transition seminar to assist in orientation to the RN program.

8. Acceptance into the LPN to RN program is based on limited availability.

TRANSITION SEMINAR FOR LPN, TRANSFER AND RETURNING STUDENTS ONLY

LPN and transfer students will be oriented to Holy Name Medical Center School of Nursing and Holy Name Medical Center. This seminar will be given at the beginning of Parent-Child Health Nursing.

The seminar is designed to introduce the LPN to the role of an RN student, as well as to emphasize to the transfer student the School’s policies and procedures. The philosophy, goals, objectives, policies and procedures of Holy Name Medical Center School of Nursing are presented. The student is introduced to Orem’s Conceptual Framework and its application to the nursing process utilizing the Holy Name Medical Center School of Nursing format.

Medical Center policies pertaining to charting and other procedures are reviewed. Skills are evaluated and, when necessary, simulated experiences are provided to improve performance. Six (6) hours are allotted for the completion of this seminar.

OBJECTIVES

At the completion of the seminar, the student will:
• Demonstrate knowledge of the Nursing Process.
• Demonstrate knowledge of Orem’s Self-Care Deficit Theory of Nursing.
• Demonstrate knowledge of the Holy Name Medical Center School of Nursing format and procedures for written patient care plans.
• Have been introduced to the Holy Name Medical Center format for documentation of patient care.
• Demonstrate knowledge of test-taking skills and study techniques.

A math worksheet must be completed and individual remediation is offered to the student who may have difficulty with math. Skills are evaluated and, when necessary, simulated experiences are provided to improve performance.

All correspondence (transcripts, references, applications) and questions should be directed to:

Admissions Office
Holy Name Medical Center School of Nursing
690 Teaneck Rd., Teaneck, NJ 07666
Phone: 201-833-3005 • Fax: 201-833-7209
Email: school@mail.holyname.org
Classes for the LPN Day Program begin annually in September; the LPN Evening Program begins annually in May. The admission procedure includes:

**APPLICATION FORM**
The applicant must submit a completed application form with a non-refundable application fee.

**PRE-NURSING ENTRANCE EXAMINATION (TEAS)**
The Test of Essential Academic Skills (TEAS), a standardized pre-nursing entrance examination, is administered to measure general academic ability. Essential math skills, reading comprehension, test-taking skills and learning styles are included in the examination. Candidates will be pre-registered for the examination. The fee for the examination is paid with the registration and is non-refundable. A need for special accommodation for the TEAS must be made known at the time of application. The TEAS entrance exam may only be taken once in two years.

**TRANSCRIPTS**
Applicants should request that an official copy of their high school transcript, and where applicable, their college transcript, be forwarded to the Holy Name Medical Center School of Practical Nursing. Applicants who possess a high school equivalency diploma should have an official copy of their certificate, together with the scores obtained, forwarded to the School of Practical Nursing.

**PERSONAL INTERVIEW**
The applicants will receive notification regarding an interview with a member of the Admissions Committee. Completed applications will be considered in the order in which they are received. Applicants are notified in writing of the decision of the Admissions Committee.

**HEALTH REQUIREMENTS**
A complete physical examination—including 2-step Mantoux Test, CBC, urinalysis and dates of immunizations—is required before actual admission to the School of Practical Nursing. All necessary forms are forwarded to the applicant soon after
notification of acceptance to the
School. Health forms and proof of
immunizations must be submitted to
the School before the first day of class.
We strongly advise all students to have
health insurance, proof of which must
be brought to the School of Nursing
Health Officer, who will file it with the
student’s health record. The School does not provide insurance.

PROFESSIONAL LIABILITY INSURANCE
All students are required to carry current liability insurance.

CRIMINAL BACKGROUND CHECK INFORMATION
Pursuant to The Joint Commission Standard (HRT-20), it is
now a mandatory requirement that a criminal background
check be completed on all students before acceptance into
the School of Nursing. The School informs the student that a
criminal history background check, including fingerprinting, is
a prerequisite to licensure.

“For me, it’s all about the small class size and individualized attention in the
LPN program.”

DRUG SCREENING
In keeping with the mandate to uphold the highest standards
of patient safety and to maintain quality nursing practice, the
School of Nursing has adopted a drug-free environment.
Therefore, as a condition of admission, each candidate will
be required to submit to a drug test and if requested, to have
additional tests once enrolled.

Admission to the School of Practical Nursing
is contingent upon clearance from the criminal
background check and results of drug screening.
Financial Aid Policies

STUDENT ELIGIBILITY
To receive aid from the student aid programs, a student must:
• Demonstrate financial need.
• Have a high school diploma or a General Education Development (GED) Certificate.
• Be a U.S. citizen or eligible non-citizen.
• Have a valid social security number.
• Meet satisfactory academic progress standards.
• Certify that she/he will use federal student aid only for educational purposes.
• Certify that she/he is not in default on a federal student loan and that she/he does not owe money on a federal student loan.
• Register with Selective Service, if required.

A student must maintain satisfactory academic progress, qualitative and quantitative, to continue to be eligible to receive financial aid. Satisfactory academic progress means that the student must complete all courses each semester, achieving the required grade according to the Curriculum Organizational Plan.

There are a limited number of partial scholarships made available to the School of Nursing. Scholarship awards are based on availability of funds, academic performance, and financial need. All are subject to the criteria set forth by the donor. Applications are available in the Financial Aid Office, 201-833-3004.

ENTRANCE/EXIT INTERVIEWS
A student must participate in an entrance counseling session prior to disbursement of any loan funds. A student must participate in an exit counseling session prior to graduation or withdrawal from the program.

APPLYING FOR FINANCIAL AID
Students accepted into Holy Name Medical Center School of Nursing who are interested in applying for financial aid must complete a Free Application for Federal Student Aid (FAFSA) form for each calendar year. The form can be completed online (www.FAFSA.ed.gov), or mailed to the Federal Student Aid programs. The School may also require additional financial documents from all students applying for financial aid. The School code for Holy Name Medical Center School of Nursing is 006417.

FINANCIAL ASSISTANCE
The School participates in the following programs:
1. A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are available to eligible undergraduate students who have not earned a bachelor’s or professional degree. Pell grants provide a “foundation” of financial aid to which other federal and non-federal sources may be added.

2. The Federal Direct Loan Program: Federal Direct Subsidized and Federal Direct Unsubsidized Stafford Loans are low-interest loans made to eligible students attending school at least half-time. Federal Direct PLUS Loans enable parents with good credit histories to borrow for each dependent student who is enrolled at least half-time.

3. Partial Scholarships: Partial scholarships are awarded based on the student’s financial need, and are incentive based. Occasionally, scholarships are awarded based solely on merit. Scholarship applications are reviewed and awarded quarterly by the Scholarship Committee and the following criteria apply:
   • Need Based – The student must file the FAFSA and complete a financial aid appointment to determine need.
   • Incentive Based – The student must demonstrate strong academic potential in theory and clinical practice (minimum grade of 2.0 in all courses).
   • Donor Restrictions – The student must meet the requirements designated by the scholarship donor.
   • Availability of Funds – Awards are limited by the time at which the School receives the award funds, the amount awarded and the number of students meeting the above criteria.

Students who are selected by the Scholarship Committee to receive a scholarship amount will receive notification via email and/or mail. Recipients are required to write a letter of thanks to the donor before any scholarship funds are disbursed to their student account card. All recipients’ financial aid awards must be reviewed to determine whether a partial scholarship will create a potential over-award in federal funds. Loans may be reduced by the scholarship amount if an over-award is determined by the Financial Aid Officer.

Information received by Holy Name Medical Center School of Nursing regarding miscellaneous outside scholarships is available in the Financial Aid Office, and published on Blackboard©.

4. There are alternative loan programs if Stafford loan limits are insufficient.

FINANCIAL OBLIGATION
Final exams may not be taken and requests for transcripts may not be honored until the student meets all financial obligations.
ATTENDANCE - CLASSROOM AND CLINICAL
Students are expected to attend ALL classes and clinical experiences as scheduled. Students are accountable for all materials presented in class, scheduled experiences and all assignments. All written assignments are to be submitted on time. Students are expected to be present at all clinical experiences. Clinical absenteeism is subject to additional clinical hours at the end of the semester.

All students are responsible for providing their own transportation when attending clinical experiences scheduled in affiliated agencies.

GRADING POLICY
Grades are assigned on a numerical grade point average system which is based on the percentage of the total raw score of all tests given in a nursing course:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>A Superior</td>
</tr>
<tr>
<td>3.5</td>
<td>B+ Excellent</td>
</tr>
<tr>
<td>3.0</td>
<td>B Very Good</td>
</tr>
<tr>
<td>2.5</td>
<td>C+ Average</td>
</tr>
<tr>
<td>2.0</td>
<td>C Passing</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>1C</td>
<td>Incomplete</td>
</tr>
<tr>
<td>1P</td>
<td>Pass</td>
</tr>
<tr>
<td>WA</td>
<td>Student stopped attending without a formal withdrawal</td>
</tr>
<tr>
<td>WD</td>
<td>Formal withdrawal from a class</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal while failing</td>
</tr>
</tbody>
</table>

PROMOTION AND SATISFACTORY ACADEMIC PROGRESS
Students must achieve a grade of 2.0 in all nursing and college courses. In addition, students must achieve a “satisfactory” clinical grade in each nursing course.

HONOR ROLL
Semester Honor Roll: Any student with the grade point average of 3.5 or better will be eligible.

At graduation, it will be announced if a student has a one (1) year average of:

<table>
<thead>
<tr>
<th>Average</th>
<th>Honor Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.85 - 4.00</td>
<td>Summa Cum Laude</td>
</tr>
<tr>
<td>3.70 - 3.84</td>
<td>Magna Cum Laude</td>
</tr>
<tr>
<td>3.50 - 3.69</td>
<td>Cum Laude</td>
</tr>
</tbody>
</table>

In compliance with Public Law 93-380, Section 438, the Family Educational and Privacy Act of 1974 (FERPA), protects the student’s rights by setting strict limits on disclosure of the student’s educational records without the consent of the student. Grades or any other protected information will not be disclosed without the written consent of the student.

Other symbols used in the official recording of grades include:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Course audited; no credit</td>
</tr>
<tr>
<td>IC</td>
<td>Incomplete in course requirements</td>
</tr>
<tr>
<td>IP</td>
<td>In progress; course runs beyond the normal end of term</td>
</tr>
<tr>
<td>IT</td>
<td>Incomplete because of late submission of grade by instructor</td>
</tr>
<tr>
<td>P</td>
<td>Pass without a specific grade being given</td>
</tr>
<tr>
<td>WD</td>
<td>Formal withdrawal from a course</td>
</tr>
<tr>
<td>FA</td>
<td>Student stopped attending course without formal withdrawal, neglected to complete course work and arrange with the instructor for a designation of IC, or exceeded the number of permitted absences. Assignment of the grade of FA is at the discretion of the instructor.</td>
</tr>
</tbody>
</table>

Students must achieve a 2.0 grade in all courses.

GRADUATION REQUIREMENTS
• Candidates for graduation must receive a cumulative grade point average of 2.0 in all courses and “satisfactory” in all clinical performances.
• Candidates for graduation must satisfactorily complete all the requirements of the Learning Contract.
• All course requirements, outstanding debts, tuition and financial aid exit interviews must be satisfied prior to graduation.
• A graduate of the Holy Name Medical Center School of Practical Nursing is eligible to sit for the National Council of State Boards’ Licensure Examination (NCLEX-PN).

LEAVE OF ABSENCE/WITHDRAWAL
Students in good academic standing sometimes find that they must interrupt their studies because of personal reasons. A leave of absence may be granted upon written notification to the Director of the School. The appropriate form must be completed.

Students wishing to withdraw from the program are required to communicate their decision in writing to the Director of the School prior to withdrawal. An exit interview will be scheduled with the student to discuss unfinished business with the Registrar and the Financial Aid Officer.
POLLICY FOR WITHDRAWAL FROM NURSING COURSES
Any student who withdraws from a nursing course after the tenth (10th) week of a 16-week semester or after the fourth (4th) week of a 6-week semester with a failing average will be considered to be a withdrawal/failure status.

Any student who withdraws from a nursing course before the tenth week of a 16-week semester or fourth week of a 6-week semester, regardless of their academic standing, will be considered a withdrawal status.

The withdrawal/failure enables the student to be readmitted one time only (barring no previous failure from a nursing course). Readmission will depend on the student’s academic and clinical performance, professional behavior, and ability to benefit from repeating the course.

DISMISSAL
Students may be dismissed from the School for failure to comply with the requirements and regulations as stated in the Student Handbook. Prior to final action, students may represent themselves at a meeting with the Director and Faculty.

READMISSION POLICY
Students who fail a course may be readmitted one time only. Readmission will depend on the student’s academic and clinical performance, professional behavior, and ability to benefit from repeating the course. Students who withdraw, passing or failing, from the program may be readmitted one time only depending on the student’s academic and clinical performance, professional behavior, and ability to benefit from repeating the course.

The readmission procedure includes:
- New admission application
- Personal interview
- Completion of suggested program to assist student with achieving course objectives and thus benefit from returning to the School
- CBC, PPD, urinalysis
- Criminal background check
- Drug screening

Please note:
- Readmission is contingent upon the availability of space.

VACATION AND HOLIDAYS
Classes and clinical practice are based on an academic calendar, and recesses are planned at intervals throughout the year.
Course Descriptions

N010 – Fundamentals of Nursing
Fundamentals of Nursing is an introduction course to the practice of nursing. The student is taught basic theory, scientific principles, and skills of nursing practice in acute care settings. Emphasis is also placed on the beginning use of the nursing process, the role of the nurse within the healthcare system and identifying health deviations in the adult.

Clinical experience is provided through the utilization of the nursing skills laboratory and Medical Center medical-surgical units. The hours of supervised clinical experience are gradually increased to coincide with students’ acquisition of skill and knowledge.

Fundamentals of Nursing is taught during the first fifteen (15) weeks of the program.

N011 – Anatomy and Physiology
This course is designed to provide the student with a knowledge of the normal structure and function of the body cells, tissues, organs and systems, including interrelationships of the body systems and proper terminology.

N012 – Vocational Adjustment and Contemporary Health Issues
The purpose of this course is to acquaint the student with the members of the health team and interpersonal relationships with team members and patients. Students learn the history of practical nursing and the legal and ethical responsibilities of the practical nurse. The course also provides an understanding of health problems and possible solutions in today’s society.

N013 – Nutrition and Diet Therapy
This course focuses on the basic principles of nutrition. The seven essential nutrients are individually presented. The emphasis is placed on definition of the nutrient, its specific role in maintenance of healthy body functioning, and its dietary sources. The Food Pyramid will be introduced as the basic nutritional blueprint incorporating all the essential nutrients in correct proportions. Nutrition for various age groups is discussed, along with diet therapy to maintain healthcare requirements.

N014 – Growth and Development
This course is designed to acquaint the student with the major developmental periods in the average life span, using Erikson’s “Eight Stages of Man” as a framework. In each of these major periods the emphasis is placed on normal growth and development patterns, including the characteristic physical, emotional, social and cultural aspects that may affect personality development. Concurrently, the student learns that at each developmental stage of life, there are different, yet appropriate, ways of defining health as well as variations in approaches to health maintenance and prevention of illness.

N015 – Introduction to Pharmacology
The purpose of this course is to introduce the student to basic pharmacology, including history, sources, types of drug preparations, regulation of drugs, standard references, review of arithmetic, mathematics of drugs and solutions, systems of weights and measures, and legal responsibilities.

The student then learns specific information about medications correlated to the medical-surgical portion of the curriculum. Special emphasis is placed on: medication name,
action, side effects, indications and contraindications, nursing implications and drug interactions. The nursing process is emphasized with the administration of medications.

N020 – PSYCHIATRIC NURSING
This course is designed to assist the student in developing sound concepts of mental health and his/her role in the mental health effort. An awareness of mental illness, its treatment, and relationship to all areas of nursing shall be included.

N021 – MEDICAL SURGICAL NURSING I
This course is designed to acquaint the learner with the broad classification of disease (e.g. chronic, acute, congenital, etc.) and with those symptoms of illness shared by many patients regardless of their diagnosis. The significance of each symptom and the nurse’s responsibility for patient care will be stressed. This course will be a foundation for the clinical teaching of medical and surgical nursing.

N030 – MATERNAL AND CHILD HEALTH NURSING
Maternal-Child Health Nursing provides the student with knowledge concerning nursing care during the childbearing and child-rearing phases of the life cycle. The nursing process is utilized identifying care during the normal processes of childbearing, and during specific phases of human growth and development.

The focus of Maternal-Child Health Nursing is on the well child. A system-by-system review will be undertaken to explore the disease process as it affects children.

N041 – MEDICAL SURGICAL NURSING II
The purpose of this course is to emphasize the care of the medical surgical patient with the student having a more autonomous role. The knowledge regarding disease processes and application of the nursing process is also emphasized. The clinical experience that correlates with theory includes more complex patient situations. Critical thinking skills, prioritizing, ethical and legal issues, documentation, and working with other members of the healthcare team are concepts that are interwoven throughout this course.

Students are advised that the information in this catalog is subject to change at the discretion of the School of Practical Nursing, which reserves the right to add, amend or revoke any of its regulations, policies and programs, in whole or in part, at any time. The contents of this catalog do not constitute a contract between Holy Name Medical Center School of Practical Nursing and an applicant for admission.
Serving a diverse student body, the Holy Name Medical Center School of Nursing is one of the most respected coeducational diploma schools in New Jersey. Financial aid is available to eligible students for both programs.