

Bachelor of Science
with a
Major in Nursing
Academic Student
Handbook



St. Joseph's College
NEW YORK

Revised

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Bachelor of Science Nursing Program

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Welcome to the Undergraduate Nursing Program of St. Joseph's College. Throughout our history, we have been committed to helping individuals develop the knowledge, values and skills needed to meet the demands of a rapidly evolving health care environment.

Our mission, to advance lifelong learning and a spirit of inquiry, will enrich personal and professional growth imbued with integrity, responsibility and service.

The St. Joseph's College Bachelor of Science with a Major in Nursing Academic Handbook serves as a reference, containing orientation information, and an overview of those policies, practices and professional behaviors that govern the nursing program. This handbook is to be used in conjunction with the St. Joseph's College student catalog, handbook and code of conduct.

We wish you all the best in your academic and professional pursuits.

The Director, Nursing Faculty and Staff

I. Introduction

PURPOSE

The purpose of the *BS in Nursing Academic Handbook* is to communicate important information and promote effective operation of the baccalaureate program in St. Joseph's College Department of Nursing. General college policies, as well as information about advising, resources, and operations can be found in the *Adult Undergraduate Student Handbook*. Academic policies that apply to all students enrolled in St. Joseph's College are found in the *Undergraduate Catalogue*.

Students are responsible for being familiar with information contained in this handbook. Failure to read these sources will not excuse students from abiding by policies and procedures described in them.

The Department of Nursing reserves the right to make changes in its policies and procedures, and in other information in the *BS in Nursing Academic Handbook* as deemed appropriate and necessary. All changes will be communicated promptly to students, faculty, and staff.

The *BS in Nursing Academic Handbook* is reviewed annually for the use of administrators, faculty, students, and staff. Suggestions regarding clarification or addition of topics are welcome.

DEPARTMENT OF NURSING MISSION STATEMENT

The Mission of the Department of Nursing is to provide professional nursing education at the undergraduate level that develops and supports a learner-centered environment that ignites a spirit of inquiry and a commitment to lifelong learning and reflective practice. The program supports active engagement in multiple ways of knowing, while integrating nursing knowledge, related sciences, and the humanities to refine nursing practice. Through the intentional use of transformational experiences across the curriculum, the development of professional and personal identity in the ways of knowing and being is emphasized. In this way, the Nursing Department supports the College mission of preparing each student for a life characterized by integrity, intellectual and spiritual values, social responsibility and service — a life that is worthy of the college's motto: *Esse non videri* — "To be, not to seem."

DEPARTMENT OF NURSING PHILOSOPHY STATEMENT

The Faculty believes that:

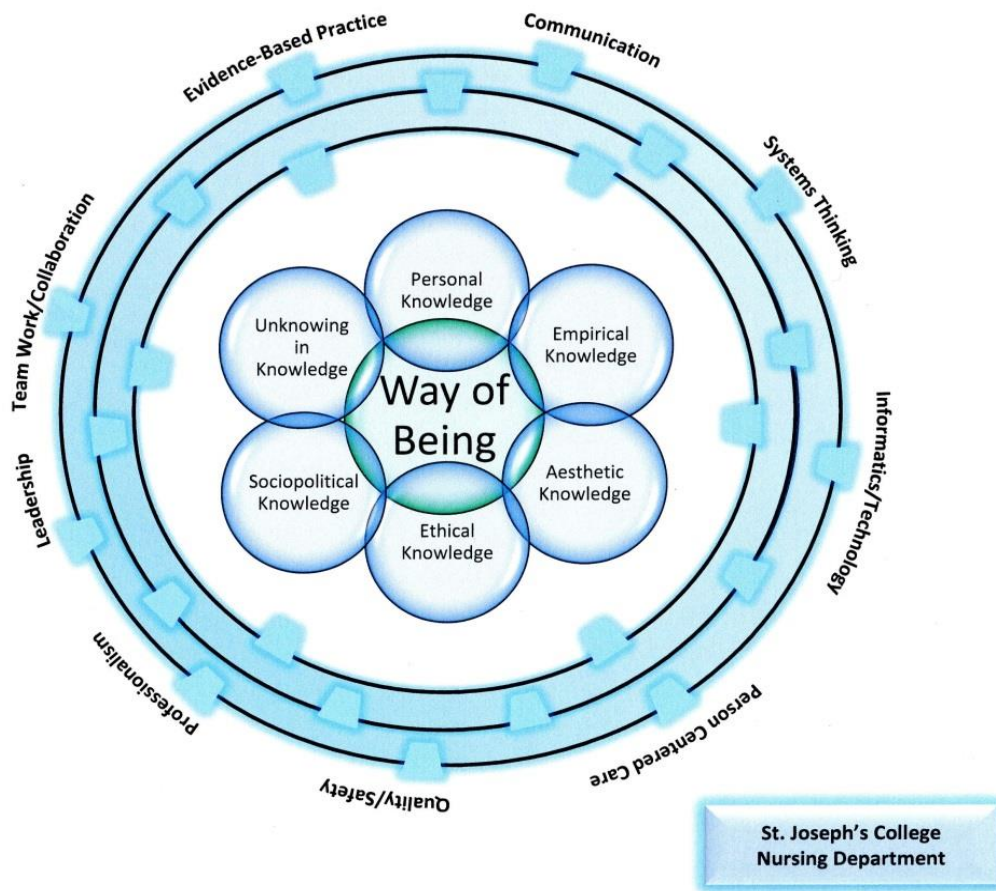
- Nursing is a scholarly discipline and a creative art that requires rigorous intellectual and ethical engagement with theoretical knowledge derived from the science of nursing, and the liberal arts and the sciences.
- Nursing practice is informed by multiple ways of knowing and being.
- Nursing education promotes a spirit of inquiry and a commitment to excellence through reflective practice.
- Nursing faculty and students comprise a community of learners who actively engage in a process of personal and professional transformation.
- The goal of nursing is the promotion of health across the continuum of individuals, families, groups, and communities while celebrating the richness of diversity.

DEPARTMENT OF NURSING MODEL: WAYS OF KNOWING AND WAY OF BEING

The theoretical framework of the Department of Nursing at St. Joseph's College provides a paradigm from which to organize knowledge in a meaningful and relevant manner. The purpose of the model is to demonstrate the nursing department's vision and commitment to the College's motto: "*Esse non videri*" – *To Be Seen and Not Heard*.

The model serves to guide the development and expression of knowledge, provide a professional and discipline identity, convey to others what nursing contributes to healthcare, and create expert and effective nursing practice.

At the core of the model is the *Way of Being*, which is informed by multiple ways of knowing; concepts that provide a foundation for professional nursing education and practice. The goal of the Department of Nursing is to prepare each student for a life characterized by integrity, intellectual and spiritual values, social responsibility, and service.



Definition of the Model Components

Personal knowledge emerges from an awareness of self and others. It includes personal and interpersonal experiences and is enriched through self-reflection and mutual engagement in nursing practice.

Empirical knowledge informs the science of nursing, is evidence-based, and guides nursing practice.

Aesthetic knowledge appreciates the diversity of the human experience through the beauty and creative expression of nursing practice.

Ethical knowledge encompasses beliefs, values, professional codes and standards that support deliberations and actions in nursing practice.

Sociopolitical knowledge promotes an appreciation of societal and political factors that impact nursing practice.

Unknowing in knowledge embraces a belief that knowledge is fluid and constantly evolving and emerging. It supports a spirit of inquiry that advances nursing science and practice.

Integral to the core and its related concepts, are the professional nursing competencies that are expressed throughout the programs' curriculum. In this visual representation, the outer ring demonstrates the philosophy of fluidity and flexibility in knowledge acquisition throughout your academic journey.

Definition of Nursing Competencies

Professionalism – consistently demonstrating altruism, excellence, caring, ethics, respect, accountability, civility, professional engagement, and lifelong learning.

Leadership – guiding individuals and groups toward the achievement of shared goals.

Team Work/ Collaboration – applying relationship-building values to function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision-making.

Evidence-Based Practice – integrating best current evidence with clinical expertise and patient/family preferences and values for the delivery of optimal health care.

Communication – engaging in effective interaction with patients, families, and communities and professional colleagues.

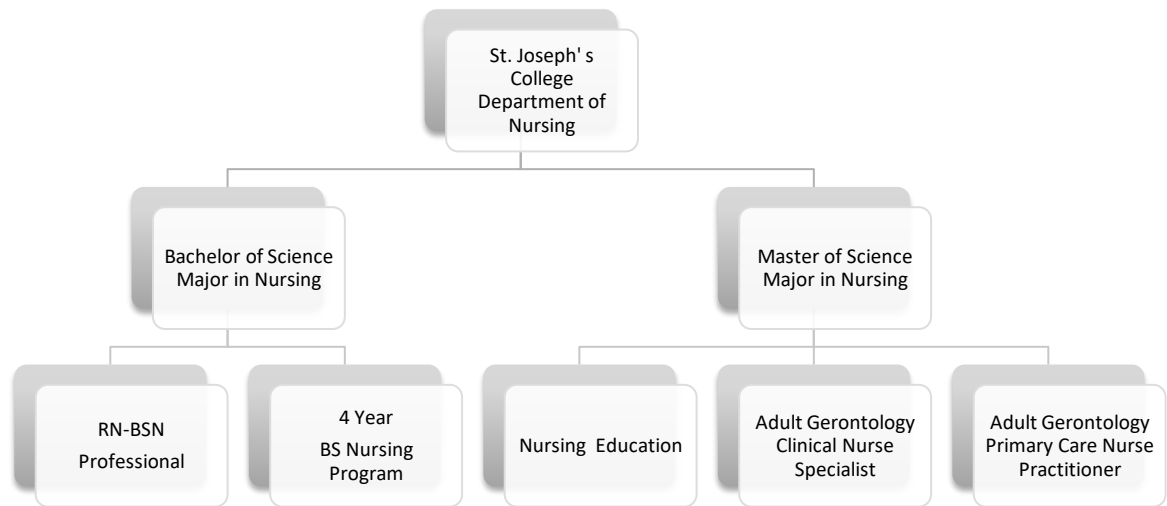
Systems Thinking – recognizing, understanding, and synthesizing the interactions, and interdependencies in a set of components.

Informatics/ Technology – integrating information and knowledge, with management of information and communication technologies.

Person-Centered Care – acknowledging and collaborating with the person. Designee in the provision and coordination of compassionate care that reflects the preferences, values and needs of the person.

Quality/ Safety – minimizing risk of harm to patients and providers through effective person-centered, efficient and equitable care.

Departmental Curricula Structure



ACCREDITATION

The Bachelor of Science (B.S.) with a major in nursing program at St. Joseph's College is accredited by the **Accreditation Commission for Education in Nursing (ACEN)**, and the **New York State Department of Education (NYSED)**.

Accreditation Information

Accreditation Commission for Education in Nursing Inc
3343 Peachtree Road NE
Suite 850
Atlanta, GA 30326
404.975.5000
www.acenursing.org

New York State Education Department
89 Washington Avenue
Albany, New York 12234
General Information (518) 474-3852
www.nysed.gov

II. UNDERGRADUATE CURRICULUM

Undergraduate Program Outcomes

The Baccalaureate prepared nurse will be able to:

- Synthesize theoretical and empirical knowledge from nursing and the liberal arts and sciences to provide a foundation for professional nursing practice
- Utilize leadership concepts, knowledge, and skills to promote safe, high quality care for diverse populations within complex organizational systems
- Integrate evidence from multiple ways of knowing to support excellence in nursing practice and inform clinical reasoning
- Implement a collaborative approach in developing partnerships to improve health care and to advance in developing partnerships to improve health care and to advance the profession of nursing
- Engage in a life characterized by integrity, intellectual and spiritual values, social responsibility, and service
- Communicate effectively through written, oral, behavioral, and technological methods

DEGREE REQUIREMENTS for 4-Year, BS in Nursing

- 128 credits are required for graduation. The lower division courses required for admission and the required courses of the upper division major in nursing comprise the required credits. At least 60 of the 128 credits must be in liberal arts.
- A minimum grade point average of 2.7 is required each semester as well as a cumulative grade point average of 2.7 for each semester.
- Maintaining full time student status (at least 12 credits each semester) while enrolled in the 4-Year, BS nursing program
- Students who have not registered for courses and who have not requested an educational leave of absence in writing to the Director, Department of Nursing will be considered an administrative withdrawal.
- Students must achieve a grade of B- or better in BIO 160, BIO 161, BIO 115, BIO 232, CHE 175, SCI 135 and MAT 151. A grade of C or better must be achieved in all other courses. A course may be repeated only once.
- Permission can be granted to take courses in other colleges, once the student is enrolled in St. Joseph's College, by completing the appropriate form. Courses cannot be taken elsewhere if the course is offered at St. Joseph's College in the designated semester.

DEGREE REQUIREMENTS for the RN-BS Program

Each student is responsible for knowing all degree requirements and for monitoring their academic progression toward the completion of the degree requirements.

- Nursing students must complete 128 credits to graduate. Lower-division courses required for admission and the required courses of the upper-division major in nursing comprise the required credits. At least 60 of the 128 credits must be in liberal arts.

- A minimum 2.0 grade point average is required each semester as well as a cumulative 2.0 grade point average for each semester.
- A grade of C or better must be achieved in all upper-division required courses.
- If a grade of C-, D+, D or F is received in a required upper-division course, the course may be repeated once upon the recommendation of the nursing faculty. A grade of C or higher must be earned the next time the course is offered.
- Students must complete all lower-division course requirements prior to registering for the third semester past admission.
- Students who have not registered for any courses for three consecutive semesters and who have not requested an educational leave of absence in writing to the nursing department director will be considered an administrative withdrawal.

National League for Nursing Mobility Profile II Tests –RN-BS Program

The National League for Nursing's Nursing Acceleration Challenge Exams (ACE) II RNBSN are used to evaluate nursing knowledge obtained from previous learning and experience for graduates of hospital diploma nursing programs. Successful scores on the tests validate 24 credits in nursing. These tests must be taken no later than the second semester after admission to the program.

NURSING CURRICULUM PLAN

Nursing, 4-Year, BS

Term: Fall 1

- BIO 160 - Anatomy and Physiology I 4 credits.
- ENG 103 - Writing for Effective Communication 3 credits.
- PSY 100 - Introduction to Psychology 3 credits.
- COM 140 - Computer Applications I 3 credits.
- SJC 100 - The Freshman Seminar 3 credits.

Term: Spring 1

- Elective: Core Curriculum Global Perspectives 3 credits
- BIO 161 - Anatomy and Physiology II 4 credits.
- PSY 130 - Life Span Development 3 credits.
- SPC 102 - Speech Communication 3 credits.
- SCI 135 - Nutrition and Personal Health 3 credits.

Term: Fall 2

- Elective: Core Curriculum Human Expressions, 3 credits
- CHE 175 - Principles of General, Organic, and Biochemistry 3 credits.
- BIO 115 - Introduction to Human Inheritance 3 credits.
- RS 168 - World Religions 3 credits.
- PHI 160 - Introduction to Ethics 3 credits.

Term: Spring 2

- Elective: Core Curriculum Global Perspectives 3 credits
- Elective: History 3 credits
- BIO 232 - Microbiology for the Health Sciences 4 credits.
- SOC 100 - Introductory Sociology 3 credits
- MAT 151 - Fundamentals of Statistics 3 credits.
- NU 201 - Way of Being 1 credit

Term: Fall 3

- NU 101 - Introduction to Professional Nursing Practice 6 credits
- NU 102 - Concepts of Patho/Pharmacology 3 credits
- NU 104 - Health Assessment 3 credits
- NU 209 - Nursing Care of Patients with Psychiatric Mental Health Needs 5 credits

Term: Spring 3

- NU 203 - Patho/Pharmacology II 3 credits
- NU 206 - Nursing Care of the Adult and Older Adult in Health and Illness I 6 credits
- NU 205 – Nursing Care of Childbearing Families 5 credits
- NU 221 - Evidence-based Practice and Nursing Research 3 credits

Term: Fall 4

- NU 208 - Nursing Care of Children, Adolescents and their Families 5 credits
- NU 231 - Nursing Leadership and Management 3 credits
- NU 207 - Nursing Care of the Adult and Older Adult in Health and Illness II 6 credits
- NU 215 - Nursing Informatics 3 credits

Term: Spring 4

- NU 211 - Transition to Professional Nursing Practice 3 credits
- NU 370 - Population-focused Care in Professional Nursing 5 credits
- NU 395 - NCLEX Review 1 credit.
- NU 399 - Senior Clinical Practicum 4 credits

The Nursing Component: 64 Credits

- NU 101 - Introduction to Professional Nursing Practice 6 credits
- NU 102 - Concepts of Patho/Pharmacology 3 credits
- NU 104 - Health Assessment 3 credits
- NU 201 - Way of Being 1 credit
- NU 203 - Patho/Pharmacology II 3 credits
- NU 205 - Nursing Care of Childbearing Families 5 credits
- NU 206 - Nursing Care of the Adult and Older Adult in Health and Illness I 6 credits
- NU 207 - Nursing Care of the Adult and Older Adult in Health and Illness II 6 credits
- NU 208 - Nursing Care of Children, Adolescents and their Families 5 credits
- NU 209 - Nursing Care of Patients with Psychiatric Mental Health Needs 5 credits
- NU 211 - Transition to Professional Nursing Practice 3 credits

- NU 215 - Nursing Informatics 3 credits
- NU 221 - Evidence-based Practice and Nursing Research 3 credits
- NU 231 - Nursing Leadership and Management 3 credits
- NU 370 - Population-focused Care in Professional Nursing 5 credits
- NU 399 - Senior Clinical Practicum 4 credits
- *NU 395 NCLEX Review Course 1 credit

Nursing, RN-BS

Humanities: 18 Credits

- English 3 credits *
- Speech 3 credits *
- Electives 9 credits
- GS 402 - Critical Thinking for Professionals 3 credits

Natural Sciences and Mathematics: 21-24 Credits

- Anatomy & Physiology 6-8 credits *
- Chemistry 3 credits *
- Microbiology 3-4 credits *
- BIO 331 - Pathophysiology 3 credits
- COM 140 - Computer Applications I 3 credits
- MAT 151 - Fundamentals of Statistics 3 credits

Behavioral/Social Sciences: 21 Credits

- Psychology 3 credits *
- Sociology 3 credits *
- Growth & Development 3 credits *
- PSY 150 - Group Dynamics and Communication 3 credits
- GS 400 - Adults in Transition 3 credits
- Electives 6 credits

Unrestricted Electives: 8-11 Credits

* Lower-division course requirements. Candidates are eligible to apply for admission after completing 24 credits of lower-division course requirements at a regionally accredited junior or senior college. CLEP challenge exams are available in selected science and liberal arts courses.

The Nursing Component: 31 Credits

- NU 301 - Way of Being 1 credit
- NU 302 - Nursing Informatics 3 credits
- NU 311 - Transition to Professional Nursing Practice 3 credits
- NU 351 - Health Assessment 4 credits.
- NU 401 - Relationship-Centered Care in Professional Nursing 3 credits.
- NU 411 - Population- Focused Care in Professional Nursing 3 credits.
- NU 421 - Nursing Research 3 credits
- NU 431 - Nursing Leadership 3 credits
- NU 451 - Contemporary Issues in Health 3 credits
- NU 455 - Capstone Course 5 credits.

Note(s):

The Department reserves the right to require an additional English writing course(s) at any point in a student's program if deemed appropriate based on the student's writing level.

Study Abroad/Global Studies

The Office of Global Studies provides opportunities for students in all programs to have a global learning experience. Their long- and short-term programs take students beyond the diverse ideas presented in the classroom, exposing them to a global environment of ideas, cultures and ways of life.

III. ACADEMIC INTEGRITY AND PERFORMANCE EXPECTATIONS

St. Joseph's College is committed to its mission of providing a strong academic and value-oriented education. To facilitate the educational and personal growth of its students, it is essential to maintain an appropriate environment.

The St. Joseph's College community recognizes that the development of responsible student behavior and conduct is fostered by education, guidance, admonition and adherence to College policies and regulations. The Code of Student Conduct establishes a set of policies, standards of behavior, regulations, procedures, sanctions and appeal processes to prevent, limit and correct actions that may impede, obstruct or damage the educational environment, and threaten the maintenance of order.

The College encourages the cooperation of all members of the campus community, both in and out of the classroom and through online communities. All students are expected to be familiar with the Code of Student Conduct. A lack of familiarity with College policies, standards of behavior and regulations specified in the Code of Student Conduct is not an acceptable excuse for non-adherence.

The Code and supporting materials have been developed to guarantee procedural fairness to students when there has been an alleged failure to abide by the policies and regulations of St. Joseph's College. All students will receive due process and student conduct outcome decisions will be based on an unbiased analysis of information conducted by a College Hearing Panel.

Academic Dishonesty

Academic dishonesty is any attempt by a student to submit 1) work completed by another person without proper citation or 2) to give improper aid to another student in the completion of an assignment, such as plagiarism. No student may intentionally or knowingly give or receive aid on any test or examination, or on any academic exercise, that requires independent work. This includes, but is not limited to using technology (i.e., instant messaging, text messaging, or using a camera phone) or any other unauthorized materials of any sort, or giving or receiving aid on a test or examination without the express permission of the instructor.

American Nurses Association (ANA) Code of Ethics

The Code of Ethics for Nurses was developed as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession.

Provision 1

The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2

The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3

The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4

The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5

The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6

The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7

The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8

The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principle of social justice into nursing and health policy.

American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Washington, D.C.: American Nurses Publishing, 2015

IV. PROGRESSION REQUIREMENTS

Progression in the 4-Year, BS Nursing Program is based on:

- Completion of all lower division course requirements (ENG 103, SPC 102, CHE 175, PSY 100, BIO 232, BIO 160 and 161, PSY 130, SCI 135, BIO 115, COM 140, MAT 151, PSY 160, RS 168, two Global Perspectives electives, History elective, Human Expressions elective, SOC 100, and NU 201) prior to registering for NU 101 is required or progress in the nursing program will be delayed until all are completed.
- Maintaining a minimum **semester and overall cumulative GPA of 2.7**
 - Students who do not achieve a semester or overall cumulative GPA of 2.7 will be placed on Academic Warning for the next semester at which time the student must achieve a semester and a cumulative GPA of 2.7 or be dismissed from the nursing program. Students can only be placed on Academic Warning twice while a student in the nursing program.
- Demonstrating basic math competencies; a passing grade of 85% or higher in the Math Assessment Exam is required.
- Achieving a grade of **B- (80.0- 82.9)** or better in BIO 160 and 161, CHE 175, BIO 115, BIO 232, MAT 151, and SCI 135. One repeat of these courses will be allowed to achieve a **B- (80.0- 82.9)**. This must be completed prior to entry into the nursing concentration in order to continue with cohort progression.
- Passing grade of **C (73.0-76.9)** or better in all other core didactic courses and nursing didactic courses.
 - Required core didactic and nursing didactic courses may be repeated only one time and the student must achieve a grade of **C (73.0-76.9)** or better in order to stay in the program.
- Passing all nursing labs and nursing clinical rotations. Failure of a nursing lab or nursing clinical rotation will result in failure of the entire clinical course. A student may repeat a nursing lab or nursing clinical course one time, to achieve a passing grade. Failure of a nursing lab or nursing clinical course for a second time will result in dismissal from the nursing program.
- Earning a second grade of a **“C-“, “D+”, “D”, or “F”** in a nursing didactic course, failing a second clinical course, or receiving a **C- or less in two or more nursing courses**, will automatically result in dismissal from the nursing program.
- Meeting technical standards which are basic physical, cognitive, and psychological skills and abilities that are required for nursing practice. In order to complete the nursing curriculum and enter practice as a registered professional nurse, all students must possess abilities and skills in the areas of sensation, communication, motor function and behavioral proficiency

Math Assessment Exam – 4-Year, BS Program

The Math Assessment Exam is given to students in the 4-year, BS program so that they can demonstrate basic mathematical knowledge. Students will need to understand basic math in order to be able to perform dosage calculations in practice.

- All students who are declared majors in the Department of Nursing must successfully complete the Math Assessment Exam.
- Students will take the workshop and exam in the fall semester of their freshman year. If the student is a transfer student, they will take the exam in the first fall semester that they are enrolled.
- Students must attend a mandatory workshop prior to taking the exam. The workshop will be scheduled on a Saturday morning from 9-12. Attendance will be taken.
- Following the workshop, students will take the exam (a one-hour exam) during Common Hour.
- A passing grade of 85% must be achieved
- If the grade on the exam is less than 85%, the student will be required to attend a mandatory review workshop and a repeat exam. The schedules for the review and repeat exam are consistent with those explained in bullet #3. The student must achieve an 85% on the repeat exam. Failure to achieve this grade will result in dismissal from the nursing program.

ATI

Students will be participating in ATI Nursing Education throughout the nursing courses offered in the 3rd and 4th years of the program. ATI is an e-learning provider that offers a wide variety of NCLEX (National Council Licensure Examination) preparation assessments during the nursing curriculum. These high quality assessments will prepare students for the NCLEX, but also help students gain critical thinking skills and a comprehensive nursing knowledge base, ready to provide skilled and safe nursing care in a rapidly changing healthcare marketplace.

NCLEX

Students will be eligible to take the National Council Licensure Examination (NCLEX), at the successful completion of the 4-year, BS Nursing Program. NCLEX is a standardized nationwide examination for the licensing of nurses in the United States developed by the National Council of State Boards of Nursing, Inc. (NCSBN). Each state board of nursing uses the examination to determine whether or not a candidate is prepared for entry-level nursing practice. Students will be given extensive information about the examination, in the NU 395, NCLEX Review Course.

Progression in the RN-BS Nursing Program is based on:

- Eligibility to apply for admission after completing 24 credits of lower-division course requirements (Humanities, Natural Sciences and Mathematics, Behavioral/Social Sciences) at a regionally accredited junior or senior college. CLEP challenge exams are available in selected science and liberal arts courses
- Maintaining a minimum **overall cumulative GPA of 2.0**
 - Students who do not achieve a semester GPA of 2.0 and an overall cumulative **GPA of 2.0** will be placed on Academic Warning for the next semester at which time the student must achieve a semester GPA of 2.0 and a cumulative **GPA of 2.0** or be dismissed from the nursing program

- Completing all lower-division course requirements prior to registering for the third semester past admission.
- Passing grade of **C (73.0-76.9)** or better must be achieved in all upper-division required courses.
- Required lower-division and nursing courses may be repeated only one time and the student must achieve a grade of **C (73.0-76.9)** or better in order to stay in the program.
- Passing all nursing lab and nursing clinical rotations.
- Earning a second grade of a “**C-**”, “**D+**”, “**D**”, or “**F**” in a nursing course, or receiving a **C- or less in two or more nursing courses**, will be result in automatic dismissal from the nursing program.
- Meeting technical standards that are basic physical, cognitive, and psychological skills and abilities are required for nursing practice. In order to complete the nursing curriculum all students must possess abilities and skills in the areas of sensation, communication, motor function and behavioral proficiency.

V. CLINICAL REQUIREMENTS

CLINICAL POLICIES

Clinical Placements

The undergraduate program is able to offer many excellent and varied clinical opportunities to students. Clinical experiences are provided in cooperation with a variety of community agencies in Nassau, Suffolk and New York metropolitan areas. While every effort is made to keep commute times to a reasonable amount, it may be necessary for students to travel to reach a clinical site. Travel time is not part of clinical hours. Students are responsible for arranging transportation to and from the clinical site. Whenever possible, clinical placements are accessible by public transportation. Although students may need to drive to clinical locations, they should be aware that parking at the clinical site may be extremely limited. Compliance with the agencies parking policies is expected. In many clinical placements, space is not provided for outerwear, books, or other valuables. It is recommended that students leave personal belongings and valuables at home.

Clinical hours will vary based on clinical site availability and may include both day and evening hours. The rotation may also include weekends.

Students may not do a clinical rotation at their place of employment regardless of their employee status. It is the nursing student’s responsibility to notify the Department of Nursing if there is a conflict. The exception to this is for NU455 (in the RN-BS program) with faculty approval. The Department of Nursing may change course/clinical times, days and/or sections up until the day prior to the first day of classes based on enrollments, administrative necessities and the demands of the health care agencies.

Nursing Skills and Simulation

Student Expectations while in the Nursing Skills Lab

- The skills lab is an area where you can come to practice and become proficient in various skills as you progress through the program. The skills lab is an extension of your clinical rotation and should be respected and treated as a clinical environment.
- There are active cameras in the lab and there is the possibility of being observed while in the lab.
- The lab will be opened to allow you to practice your skills. A sign-up sheet for practice times will be posted on the bulletin board outside of the Nursing Skill Lab.
- Ten students at a time can sign up. If you cannot keep your appointment remove your name from the list so another student can take that slot.
- Any issues concerning the lab should be addressed to the Coordinator of the Simulation and Skills Labs.

Following are a few guidelines you are expected to adhere to while in the lab.

1. No food or drink of any kind is allowed in the lab.
2. No student will be allowed in the lab without a faculty member present.
3. Student should be in full uniform (Clinical on Campus) or business attire with your school lab coat (Practice Sessions).
4. Hair should be up.
5. No cell phones.
6. Maintain a professional attitude toward the manikins and the equipment.
7. Manikins should be touched only with clean hands and gloves.
8. No pens or markers near the manikins-these permanently stain the manikins.
9. If you are lying in the bed to practice physical assessment make sure you remove your shoes and also straighten out the bed after you are finished.
10. If linens are used, fold them and put them away.
11. Whatever equipment is used should be cleaned and returned to its proper place.
12. Leave the area clean with bed straightened and in the lowest position.

Student Expectations for Participation in Clinical Simulation Day

Clinical simulation is designed to meet the needs of current and future nurses. Students will learn and try new skills, expand knowledge, and practice care activities in a safe environment. An environment is created as close to a true healthcare environment as possible. The experience may be videotaped to assist student's review and to enhance learning from the actions taken during simulation. The simulated patient will be given the same consideration as any patient in a clinical setting. It is the expectation that students will engage fully in the patient situation and experience. Students are expected to perform at their highest ability at all times, in all assigned roles.

These expectations are intended to give all users of the Clinical Simulation Labs guidelines in order to maintain a safe physical and safe psychological environment for all.

1. Students should approach the patient in the simulation setting using the same dress and behavior standards required for all clinical settings. Students should arrive on time and in full uniform including:
 - a. Stethoscope, penlight, and watch with second hand
 - b. Hair off of collar
 - c. ID
2. Students will be given a pre-simulation assignment and should prepare for the simulation session as they would for a clinical day in an agency including:
 - a. Skills review
 - b. Review of patient information, clinical disease process and patient specific nursing interventions
 - c. Medication administration specific to simulation-patient medication list
3. Students are expected to maintain both a professional attitude and demonstrate professional behavior at all times. This includes the principles of patient privacy, confidentiality, and safety.
4. Students will be expected to sign a fictional/confidentiality contract. Students **are not** to share information about their simulation experience with other students.
5. Students are expected to keep all events, procedures and information strictly confidential. This includes ALL information (labs, meds, treatments etc.) about your “patient” and any information obtained during the debriefing process. This is to protect the value of the experience for those who will eventually take part in the clinical scenarios. If the student breaches confidentiality, it is considered a violation of Academic Integrity and appropriate disciplinary action will be enacted.
6. Students will participate in debriefing of the scenario experience with the simulation facilitator and a faculty member.
7. Food and beverages are not permitted in any of the simulation or debriefing rooms.

Compliance Requirements

A major requirement of the Nursing Program is Clinical Compliance. Clinical Compliance is a term used for all the requirements dictated by the Department of Nursing, the accrediting bodies, the State Board of Nursing (SBN), NYS Department of Health and the health care agencies for a student to be eligible to complete their clinical experiences and ultimately work as a Professional Registered Nurse. Before beginning any Nursing Program course, including all didactic, clinical and lab components, all students in all programs are required to satisfy all health and safety requirements.

Compliances are required **annually**. All Compliance documentation (health exams, results, certifications etc.) must be dated and completed between May 15th and July 15th.

For students in the RN-BS program all compliances (except for influenza vaccine) must be completed no sooner than 6 months prior to enrolling in NU 455.

It is important to follow the timeline to ensure you are compliant for the full academic year. Most compliance information expires after 1 (one) calendar year. If you begin this process prior to May 15th, your compliances will expire prior to the end of the academic year and you will be at risk of being removed from your clinical courses.

In order for a student to be considered in full compliance, all of these requirements (with the exception of the yearly Influenza Vaccine) must be valid the entire academic year including the summer. None of these requirements may expire at any time during the academic year.

For students in the 4-year, BS program, if these requirements are not fulfilled by the deadline each year, students will be removed from all nursing courses for the term and they will have to wait until the following year to re-enroll.

In addition, students in clinical may be required by a clinical agency to meet additional compliance requirements. Students will not be allowed to begin their clinical experiences if all of the additional compliance requirements are not met by the agencies' deadline, which may be different than the Department of Nursing's deadline. Students who do not meet agency deadlines for additional compliance requirements may lose their clinical placement for the term.

All compliance data collection is completed through the Department of Nursing. All compliance questions should be directed to the Clinical Placement Coordinator on each campus.

Clinical Clearance Requirements

For students in the 4-year, BS program, failure to meet any of the following clinical clearance requirements by July 15th will jeopardize a student's approval to attend clinical courses.

Documentation of compliance to all of the following requirements must be submitted to the Nursing Office by July 15th.

For students in the RN-BS program all the following clinical clearance requirements must be met by one week prior to the start of NU 455. Failure to comply will result in dismissal from the course.

- ***Health Insurance***

- All students are required to be enrolled in a health insurance plan or have coverage under their parents' or family's plan. Proof of this insurance must be provided and submitted to the Department of Nursing.

- ***Immunizations***

- Tetanus/Diphtheria/Acellular Pertussis (Tdap): One dose of Tdap vaccine is required within the last ten years.
- Varicella (Chicken Pox): Two doses of Varicella vaccine or a positive antibody titer is required. To have had the chicken pox as a child may not be sufficient protection against the disease and a titer is therefore necessary to prove immunity. The actual lab report of the titer is needed
- Measles, Mumps, and Rubella: Two doses of MMR vaccine or a positive antibody titer is required. The actual lab report of the titer is needed
- Hepatitis B: Three doses of Hepatitis B vaccine with 4 weeks between doses or positive antibody titer is required. If not already completed, the Health Screening Form should reflect that you have begun this process by the time it is returned.

The actual lab report of the titer is needed. Students may sign the declination form on the health form if they do not want the vaccine.

- Hepatitis C: Testing for Hepatitis C is required on the Brooklyn campus only. The actual lab report for HCV antibody testing is required.
- The Immunization requirement needs to be completed only once.
- Lab reports with immunity status must accompany the initial health form submitted to the Department of Nursing by the required deadline.
- ***TB Test***
 - A TB test is required annually. The student may have either a PPD-Mantoux test or a TB blood test, (also called IGRA's or interferon-gamma release assays). Two TB tests are approved by the U.S Food and Drug Administration (FDA), and are available in the United States: the QuantiFERON®-TB Gold in –Tube test (QFT-GIT) and the T-SPOT®TB test (T-Spot).
 - If either TB test is positive, or a student has previous history of a positive tuberculin skin test, a normal chest X-ray is required within 12 months, unless history of INH therapy is documented. Repeat chest X-rays are not needed unless student displays symptoms or signs of TB or a clinician recommends a repeat chest X-ray. The health care provider performing the annual physical should screen for signs and symptoms of TB, and note it on the health form.
 - This is an annual requirement for all nursing students.
 - Proof of compliance with this requirement must be provided and submitted to the Department of Nursing by the required deadline.
- ***Physical Exam***
 - Your health care provider must verify that you are in good health and can participate in the clinical setting without restrictions.
 - This is an annual requirement for all 4-year, BS nursing students and must be completed between May 15th and July 15th.
 - For students in the RN-BS program the physical exam must be completed by one week prior to the start of NU 455
 - The health form that must be utilized can be found on the College website under the Department of Nursing.
 - The completed health form must be submitted to the Department of Nursing by the required deadline.
- ***Influenza Vaccinations***
 - All nursing students must be vaccinated against the seasonal influenza virus.
 - The new flu vaccine is released each fall and should be received once available.
 - Students who cannot receive the flu vaccination due to an egg allergy or other health issue must provide documentation of this from a licensed health care provider.
 - This is an annual requirement for all nursing students.
 - Proof of this vaccination must be provided and submitted to the Department of Nursing by September 15th.

- ***BLS Certification***
 - An American Heart Association Basic Life Support (BLS) for the Health Care Provider course (not lay people) is required, and must be kept up-to-date at all times. This must be an in-person course with skills test.
 - To find an American Heart Association authorized training center, call the American Heart Association (877- AHA-4CPR) or go online. A copy of the BLS card or documentation stating that the course was completed must be submitted.
 - This is required every 2 years and must be completed between May 15th and July 15th for students in the 4-year, BS program.
 - For students in the RN-BS program it must be current and within the past 2 years.
 - Proof of this certification must be provided and submitted to the Department of Nursing by the required deadline.
- ***Criminal Background Check***
 - All nursing students must secure a negative criminal background check.
 - Some clinical sites may require additional criminal background check or fingerprinting. The nursing student will be notified of any extra requirements, and they must be completed in order to achieve clinical clearance.
 - Only background checks completed through the vendor CastleBranch will be accepted.
 - This is an annual requirement for all nursing students in the 4-year, BS program and must be completed between May 15th and July 15th.
 - The nursing student is responsible for any associated fees for the background check.
 - Proof of completion of the background check must be submitted to the Department of Nursing by the required deadline.
- ***Drug Testing***
 - All nursing students must secure a negative drug test through CastleBranch
- ***Professional Liability Insurance***
 - All nursing students enrolled in clinical courses must carry professional liability insurance.
 - For students in the 4-year, BS program the policy coverage dates must be from June 1st through May31st
 - The plan must have Limits of Liability of \$1,000,000/\$6,000,000.
 - The nursing student must select their own insurance carrier but must use an insurance company that insures for New York State
 - Proof of this insurance must be provided and submitted to the Department of Nursing by the required deadline.

Progression through clinical courses for Students in the 4-Year, BS Program:

For the Clinical Practice Experiences, all of the clinical learning outcomes must be met to receive a grade of satisfactory. A grade of satisfactory in the clinical must be achieved in order to pass the course. If a nursing student fails a clinical nursing course, they have the opportunity to repeat this course one time. If the nursing student fails the same clinical nursing course on the second try, they will be dismissed from the nursing program.

For students in the 4-year, BS program, if the nursing student passes on the second attempt with a 73% or better, they will be able to progress to the next clinical nursing course. A nursing student must pass the clinical component of NU101 to progress in any other clinical course in the nursing program.

If the nursing student should fail two clinical nursing courses in the same semester, they will be dismissed from the program.

If the nursing student should fail a second clinical nursing course in a subsequent semester, they will be dismissed from the program.

If the nursing student's behavior, skills or attitude is deemed unsafe, irresponsible, untrustworthy, unethical, or unprofessional, the nursing student will be dismissed from the nursing program.

Precluded Students from Clinical Sites

All nursing students will be expected to comply with all requirements set forth by the health care agency, including their code of conduct. The agency reserves the right to prevent entry or request withdrawal from the clinical site for any student the agency believes constitutes a risk of harm to patients, visitors or employees or who fails to follow the agency's policies and procedures. If nursing students are precluded from a clinical site by an agency, the Department of Nursing has no obligation to find an alternative clinical site for the student, and this will prevent the student from progressing in the Nursing Program.

Repetition of a Clinical for Students in 4-Year, BS program

There may be restrictions on which clinical placements are most suited to a student repeating a clinical course. These restrictions will be communicated to the student by the Director of the Department of Nursing after consultation with the Coordinator of the 4-Year, BS Program. When repeating a clinical course, registration is offered only on a space available basis. The student should confer with their Coordinator to discuss plans for repeating a clinical.

Attendance

The requirements for clinical hours for students are set according to the regulations of the accrediting agencies. Therefore a minimum number of hours for each clinical rotation is set in accordance with these regulations. For this reason, there is strict adherence to the following policy on attendance during clinical.

- There are no unexcused absences.
- Notification of the need to be absent from clinical must be reported to the CLINICAL FACULTY MEMBER ONLY at least ninety minutes or more before the start of the clinical day by telephone. Student documentation of the reason for the absence must be provided to the course instructor within 72 hours of the

missed clinical day. An excused clinical absence requires permission of the instructor for reasons such as illness and death in the family. All excused absences require appropriate documentation from the student. Only one excused absence will be permitted for a clinical rotation.

- If the student has greater than 12 hours of consecutive clinical absence, documentation must be provided by a licensed health care provider. The submitted documentation must also state when the student is medically cleared to return to clinical/lab.
- Acceptable substitutes for the missed clinical hours must be pre-approved by the course instructor and must meet at least two clinical focused objectives from the course.
 - Examples might include, but are not limited to:
 - Participating in 4-6 hours of simulation and a written assignment.
 - Joining a clinical group in the same course (in the same facility) on an alternate day.
 - Attendance at a 4-6 hour seminar that addresses at least two clinical focused objectives and is approved by the course instructor. Verification of attendance is expected. A written assignment will follow this experience.
- In the case of a clinical absence that interferes with course completion and is related to a faculty determined extenuating circumstance, a conference between student, clinical faculty, course instructor, Coordinator of the 4-Year, BS Program and the Director of the Department of Nursing may be held for the purpose of planning completion of the course requirements.
- One undocumented absence will result in the student receiving a warning. The clinical absence must still be reconciled (as per bullet #4 above)
 - Two undocumented absences will result in a clinical failure.
 - Students are required to promptly report any health problems that could affect their ability to safely care for patients or that may compromise the student's own safety in the clinical setting.
 - The ability of the student to have a safe experience is determined by the Director of the Department of Nursing, the clinical instructor, their health care provider, and agency requirements and policies.
 - Return to Clinical- Students who have been absent for illness, must be afebrile and without symptoms for 24 hours prior to return to clinical.

Tardiness

Students are expected to be on time for each academic experience. If a student is tardy, he or she may be sent home from clinical and required to make up the clinical experience. A pattern of tardiness may result in failure of the course

Rest

Nursing requires critical thinking and competency in clinical practice. Students are expected to have adequate rest and sleep to ensure delivery of safe, quality care to patients.

A six -hour rest/sleep opportunity prior to a required clinical or a class is necessary. If faculty believes the student has not had adequate rest to perform in the clinical setting, simulation or skills lab, the student will be sent home without credit for the experience.

Senior capstone schedules vary with the preceptor's assigned work schedules. A six-hour rest/sleep opportunity is necessary to meet minimum safety requirements. Specifically, students should not attend class or lab immediately following an overnight clinical rotation or work experience.

Uniforms and Dress Codes

A clinical placement dress code has been established in recognition of the fact that the mode of dress does affect the establishment of a rapport and working relationship with patients, families, and other care providers. Nursing students are expected to wear student uniforms when giving nursing care, unless a different policy is specifically defined by the clinical unit. A student must abide by any uniform or dress codes set by the agency in which the student is having a clinical experience.

The Department of Nursing requires all 4-year, BS undergraduate nursing students to wear the correct uniform as detailed below to all clinical agencies and in the simulation and skills labs, unless otherwise directed by the course/clinical instructor.

- White Tunic top with Logo
- White cargo pant or White skirt
- White warm up jacket with logo
- White long sleeve T-Shirt
- All White Undergarments
- All white shoes with closed toe
- All white socks or stockings

Identification Name must be worn at all times along with school picture ID.

In addition, as dictated by the clinical agency the students may have additional requirements. The clinical instructor will inform the students and compliance is expected.

Professional Business/Casual Business Attire

At times it may be required for the students to be in Professional Business Attire.

A professional appearance in business casual is required at all times.

4-year, BS nursing students will wear the white warm up jacket with logo.

RN-BS students will wear a white lab coat.

No sneakers, jeans, shorts, sweatshirts, T-shirts, very short skirts, sheer shirts/blouses, low cut blouses or open shirts. No mid-drift tops. No open toes shoes.

Professional Business Attire

- Suit or jacket and pants/ skirt (skirt knee length or below); tailored dress
- Blouse/Shirt
- Shoes – comfortable with a low heel to complement suit; coordinate with attire, clean and shined
- Stockings or socks – to complement attire
- Jewelry (if applicable) – simple and in good taste
- Tie (if applicable) – in good taste to fit the occasion and complement the outfit
- Belt (if applicable) – coordinate with shoes and suit

Casual Business Attire

- Shirt or blouse with collar or polo style
- Slacks
- Chinos or khakis – neatly pressed
- Skirt (knee length or below)
- Blazer or sweater
- Loafers or lace-up shoes – cleaned and shined

Personal Appearance Standards

- No acrylic or gel nails, plain manicure only, no nail color
- No visible henna or tattoos
- No heavy makeup
- No perfume or colognes
- Only one pair of stud earrings, no loops or dangling earrings
- No post or rings in the nose, lips, tongue or eyebrows

Hair: Hair must be up off the collar and pulled up and back, so as not to fall onto the patient, or clean/sterile fields when bending over to provide care. Hair must be pulled back and worn off the shoulders in a ponytail, braid or bun for infection prevention purposes.

Men who have facial hair must keep it neatly trimmed. At the discretion of course instructors or agency employees, students with facial hair may be asked to wear a beard/mustache cover and comply with agency policies.

Hair accessories cannot be used if long enough to touch the patient or could potentially harbor bacteria.

Clinical Equipment

The following equipment is required for clinical rotations. In addition, please refer to individual course syllabi for additional requirements.

- Black ballpoint pen
- Watch with second hand
- Penlight
- Dual Head Stethoscope (acoustic rating must be good or better and must have a diaphragm and bell)

Protected Health Information

While in clinical settings nursing students will have access to information regarding patients/families and health care agencies, which must be held with the highest ethical regard. Access to patient information is a privilege and as such is on a need to know basis. At no time are nursing students allowed to take any form of photography while in the clinical agency. Failure to comply with the following guidelines violates professional standards and will result in clinical failure and/or other disciplinary action.

- Students and faculty are to uphold and abide by the Privacy and Security Rules outlined by The Insurance Portability and Accountability Act of 1996 (HIPAA). Violations of HIPAA are punishable by law.
- No part of the medical record, or duplication thereof, may be removed from the agency. At all times, the medical record must be secured according to the agency's policy.
- All written and electronic information produced for use during a clinical rotation must be secured at all times and destroyed prior to the end of that clinical shift.
- Students may not discuss or disclose protected health information outside the academic setting. This includes, but is not limited to, areas of public and social gatherings, on line social networking, social media, blogs and any areas specified by the policy of the clinical setting.
- Projects and papers, containing the name, logo, uniforms, or images of St. Joseph's College Department of Nursing, and the proper names or images of the clinical/classroom settings, are restricted from public disclosure.
- Immediately report to the course/clinical faculty any incident or suspected incidents of unauthorized access and or disclosure of protected health information. If in doubt about the use or disclosure of any protected health information, contact course faculty.

Reporting of Variances in practice (ex. medication errors, patient injury/falls etc.)

Any care related problem that is a variance from the expected standard of care in the clinical setting must be reported to the Clinical Faculty, Course Instructor, and Coordinator of the Four Year Program and the Director of the Department of Nursing. The agency's policy will be followed for variance reporting. Students must provide a written narrative of the incident within 24 hours to the Clinical Instructor. The clinical instructor along with Course Coordinator will determine if disciplinary action is required and/or the student will be allowed to continue in the clinical course.

Accidental Exposure, Post Exposure, and Follow-up

Clinical agencies utilized by the College for clinical practice experiences are to have written post-exposure plans including follow-up of the exposed faculty or student including antibody or antigen testing, testing of the source patient, counseling, illness reporting, and safe and effective post-exposure prophylaxis according to standard CDC recommendations.

In the event of significant exposure to blood or body fluid, defined by the CDC as: “a percutaneous injury (e.g., needle stick or cut with a sharp object) or contact of mucous membrane or non-intact skin (e.g., exposed skin that is chapped, abraded, or with dermatitis) with blood, saliva, tissue, or other body fluids that are potentially infectious”, The nursing student will:

- Immediately and thoroughly wash or rinse (if mucous membrane) the exposed area.
- Report the incident to the clinical instructor.
- The clinical instructor will report the incident immediately to the appropriate representative at the clinical facility.
- Facilitate completion of the steps for follow-up as outlined by the policies and procedure at the clinical facility.

Note: All testing and/or treatment after exposure will be at the student’s expense.

Pregnancy

A student who is pregnant may continue in clinical practice as long as her health status is satisfactory and she is able to complete her clinical assignment. A note from her licensed health care provider indicating safety of participation in clinical activities without restriction is required. For the safety of the student who is pregnant, she must not enter where radioisotopes or x-ray therapy is being administered. Students who are pregnant should consult with their faculty member well in advance of their clinical assignment. Clinical agencies may have policies that determine the placement of students during pregnancy; assignments will be made accordingly.

Use of Electronic Devices/Social Media

The nursing students will be expected to follow these guidelines in all academic settings (classroom, clinical setting and lab) where an electronic device is required for academic purposes. Failure to comply with these guidelines violates professional standards and may result in clinical failure and/or other disciplinary action including dismissal from the nursing program.

- Electronic devices may only be used for academic purposes such as clinical referencing, communication with a provider or faculty and point-of-care access to evidence based clinical information.
- The nursing student may not use electronic devices for non-academic purposes while in the academic setting.
- The nursing student will be expected to follow the clinical setting’s policy concerning electronic devices, including wireless connectivity.
- Electronic devices cannot be used for personal business in the academic settings.

- Absolutely no patient/family or agency information should be posted on a social media site. This includes pictures, Patient's Protected Health Information, faculty, staff, stories about things that happened in the clinical site and agency business. Confidentiality and HIPAA privacy rules apply to any social network/ platform.
- Course/Clinical faculty may further define specific guidelines for the use of electronic devices in the academic setting.
- During testing, all electronic devices will need to be placed in a bin in the front of the classroom.

VI. POLICIES

Code of Conduct

Refers to the written policies adopted by the College that govern student behaviors, rights, and responsibilities while such student is matriculated at this institution. The SJC Student Code of Conduct can be found on the portal or you may request a copy from the Office of Student Involvement.

Program Policies

Each student is responsible for knowing all degree requirements and for monitoring their academic progression toward the completion of the degree requirements.

Grading System

- Grades of C and D are considered passing grades at St. Joseph's College. Nursing students, however, must achieve a grade of C or above in all upper-division required courses.
- **4-year, BS nursing students must achieve a grade of B- (80.0 – 82.9) or better in BIO 160 and 161, CHE 175, BIO 232, MAT 151, BIO 115 and SCI 135**
- **RN – BS nursing students must achieve a grade of C (73.0 – 76.9)) or better in all courses.**
- A grade of I (incomplete) is given at the discretion of the instructor when circumstances prevent the student's completion of a limited portion of work in a course. The incomplete must be removed no later than three weeks after the closing date of the semester for all non-clinical nursing courses; for clinical nursing courses by the end of the next semester or at an earlier time of completion determined by the instructor. Any I grade may interrupt progression in the nursing program.

Academic Warning

Academic warning is a written notice to a student in poor academic standing. In the written notification, the student will be informed of the warning and the specific conditions that must be satisfied for the warning to be removed. Students can only be placed on Academic Warning twice while in the Nursing program.

4-year, BS Nursing students: Conditions warranting academic warning include (but are not limited to):

- A grade point average of less than 2.7 in any given semester

RN - BS nursing students: Conditions warranting academic warning include, but are not limited to:

- A grade point average of less than 2.0 in any given semester

Grade Appeal Procedure for Nursing Courses

If a student wishes to appeal a grade, the appeal should be directed to the Director of the Department of Nursing within five (5) days of receipt/posting of the grade. The student will be encouraged to meet with the involved faculty member.

In the event that the student and the instructor do not confer, or the matter cannot be resolved through discussion, an Ad Hoc nursing faculty committee will be convened by the Director. The chair of the Ad Hoc committee will be the Assistant Director of the campus that is different from the campus where the course was taken.

The student will submit the appeal in writing to the Ad Hoc faculty committee chair within seven (7) days subsequent to the meeting with the instructor. All relevant materials should be submitted by the student at this time.

The Ad Hoc faculty committee will obtain all tests, papers, grade breakdowns and the course outline from either the student and/or the instructor (as appropriate). The Ad Hoc faculty committee will review all submitted materials and meet with the faculty member to recommend a change in or retention of the grade. The student will be contacted at the completion of this process. If, however, the matter cannot be settled by agreement between the faculty member and the Ad Hoc committee, or if the student disagrees with the decision reached in the step above, the decision may be appealed to the Director, Department of Nursing, who may seek consultation with objective parties as needed.

If the student disagrees with the decision reached by the Director, the student may appeal in writing the decision to the campus based Executive Dean within seven (7) days of the Director's decision. The Executive Dean or his designee will meet with the student. The Executive Dean's decision will be final.

Academic Integrity and Plagiarism

The college expects students to observe academic integrity in all aspects of their academic life, including the conduct of their examinations, assignments, and research. All members of the College community share the responsibility for creating a climate of academic integrity, based on fairness to others and respect for oneself. Violations of academic integrity are treated very seriously. Plagiarism (the act of copying, stealing or representing the ideas or words of another as one's own without giving credit to the source), cheating on examinations, and all forms of academic dishonesty are forbidden. Students found guilty of such behavior are subject to appropriate disciplinary actions, which may include a reduction in grade, a failure in the course, suspension, or expulsion.

Dismissal from the Program

Academic dismissal from the nursing program is based on continued unsatisfactory progress toward meeting course or degree requirements evidenced by:

A cumulative grade point average:

- 2.7 or below for BS, 4 year nursing students after Academic Warning
- 2.0 or below for RN-BS nursing students after Academic Warning

The nursing program reserves the right to require the withdrawal of students who do not maintain the required academic standing or whose enrollment in the nursing program would be detrimental to their health or to the health of others. Dismissal for other than academic reasons may be initiated for professional misconduct that reflects a lack of accountability in the care of clients or unsafe nursing care, or for any of the reasons specified in the Student Code of Conduct, and as described in this Academic Handbook.

A nursing faculty committee will evaluate the documentation of professional misconduct or violation of the Student Code of Conduct and provide the involved student with an opportunity for an impartial hearing. The Director, Nursing Department will then evaluate the documentation and the committee's recommendation and determine the appropriate disciplinary action. A student who is dissatisfied with the Director's decision may appeal in writing to the campus-specific Executive Dean within seven days.

Once a student has been dismissed from the nursing program, the student cannot apply for re-admission to the program at a later time.

Extenuating Circumstances

Extenuating circumstances are unforeseen events which have prevented a student from attending a substantial number of classes, affected their ability to study, attend clinical, resulted in assessment deadlines being missed, or adversely affect performance.

Extenuating circumstances are those that are:

- Severe and exceptional
- Unforeseen or unavoidable
- Close in time to the request for exception, or where the student can demonstrate that the circumstances continued to have an impact on their academic performance.
- Includes serious illness, hospitalization, accidents, injuries, serious personal problems, or emotional difficulties beyond the student's control.

Exceptions must be verified by documents that may include, but not be limited to, health care provider letter, accident reports, and /or hospital records. An exceptional circumstance exception does not guarantee that the student will be able to progress as planned.

An exception may prevent the student from fulfilling required course and progression requirements to the extent that they are unable to achieve required learning objectives. This type of situation will be evaluated by the Director of Nursing and the Executive Dean.

Leave of Absence

Students may apply for a leave of absence when it is necessary to temporarily interrupt their progression in the program. The required form must be completed and submitted to appropriate parties. When a leave of absence is granted, a specific time period is designated. The student may return without reapplying for admission at the termination of the granted leave of absence.

Withdrawal From the Program

Students who plan to withdraw from the Nursing Program should consult with the Director of the Department of Nursing and subsequently submit the required form indicating reasons for withdrawal.

Readmission

Readmission may be granted to students who withdrew from the program. A written request for readmission need be made to the Director of the Nursing Department. Each request will be considered individually. Guidelines that will be followed are:

- Admission policies in practice at the time of readmission prevail.
- The student's academic record and standing is evaluated.
- Academic requirements for readmission are specified.
- The student must meet the curriculum requirements that prevail at the time of readmission.
- Students may be readmitted only once.

Email Policy

Students are expected to read, and when appropriate or required, respond in a timely fashion to emails sent from College offices. Official college and nursing program changes or official updates will be distributed via email. Email is the standard mode of communication for broadcast messages to the college community as well as for messages to individual students about academic standing and other important administrative matters. Messages are sent to the student's official St. Joseph's email address.

Social Media

All students must follow the College policy on the use of social media found on the College website under Public Relations/ Social Media.

Additionally, students within the Nursing Department are expected to comply with the Principles for Social Networking established by the American Nurses Association 2011:

- Nurses must not transmit or place online individually identifiable patient information.
- Nurses must observe ethically prescribed professional patient-nurse boundaries.
- Nurses should understand that patients, colleagues, institutions and employers may view postings.
- Nurses should take advantage of privacy settings and seek separate personal and professional information online.
- Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of the appropriate authorities.
- Nurses should participate in developing institutional policies governing online conduct.
- Violations of these principles will be reviewed in accordance with the policy for professional misconduct (see Dismissal from the Program).

Program Complaints and Grievances

Student Grievance Procedure in Academic Matters

All faculty members have the right to state the requirements and standards they wish students to reach in their course. These areas are not subject to grievance procedures. Procedure for addressing complaints during the academic semester:

- First, the student should attempt to resolve the matter informally by discussing it with the faculty member involved within ten (10) school days of the date the student learned or should have learned of the problem. If the complaint is against the decision of a committee, the student should discuss the matter with the Chairperson of the committee.
- If informal consultation fails, the student should register the complaint in writing with the Chairperson/ Director of the Department (Associate/Assistant Dean) within ten (10) school days of the consultation.
- The Chairperson/ Director (Associate/Assistant Dean) will meet with the student within ten (10) school days of receipt of the complaint. If no satisfactory resolution of the problem is achieved, the student may submit a copy of the complaint, with attached

relevant materials to the Dean who will meet with the student ordinarily fifteen (15) school days of receipt of the complaint. The Dean will render a decision in writing, normally within ten (10) school days after meeting with the student.

- If the faculty member about whom the complaint is registered is also the Chairperson/ Director of the Department (Associate/Assistant Dean), the student should attempt to resolve the matter informally by discussing it with the Chairperson/ Director (Associate/Assistant Dean) involved within ten (10) school days of the date the student learned or should have learned of the problem.
- If informal consultation fails, the student may register the complaint in writing with the Dean who will meet with the student within fifteen (15) school days of receipt of the complaint. The Dean will normally render a decision in writing, usually within ten (10) school days after meeting with the student.

Changes in Policy Notifications

Students will be asked to review important policy changes related to the program, and acknowledge receipt of this information, by signing a form with each semester's advisement with faculty. As noted, official college policy and nursing program changes will be distributed via email.

VII. RESOURCES

Fiscal Resources

Financial Aid

This office assists students in assessing their financial needs and exploring all resources available to meet their educational costs. Federal, state and institutional grant programs as well as loans and work/study jobs are administered through the Office of Financial Aid. Information on available aid programs and application procedures may be obtained here. Financial Aid Counselors are available for one to one assistance. All information is strictly confidential. All information is readily available through the College portal.

Academic Advisement

Every semester RN-BS students make an appointment with nursing faculty for academic advisement.

Every semester, 4-year, BS nursing students will make an appointment with the 4-year, BS Nursing Program Coordinator for advisement.

This assures that all nursing students are fulfilling requirements for successful progression through the Nursing Program.

Physical Resources

Nursing Simulation and Skills Labs

Located on the third floor of O'Connor Hall on Long Island, and on the 3rd floor of the McEntegart building in Brooklyn, the Nursing Simulation and Skills lab, provides an environment for students to practice and demonstrate nursing skills. Students learn psychomotor, physical assessment, critical thinking and clinical reasoning skills necessary for clinical performance. Students have hands-on practice with the equipment and techniques they will need for the practice setting.

Simulation Lab

The Simulation Lab is used for the practice of clinical performance in a realistic clinical setting. Nursing education at St. Joseph's College includes the use of high and low-fidelity patient simulators, and realistic simulated clinical settings to enhance student learning. Simulation enhances student learning and promotes high standards of care in a safe and supportive environment. This learning environment allows students the opportunity to gain experience with common and uncommon events that are not always available in the clinical setting. It allows students to put classroom learning into the context of a clinical situation.

Skills Lab

The Skills Lab is used for nursing skills development in a setting similar to an open hospital patient ward. Our six-bed room, is equipped with hospital beds, over-bed tables, IV poles, simulated oxygen and suction, and other hospital related equipment and supplies. Learning and practicing skills in the skills lab prior to going into the hospital supports student in developing the skills necessary to perform nursing procedures for patients in the clinical setting.

Technological Resources

Information Technology Services provides all technology-based services for the St. Joseph's College community in the most reliable and cost effective manner to facilitate the mission of the College. ITS commits itself to provide technology that supports the academic, administrative, infrastructure and technology training functions of the College.

Learning Resources

Library

The main purpose of the St. Joseph's College Libraries is to support the academic pursuits of all students and faculty through the provision of quality service, instruction and the timely acquisition of resources pertinent to the overall college curriculum in accordance with the mission, values, and goals of the College.

Academic Center

The Academic Center is a free peer-tutoring service that is offered to all St. Joseph's students and alumni. We offer tutoring, mentoring, and special needs accommodations. In the effort to help

students discover their strengths, improve upon their weaknesses, manage their workloads, and handle stress, every appointment is tailored specifically to each student's needs.

Student Organizations

Student Government Association (SGA)

Is the voice and advocate of every student at St. Joseph's College. They are committed to enhancing the entire student experience and promoting the image of the College and its students by upholding the highest standards, leading with integrity and selflessly serving the College community and beyond.

BSN Club

The mission is to foster development of leadership qualities and strengthen commitment to the ideals of the nursing profession. We provide a support system for nursing students, and provide community services to the college

Nursing Honor Society

Was established and held its first induction ceremony in the spring of 1993. It was established to:

- Recognize superior achievement
- Recognize the development of leadership qualities
- Foster high professional standards
- Encourage creative work
- Strengthen commitment to the ideals and purposes of the profession

Membership is by invitation only and is open to candidates who have demonstrate superior scholastic achievement, evidence of professional leadership potential or marked achievement in the field of nursing. Candidates must have at least a 3.0 grade point average on a four-point scale. The number of students from one class shall not exceed one-third of the total number expected to graduate from that class.

College Honor Societies

Delta Epsilon Sigma National Honor Society is open to candidate who have completed one full year or 30 credits at St. Joseph's College and have a 3.7 GPA or higher. Student record must reflect outstanding academic accomplishment, dedication to intellectual activity and service on campus and volunteerism off campus including organizational service.

Gamma Tau Delta Honor Society is open to juniors and seniors who have 30 credits at St. Joseph's College and have a cumulative GPA of 3.7. Membership is based on academic performance and involvement in college, community and /or organizational volunteer service during the past two years.

Kappa Gamma Pi National Honor Society is open to graduating seniors who have complete a minimum of 30 credits at St. Joseph's College with a cumulative GPA of 3.7 or higher. In addition a candidate must be leaders in extra-curricular campus activities and demonstrate leadership in off campus/community volunteerism.

National Student Nurses Association- "brings together and mentors students preparing for initial licensure as registered nurses, as well as those enrolled in baccalaureate

completion programs. This association conveys the standards and ethics of the nursing profession. It promotes the development of skills that students will need as responsible and accountable members of the nursing profession. This association advocates for high quality, evidence based affordable and accessible health care. It advocates for and contributes to advances in nursing education and develops nursing students who are prepared to lead the profession in the future.”

Nursing students are encouraged to join this organization, which promotes education and an advocacy for the nursing profession.

Student Support Services

All information regarding support services are accessible from the College portal.

Student Accessibility Services

In conjunction with the Academic Center and faculty, to provide equal access to all of St. Joseph’s College programs and services in order to create a supportive campus environment.

Office of Student Involvement and Leadership

This office fosters student development through a variety of co-curricular activities and programs, both on-and off campus. The office successfully collaborates with college faculty and staff as well as the Student Government Association (SGA), Campus Activities Board (CAB), Greek Life, Student Leadership Experience (SLE), and student clubs and organizations to provide growth enhancing opportunities for students that enable the development of leadership, critical thinking, and analytical skills.

Office of Multicultural Student Life

Is committed to fostering an inclusive environment that educates and empowers students of all ethnicities and diverse backgrounds through a variety of programs, interactive workshops and events.

Title IX Prohibits Sexual Harassment and Sexual Violence

Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.

In compliance with Title IX, the Clery Act and the Campus SaVE Act, St. Joseph’s College is committed to maintaining a healthy, safe and secure environment for students, faculty and staff. The College will enforce policies prohibiting all forms of sex discrimination, including sexual misconduct in the form of sexual assault, sexual coercion, sexual exploitation, dating violence, domestic violence and stalking. Further information is available on the College portal.

Counseling and Wellness Center

Was founded based on the belief that one’s mental health is directly related to one’s ability to reach their fullest potential. Our Mission is to support the emotional, social, and psychological well being of every student in the SJC community. We strive to

empower our students to attain their academic aspirations and become positive and productive members of society.

Students with Disabilities

St. Joseph's College, in accordance with the Americans with Disabilities Act, provides assistance and resources for students with disabilities. This office will assist students in getting all the necessary accommodations at the College and in the classroom. Students needing assistance should obtain contact information regarding their respective campus.

Campus Ministry

At Saint Joseph's College seeks to foster the integral growth of the entire academic community, but especially focuses on the personal, spiritual and moral development of its students, thereby complementing the work of other departments and divisions in pursuit of St. Joseph's overall mission.

Office of Military and Veteran Services

Values military service and the diversity it brings to the College. This office supports, assists, and advocates for the College's military-connected students, dependents, and their families from admission to career services and beyond. Significant programs and resources are available that contribute to a seamless transition to civilian life and the college campus environment, empower military-connected students to achieve academic success, and expand and enhance their student experience, while enhancing the experience of the entire SJC community.

Addendum

**St. Joseph's College
Department of Nursing**

Testing Policy

Purpose: To describe the testing policy as it applies to the Department of Nursing programs: 4-year, BS, RN-BS and MSN.

Background: St. Joseph's College has a long history of adhering to the concept of academic integrity. The school policy as it appears in the *SJC Faculty Handbook* and on the faculty portal states:

If a faculty member suspects that a student is in violation of the College's policy in regard to academic integrity and plagiarism, the faculty member and the student will discuss the reasons and/or evidence which support the suspicion. If, after the exchange, the faculty member believes his/her suspicions are correct, he/she should consult with the Chairperson of the Department to discuss an appropriate penalty.

This penalty may take several forms, such as reworking of the plagiarized material, failure/reduction in grade for the assignment/exam, or failure in the course. Consideration of suspension or expulsion is reserved to the Executive Dean.

When informed of an instance of academic dishonesty, the Associate Dean for Academic Programming may meet with the parties and/or review the evidence to determine if suspension or expulsion may be an appropriate penalty. If so, that officer will initiate the proper procedures, i.e., a hearing conducted by disinterested academic administrators. The Associate Dean for Academic Programming who has initiated the proceeding may be present at the hearing and give testimony, but will not participate in making a determination. The hearing will be conducted in compliance with the principles of due process, and every effort will be made to safeguard the confidentiality of all parties. The hearing will be held ordinarily within fifteen (15) school days after the Associate Dean for Academic Programming has initiated the process. A decision of the panel will be rendered, in writing, usually within ten (10) school days after the hearing.

To preserve the integrity of the degree and to avoid repetitions of the offense, faculty members are encouraged to report all instances of dishonesty to the Associate Dean for Academic Programming via the Academic Dishonesty Report Form. This is particularly important if any penalty imposed may affect eligibility for graduation.

Department of Nursing: The Department adheres to and enforces the College's policy. Understanding that accountability, honesty and trustworthiness are hallmark values in the nursing profession, the following statement will appear on all tests administered in the Department on all levels.

ACADEMIC INTEGRITY STATEMENT:

Academic integrity requires individuals to:

- ❖ Be truthful and accountable
- ❖ Refuse to participate cheating behaviors with others
- ❖ Be accountable for the known actions of others (duty to report)
- ❖ Consistently abide by this honor code in all circumstances; no exceptions
- ❖ Students are not to share information about exams in any form of communication
- ❖ Cheating results in a zero on this exam

I have read the above and have not cheated on this exam

SIGNED _____ DATE _____

**St. Joseph's College
Department of Nursing**

**Test-Taking Policy
4-Year, BS Program**

Purpose: To describe the test-taking policy as it applies to the Department of Nursing 4-year, BS program.

Background: Taking examinations and/or quizzes is a stressful, anxiety-producing activity for students. Faculty in the Department of Nursing are in agreement that measures need to be in place to minimize the opportunities for cheating and dishonesty during the taking of course examinations including, but not limited to general exams, mid-terms, quizzes and finals. In the 4-year nursing program, each nursing course has two sections – one in the morning and one in the afternoon. All examinations given are equivalent in both sections. It has been the opinion of faculty that students in the morning sections may have shared information related to exam content focus with their peers in the afternoon sections. This assumption was supported in part by the fact that students in the afternoon sections scored higher than their counterparts in the morning class. To preserve the integrity of the examinations, strategies have been implemented. This policy serves to memorialize these strategies and introduce new strategies.

Procedure:

- Examinations of all types (general, quizzes, mid-terms and finals) will be developed using test blueprints specific to the course.
- While examinations given will contain the same questions, the question sequence will be randomized so that the number of the question will not be the same on the morning and afternoon examinations.
- Students will be seated so that there is no opportunity to look at another's question paper. Students, at the discretion of the instructor, will be assigned seating.
- When possible, and always for the finals, both sections will take the examination at the same time.
- For finals, there will be two (2) instructors in the room at the same time.
- Instructors will roam the classroom.
- During all examinations, bins will be placed in the front of the room and all electronic devices will need to be placed in them (phones, I-watches, computer devices, camera pens, etc.). Backpacks, handbags and other carry-ons need to be placed in the front of the class.
- Students will place their answers on scantron sheets provided by the instructor. Pencils will also be provided by the instructors.
- If told in advance of the examination, students will not be able to wear clothing with pockets.
- If a student needs to use the restroom during examinations with two (2) instructors, one instructor will accompany the student. Students will be instructed before the start of the examination that they are to make use of the restroom then.
- Once the examination has been submitted to the instructor, no additional marks on the scantron can be made.

- The following statement will appear on all examinations:

ACADEMIC INTEGRITY STATEMENT:

Academic integrity requires individuals to:

- ❖ Be truthful and accountable
- ❖ Refuse to participate cheating behaviors with others
- ❖ Be accountable for the known actions of others (duty to report)
- ❖ Consistently abide by this honor code in all circumstances; no exceptions
- ❖ Students are not to share information about exams in any form of communication
- ❖ Cheating results in a zero on this exam

I have read the above and have not cheated on this exam

SIGNED _____ DATE _____

Consequences:

- If a student does not adhere to any of the procedures, they will not be able to begin and/or resume the examination.
- In the event that cheating or any other form of dishonesty is suspected, the examination will be taken by the instructor, and the student will be asked to leave the classroom.
- Cheating and/or other forms of dishonesty will result in a grade of zero (0) for that examination.
- Appeals can be made in writing up to five (5) days after the incident to the Director, Department of Nursing. The rendering of a decision, following a hearing of all parties involved, will be made by the Director. No further appeal will be heard.
- A first offense will result in a warning. A second offense, at any time in the program, will be communicated with the Executive Dean of the campus, and may result in dismissal from the major.

This policy will be communicated to students at the start of the nursing major at Orientation.