

DOCUMENT OF

NURSING STUDENT POLICY

SUNY Orange
Middletown/Newburgh, New York

ASSOCIATE DEGREE NURSING PROGRAM

I have read this document of nursing student policy and
understand that I am responsible for abiding by the contents.

(Student's Signature)

(Please Print Name)

(Date)

January, 1987
Revised 1/8/13

pink policy booklet

Student Standards of Conduct

Scholastic Honesty and Professional Integrity

- In addition to the “SUNY Orange Student Handbook” statements and policies relative to academic dishonesty, as outlined in the code of student conduct (http://www.sunyorange.edu/studentlife/publications/studenthandbook/code_of_conduct.pdf), the Department of Nursing recognizes the strong link between honesty in academic work and professional integrity. Any act of academic dishonesty, including but not limited to: cheating on exams, fabrication of reports or records of interactions with clients, and plagiarism is considered incompatible with ethical standards of nursing practice. **Students who engage in scholastic dishonesty will receive a zero in test/quiz or an unsatisfactory in any other evaluative tool this may result in dismissal or failure of a nursing course.**
- I recognize the strong link between honesty in academic work and professional integrity. I further understand that acts of scholastic dishonesty and/or unprofessional behavior may jeopardize my enrollment in the SUNY Orange Nursing Program.
- I agree to demonstrate professional behavior at all times. This includes demonstrating civility and respect for faculty, staff, peers and self on and off campus. This includes all social media forms such as Facebook, Twitter and You Tube.
- I agree to abide by the ANA Code of Ethics, HIPAA Privacy Rules and College and Nursing Department’s standards regarding academic and professional integrity.
- I understand that failure to follow the guidelines as stated above and/or noncompliance with the policies and procedures of the Nursing Program or affiliating agencies can result in immediate removal from the clinical site or dismissal from the Program.

Student’s Signature _____ Date _____

Print Name _____
Last First MI

DOCUMENT OF NURSING STUDENT POLICY

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INTRODUCTION

These policies and regulations are specific to the nursing program and supplement the general college policies for students. They strengthen the nursing program's goal to educate nurses who are knowledgeable and responsible in nursing practice.

The nursing faculty developed this document to fulfill several other purposes. It designates the policies and defines specific regulations governing students in the nursing program; helps assure that students will receive consistent and uniform consideration throughout the program; and serves as a guideline for nursing students.

These policies and regulations also are in accordance with several other principles, codes, and laws with which nurses and nursing students must comply. Unsafe, unethical, or disruptive behavior in the classroom or clinical setting is not only socially unacceptable, but it is not professionally permitted. Refer to your SUNY Orange Student Handbook booklet.

Each student is receiving a copy of the nursing student policies. All students will be expected to indicate by their signature that they understand and will abide by the contents.

In addition to these policies and regulations of the nursing department, nursing students are expected to comply with all civil laws and regulations.

Code of Ethics

The Code of Ethics of the American Nurses' Association is used as the standard for ethical practice and is used to assure that patients will be protected in accordance with the New York State's Nurse Practice Act.

The Code of Ethics is based on a body of moral and ethical principles. These principles have been translated into statements of standards which will guide the nursing students' integrity and their conduct while engaged in learning within the nursing program and later as a nurse in practice.

Conduct violating these statements will constitute reason for departmental warning or for departmental withdrawal from the nursing program.

American Nurses Association Code of Ethics For Nurses

Provision

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to other, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

Mission, Philosophy and Outcomes/Goals of the Associate Degree Nursing Program

Vision Statement

Orange County Community College will be the leader in nursing education. We will prepare our graduate nurses to meet the challenges of health promotion and disease prevention in the 21st century, through the use of evidence-based practice, demonstrating effective teaching strategies, modeling professional behavior and expressions of caring. In response to an ever-changing healthcare system, our graduate nurses will embrace the interrelationship between ethnicity, race and health; advance the newest technological applications in health care; appreciate the rewards of continuing education and seek the teaching and learning opportunities inherent in all contacts with clients, families and communities.

Mission Statement

The nursing program of Orange County Community College provides students with the educational preparation for a career in the profession of nursing.

Philosophy

The nursing faculty believe that a person's humanness is identified in terms of a hierarchy of needs. Lower level needs must be met before higher level needs can be attained. A person strives to reach and maintain self-actualization (Basic Human Needs). These needs are met through the science and art of nursing which utilize principles from the biological, physical, behavioral and social sciences. The nursing process is the scientific problem-solving method used to define the science of nursing. The art of nursing is the creative application of the science of nursing to the care of individuals and groups of individuals within diverse cultural communities. The individual or person is influenced by the satisfaction of their physiological, psychological, sociocultural and developmental needs. Health is affected by the interaction of the individual within their society. The individual responds to changes within the environment. The environment consists of internal and external components. Internal environment can be conceptualized as what is within the person. External environment consists of physical and social environment which includes cultural, ethnic and spiritual aspects including family and community. Health is a dynamic and ever-changing state. Our belief is that individuals define health from their own perspective as they interact with their environment.

The beginning practice of the associate degree nurse is directed toward meeting the hierarchy needs of individuals. Associate degree nursing practice functions within the legal and ethical framework of the profession and is concerned with individuals and groups throughout the life span (Erikson). The nursing faculty continue to support the basic philosophy of associate degree education for nurses. This involves the development of classroom and clinical competence using problem-solving and critical thinking skills. We believe that learning experiences should progress from the simple to the complex.

In congruence with the mission and goals of Orange County Community College, the unit of nursing presents a program that will provide students with a broad base of knowledge in preparation for a career in the profession of nursing. To accomplish its mission, the nursing faculty provide five sequential nursing courses, elective support courses and non-nursing requisites in conjunction with the technologies at the level of a two-year degree with the following outcomes/goals.

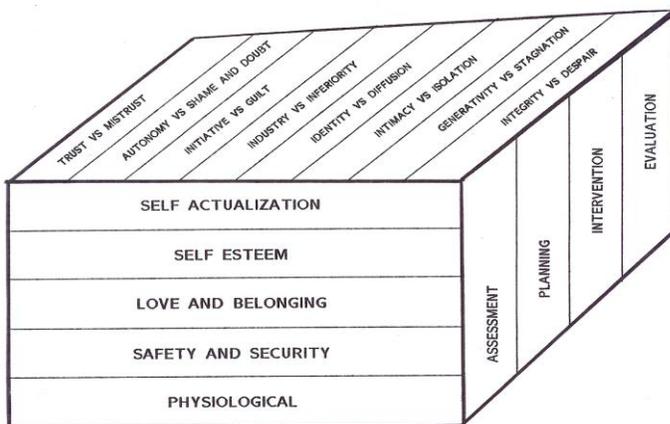
Learning Outcomes/Goals

1. Students will utilize a reasoning process to resolve clinical and professional problems.
2. Students will listen, speak and write to promote the client's well being.
3. Students will follow accepted standards of nursing practice to provide safe and appropriate care.
4. Students will through professional role development, provide age appropriate care to clients in diverse health care settings.

Program Outcomes/Goals

1. Graduates who take the NCLEX for the first time will have passed the examination at a rate equal to or exceeding the mean for New York State.
2. The graduate of this program will have the necessary theoretical background and technical skills for an entry-level nursing position.
3. The graduate will value the pursuit of life-long learning.
4. The employer of a graduate of this program will verbalize confidence that the individual possesses the necessary theoretical background and technical skills for an entry-level nursing position.

Conceptual Framework



This diagram provides a visual image of the interrelation of human needs theory and Erikson's developmental stages of man. The unifying concept is the nursing process, which is a systematic method for the organization and delivery of nursing care.

Standards for the Nursing Program at SUNY Orange

Nursing at the associate degree level includes several essential cognitive, physical and psychosocial functions. Among the most important are providing direct care for individuals and applying verified knowledge in the skillful performance of nursing functions.

In order to successfully complete program objectives, students must possess sufficient:

- A. **Visual acuity** for the accurate preparation and administration of medications and for the critical observations in client assessment and nursing care. Visual acuity is defined as:
 - (1) near clarity of vision at 20 inches or less (corrected), and
 - (2) far clarity of vision at 20 feet or more (corrected).
- B. **Auditory perception** to receive verbal communication from clients and members of the health care team at normal conversational tone, to hear sounds depicting changes in client status, and to assess the physiologic condition of clients through the use of assessment equipment and monitoring devices (i.e., cardiac monitors, stethoscopes, IV infusion pumps, Doptones, safety alarms).
- C. Ability to **smell** odors that indicate changes in the physiological status of the client, or unsafe environmental conditions.
- D. **Fine and gross motor coordination** to respond promptly to and to implement the skills required in meeting client health needs in all health care settings in routine and emergency care. This includes having:
 - (1) fine motor coordination, such as in assessing a client's pulse, preparing and giving an injection, administering IV therapy, maintaining asepsis, inserting a Foley catheter, or performing other nursing skills.
 - (2) gross motor coordination, with the ability to move freely while observing, assessing and performing all aspects of client care (i.e., hygiene, feeding, application of restraints).
 - (3) ability to lift and support at least 50 pounds in order to reposition, transfer, and ambulate clients safely.
- E. **Physical health** to maintain wellness at a level that promotes functioning at maximum capacity and that avoids placing clients and other health care workers at risk for illness and injury.

F. Ability to **communicate** with clients and members of the health team, including:

- (1) the ability to speak clearly and effectively to clients and members of the health team.
- (2) the ability to read and comprehend written course materials, read and interpret client care documents, and read and follow health care institution policies and procedures.
- (3) the ability to write in a legible, accurate and concise documentation style which is appropriate, using grammatically correct English language.

G. **Intellectual function, cognitive ability, and emotional capacity** to plan and provide care for individuals, implementing skills and new technology.

H. **Psychological stability** to perform at the required levels in the clinical portions of the program. When students exhibit conduct and behavior which the nursing faculty determines to be inconsistent with providing effective and safe nursing care, the faculty reserves the right to remove students from the immediate setting. Follow-up actions will be consistent with department and/or college policies and procedures.

I. **Ethics** which assure the exclusion of substance abuse, and/or the use, possession, distribution of illicit drugs.

If a student should present with any physical or cognitive limitation(s), or develop such, during the course of the program, the limitations must be identified to the chairperson of the nursing department.

American Nurses' Association Clinical Standards

Standards describe the profession's responsibility to the public and the outcomes for which nurses are accountable.

American Nurses Association Scope and Standards of Practice

Standards of Practice: The six Standards of Practice describe a competent level of nursing care as demonstrated by the nursing process.

Standard

1. Assessment – Collects comprehensive data pertinent to the patient's health or the situation.
2. Diagnosis – Analyzes the assessment data to determine the diagnoses or issues.
3. Outcomes Identification – Identifies expected outcomes for a plan individualized to the patient or the situation.
4. Planning – Develops a plan that prescribes strategies and alternatives to attain expected outcomes.
5. Implementation – Implements the identified plan. Elaborating this standard are five others: 5A. Coordination of Care, 5B. Health Teaching and Health Promotion, 5C. Consultation, 5D. Prescriptive Authority and 5E. Treatment and Evaluation.
6. Evaluation – Evaluates progress towards attainment of outcomes.

Standards of Professional Performance

The nine Standards for Professional Performance describe a competent level of behavior in the professional role.

7. Quality of Practice – Systematically enhances the quality and effectiveness of nursing practice.
8. Education – Attains knowledge and competency that reflects current nursing practice.
9. Professional Practice Evaluation – Evaluates one's own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules and regulations.
10. Collegiality – Interacts with and contributes to the professional development of peers and colleagues.
11. Collaboration – Collaborates with patient, family and others in the conduct of nursing practice.

12. Ethics – Integrates ethical provisions in all areas of practice.
13. Research – Integrates research findings into practice.
14. Resource Utilization – Considers factors related to safety, effectiveness, cost, and impact on practice in the planning and delivery of nursing services.
15. Leadership – Provides leadership in the professional practice setting and the profession.

National Patient Safety Goals 2013

The faculty supports and incorporates into the curriculum the National Patient Safety Goals to protect the safety of each patient in healthcare settings such as hospitals, nursing homes, ambulatory facilities, and community-based settings.

The Joint Commission National Patient Safety Goals (NPSGs) for Hospitals

GOAL	DESCRIPTION
<p><i>Patient Identification</i></p> <p><u>Goal 1:</u> Improve the accuracy of patient identification</p>	<p><u>NPSG.01.01.01:</u> Use at least two patient identifiers when providing care, treatment or services.</p> <p><u>NPSG.01.03.01:</u> Eliminate transfusion errors related to patient misidentification.</p>
<p><i>Improve Communication</i></p> <p><u>Goal 2:</u> Improve the effectiveness of communication among caregivers</p>	<p><u>NPSG.02.03.01:</u> Report critical results of tests and diagnostic procedures on a timely basis.</p>
<p><i>Medication Safety</i></p> <p><u>Goal 3:</u> Improve the safety of using medications</p>	<p><u>NPSG.03.04.01:</u> Label all medications, medication containers, and other solutions on and off the sterile field in perioperative and other procedural settings.</p> <p><u>NPSG.03.05.01:</u> Reduce the likelihood of patient harm associated with the use of anticoagulant therapy.</p> <p><u>NPSG.03.06.01:</u> Maintain and communicate accurate patient medication information.</p>

<p><i>Health Care Associated Infections</i></p> <p>Goal 7: Reduce the risk of health care-associated infections</p>	<p><u>NPSG.07.01.01:</u> Comply with either the current Centers for Disease Control and Prevention (CDC) hand hygiene guidelines or the current World Health Organization (WHO) hand hygiene guidelines.</p> <p><u>NPSG.07.03.01:</u> Implement evidence-based practices to prevent health care-associated infections due to multidrug-resistant organisms in acute care hospitals.</p> <p><u>NPSG.07.04.01:</u> Implement evidence-based practices to prevent central line-associated bloodstream infections.</p> <p><u>NPSG.07.05.01:</u> Implement evidence-based practices for preventing surgical site infections.</p> <p><u>NPSG.07.06.01:</u> Implement evidence-based practices to prevent indwelling catheter-associated urinary tract infections (CAUTI).</p>
<p><i>Reduce Falls</i></p> <p>Goal 9: Reduce the risk of patient harm resulting from falls</p>	<p><u>NPSG.09.02.01:</u> Reduce the risk of falls.</p>
<p><i>Pressure Ulcers</i></p> <p>Goal 14: Prevent health care-associated pressure ulcers (decubitus ulcers)</p>	<p><u>NPSG.14.01.01:</u> Assess and periodically reassess each resident's risk for developing a pressure ulcer and take action to address any identified risks.</p>
<p><i>Risk Assessment</i></p> <p>Goal 15: The organization identifies safety risks inherent in its patient population</p>	<p><u>NPGS.15.01.01:</u> Identify patients at risk for suicide.</p> <p><u>NPSG.15.02.01:</u> Identify risks associated with home oxygen therapy, such as home fires.</p>
<p><i>Universal Protocol for Preventing Wrong Site, Wrong Procedure, Wrong Person Surgery™</i></p>	<p><u>UP.01.01.01:</u> Conduct a pre-procedure verification process.</p> <p><u>UP.01.02.01:</u> Mark the procedure site.</p> <p><u>UP.01.03.01:</u> A time-out is performed before the procedure.</p>

The faculty supports and incorporates into the curriculum the National Patient Safety Goals and the Quality and Safety Education for Nurses (QSEN) competencies in preparing our graduates to provide safe, high quality patient care in today's complex health care environment.

QUALITY AND SAFETY EDUCATION FOR NURSES (QSEN) COMPETENCIES

Competency	Definition
Patient-Centered Care	Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
Teamwork and Collaboration	Function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
Evidence-Based Practice	Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
Quality Improvement	Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
Safety	Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
Informatics	Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

CLINICAL LABORATORY STANDARDS

Standards for Clinical Laboratory Experiences

1. Students are not to be on the clinical unit without an instructor (unless special arrangements have been made).
2. Students must make their own transportation arrangements at their own expense on days when classes are held off campus.
3. Students are to abide by all policies of the assigned clinical facility.
4. Students enrolled in Nursing I – IV:
 - a. No invasive nursing procedures, including but not limited to medication administration, oxygen administration saline intravenous lock flushing, sterile dressing change are to be performed by a student without the presence of the nursing instructor. A student who performs procedures without an instructor present places a patient in physical jeopardy and as such is at risk for clinical dismissal.
 - b. Students enrolled in Nursing V are to refer to the course syllabus for specific nursing procedure guidelines.
5. Students may not leave assigned clinical areas without the instructor's permission.
6. Personal cleanliness is essential.
7. Chewing gum is not permitted.
8. Smoking is not permitted at any time while on agency property.
9. Failure to notify the clinical, lab or lead instructor prior to an absence or tardiness will be considered unprofessional and be so noted on the clinical evaluation section.

Overall Uniform Policies

1. Uniforms must be washed, clean, and without wrinkles for each clinical day.
2. White shoes, including shoe laces, should be clean and have white soles; no open backs, open toes or clogs.
3. Uniforms are not to be worn on college campus, except for clinical simulation day on campus.
4. Hair must be neat, clean, controlled, and off the collar; use simple hair accessories to hold hair.

Overall Uniform Policies (continued)

5. Beards and mustaches must be neatly trimmed. If no established beard or mustache, face must be cleanly shaved.
6. Nails are to be fingertip length and clean. No nail polish may be worn. No artificial nails/wraps, gels or tips are permitted.
7. Conservative make-up and hair color.
8. Purses may not be brought into the clinical area.
9. If not properly attired, the student may be sent off the clinical unit.
10. No visible tattoos during clinical classes or when in the campus laboratory/skill setting.

Female Attire

1. Jewelry: only plain post earrings with a diameter no larger than shown here



and only one earring per ear lobe; plain wedding bands without stones may be worn. No other jewelry is permitted including any piercing jewelry.

2. Uniform (skirt) must be at least two inches below the knee.
3. White tailored dress slacks.
4. Teal top with SUNY Orange emblem on left sleeve to be worn in the clinical units (must be fully zipped). If a shirt is worn under the teal top, it must be clean white and short or no longer than $\frac{3}{4}$ length sleeve.
5. Plain white stockings or white socks with pants.
6. White leather shoes (no nylon or canvas shoes), including shoe laces, should be clean and have white soles; no open backs, open toes or clogs.

Male Attire

1. Jewelry: only plain post earrings with a diameter no larger than shown above. And only one earring per ear; plain wedding bands without stones may be worn. No other jewelry is permitted including any visible body piercing jewelry.
2. Teal top with SUNY Orange emblem on left sleeve to be worn in the clinical units, (must be fully zipped). If a shirt is worn under the teal top, it must be clean white and short or no longer than $\frac{3}{4}$ length sleeve.
3. White tailored dress slacks.
4. White socks.
5. White leather shoes (no nylon or canvas shoes).

Articles Needed for Clinical Practice for All Semesters

Wrist watch with second hand and narrow band (wide band is not acceptable)

Stethoscope

Small note book

Red and black pens (no blue pens)

Pencil with eraser

Pen light

Surgical scissor

College Photo Identification

Pocket holder

ACADEMIC PLANNING

Individual Program Planning

Planning a program of study for successful learning is important to all students. The average college credit hour load for undergraduate students is about 14 credits. Such a credit hour load requires at least 40-45 hours per week of a learner's time.

14 hours of class (if no laboratories)

28 hours of study/homework (equates to a grade of C)

— (computed: 14 credit hours x 2 hours = 28 hours)

42 minimum hours for success*

Nursing students or students with laboratory credit hours require more hours for a similar credit hour load.

For example:

7 hours in liberal arts and sciences

4 hours of lecture or seminar (Nursing I)

9 hours of laboratory (Nursing I)

28 hours of study/homework (equates to a grade of C)

48 minimum hours for success*

Faculty advisors urge students to see them before registration to plan their semester course loads. Many students have out-of-college demands on their time; for example, employment, family responsibilities, other stressful endeavors, problems related to learning or study habits, etc. Planning a course load which is realistic and balances college-going and outside commitments is important to success in college. The curriculum for a degree program which can be completed in two academic years does not imply that it should or must be completed in two years. For some, planning might mean carrying a credit hour load of 10-12 or even less credit hours.

The faculty's main goal is to help students succeed in their goal at SUNY Orange. The nursing faculty advisors are available for this planning. Students are urged to discuss their goals with them.

A schedule of clock hours of instruction per week (actual time spent in lecture, laboratory and clinical agency) follows on page 11.

***Faculty encourage students to devote enough time in the skills laboratory to ensure successful skill performance in the collage laboratory and clinical setting.**

ASSOCIATE DEGREE NURSING CURRICULUM

<u>Course Titles</u>	<u>Hours of Instruction Per Week</u>			Total Clock Hours Per Week	Total* Clock Hours Per Semester (15 weeks)	C	
	Lecture at College	In College Laboratory	In a Clinical Agency			R E I T	H O R S
1. <u>Nursing</u>							
Nursing I: Fundamentals (NUR 101)	4	3	6	13	195	7	
Nursing II: Fundamentals (NUR 102)	6	3	9	18	270	10	
Nursing III: Maternal and Child Health (NUR 201)	4	3	6	13	195	7	
Nursing IV: Physical and Mental Illness (NUR 202)	6	2	11	19	247 (13 wks)	9	
Nursing V: Transition to Practice (NUR 203)			45		45 (2 wks)	1	
Pharmacology & The Human Body (NUR 205)	3	0	0	3	45	3	
2. <u>Biological Sciences</u>							
Anatomy & Physiology I (BIO 111)	3	3	0	6	90	4	
Anatomy & Physiology II (BIO 112)	3	3	0	6	90	4	
Microbiology (MLT 106)	2	2	0	4	60	3	
3. <u>English</u>							
Freshman English I (ENG 101)	3	0	0	3	45	3	
Freshman English II (ENG 102)	3	0	0	3	45	3	
4. <u>Physical Education</u>							
I (PED 000)	0	1	0	1	15	.5	
II (PED 000)	0	1	0	1	15	.5	
IV Concepts of Wellness (PED 000)	0	1	0	1	15	1	
5. <u>Social Sciences</u>							
Elective	3	0	0	3	45	3	
General Psych I (PSY 101)	3	0	0	3	45	3	
6. <u>Electives</u>							
Electives	6	0	0	6	90	6	

Total Credits 68

* Plus--one week for final examinations.

One clock hour for classroom instruction is equivalent to one credit hour. Credit allocation for on-campus laboratory and clinical instruction consists of three clock hours to one credit hour. (One clock hour equals 50 minutes of instruction.)

**** Effective** January 2013, Chem 120 Elements of Chemistry and Physics will be replaced with NUR205 Pharmacology and the Human Body.

PROGRESSION POLICY

Sequence of Courses

The nursing courses and their requisites must follow the sequence identified here and in the college catalog.

To qualify for enrollment in:

NUR 101* Nursing I: Fundamentals

***Pre/Corequisites: BIO 105 Anatomy and Physiology I ++
MLT 106 Microbiology

NUR 102* Nursing II: Fundamentals

Prerequisites: NUR 101*
BIO 105 Anatomy and Physiology I ++
MLT 106 Microbiology

***Corequisite: BIO 106 Anatomy and Physiology II ++

The following first level courses must be completed prior to enrollment in NUR 201* Nursing III: Caring for the Growing Family or the sophomore level nursing courses:

Nursing I and II, NUR 101* and NUR 102*
Freshman English I and II, ENG 101 and ENG 102
Anatomy and Physiology I and II, BIO 105 and BIO 106
Microbiology, MLT106

NUR 201* Nursing III: Caring for the Growing Family

Prerequisites: NUR 102* and courses listed above
***Corequisites: PSY 101 General Psych I
NUR 205 Pharmacology & The Human Body

NUR 202* Nursing IV: Physical and Mental Illness

Prerequisites: NUR 201*
PHY 110 Elements of Chemistry and Physics
PSY 101 General Psych I

NUR 203* Nursing V: Transition to Practice

Prerequisite: NUR 202*

++A grade of C is required in Anatomy & Physiology I and II. Beginning Fall 2008, a grade of C is required in all lab science courses.

***Beginning January 2013, Chem 120 Elements of Chemistry and Physics will be replaced with NUR205 Pharmacology and the Human Body.

***You may not withdraw from a corequisite and remain in the nursing course. If you withdraw from a corequisite, you must also withdraw from the nursing course.

Note: Student transferring courses from other colleges or applying prior SUNY Orange course work to the degree of nursing need to be aware that all science courses must be within 5 years of program entrance and General Psych I (PSY 101) within 10 years of program entrance. In general, no more than 30 semester hours of credit are acceptable from another college and credits more than ten years old (except those stated above) will be evaluated by the college registrar on an individual basis.

Progression and Graduation

In addition to the general college requirements listed in the college Student Handbook, nursing students must earn a grade of “C” (75%) or higher in each nursing course to progress or to graduate from the nursing program. Students are strongly advised to maintain a GPA of 2.75 upon graduation in order to continue their education into a BSN program.

An AAS degree in nursing is required for certification to take the National Council Licensure Examination (NCLEX) for Registered Professional Nurse (RN).

CPR

CPR is a required skill for NUR 101. Students must present documentation of completion of the skill during the first week of the semester in order to attend clinical classes and care for clients. This documentation must include CPR of infants, children and adults. Required course is the American Heart Association Basic Life Support for Healthcare Provider. This documentation must be current through Nursing V: NUR 203.

Physical Examination

All students are required to meet New York State Hospital Code requirements and agency requirements prior to admission to clinical sites. All students must have an annual physical examination and Mantoux testing for Tuberculosis; titers for Measles, Mumps, Rubella and Varicella are required regardless of age or previous immunization history; verification of Varicella immunity is required; proof of Hepatitis B vaccination must be submitted or a signed statement of declination of the Hepatitis B vaccine. Beginning Fall 2008, all students must submit a negative urine drug screen as part of their initial admission or readmission physical. Random alcohol/drug testing may be required during enrollment in the nursing program. (A student who refuses to submit to the alcohol and drug test or one who tests positive for the presence of alcohol, any illegal drug(s), or an unauthorized controlled substance(s) will not be admitted to the nursing program.)

Physicals submitted late will be subject to a late fee. Submission dates are determined by the Campus Health Office.

All students who have a change in their health status, including the condition of pregnancy after the submission of their physical must inform their lead instructor and the Department Chairperson. The student must submit medical clearance at the beginning of each clinical rotation.

Criminal Background Policy

An individual who has charges pending or has been convicted of a felony or misdemeanor and/or has been found guilty of professional misconduct or negligence may not be eligible to be licensed as a Registered Nurse. These matters may be discussed before applying for admission to the nursing program at the Office of Professional Discipline, New York State Education Department. Students seeking admission to the nursing program who have been convicted of a felony or misdemeanor will be subject to the SUNY Orange-Health Professions Division: Criminal Background Check Policy.

Clinical Facility Requirements

Clinical facilities have a responsibility to ensure that caregivers are “fit for duty” and provide the highest quality health care possible. To further the goal of providing the highest quality health care for clients, all students must submit a physical examination and background check as described above. The cost of a background check, physical examination and urine drug screen is the responsibility of the student. Failure to comply with this requirement will result in separation from the program.

We must adhere to all of the clinical facility policies and procedures, accreditation requirements and NYS Health Department and HIPAA regulations. Students who are dismissed from a clinical facility due to rule violations(s) (including those listed above) will not be allowed to continue in clinical.

A student dismissed from a clinical facility will not be assigned to any other clinical facility for that semester and will be unable to continue in the program. A student may not graduate from a Program in the Health Professions without passing all clinical courses.

Program Completion Time for Nursing Students

Beginning in Fall 2004, the program must be completed in no more than 3 consecutive years of enrollment in the first nursing course. Additionally, only one Nursing course may be repeated one time.

Evening Part-Time Nursing Program

The evening program is only for part-time students taking 11.5 credits or less. It is strongly recommended that all General Education courses be completed before admission to NUR 101. Once you are in the evening program, you can only move to a day schedule during subsequent semesters if there is seat availability and with permission of the department chairperson.

Readmission to Nursing Courses

If you are no longer enrolled in nursing courses, an official change in curriculum must be completed to either Liberal Arts, Math & Science (220N) or to another eligible curriculum.

Please check with the admissions office concerning current procedures for readmission if you wish to return to Nursing I. Students are readmitted based on the admission criteria in effect at the time of the request. If you wish to return to Nursing II, III, IV or V, you must inform the nursing chairperson of your intentions in writing. Readmission to the nursing program is never guaranteed. Therefore, consideration for readmission will be as follows:

1. Reason for separation from program with priority given to students who:
 - a. Separated from the program because of Military deployment
 - b. Received a medical withdrawal from the college
 - c. Withdrew from the nursing course with a passing theory grade, satisfactory clinical performance, satisfactory skill performance evaluations and satisfactory CCSE score.
 - d. All others will be considered on an individual basis.

2. Cumulative G.P.A. (minimum GPA to apply is 2.75).
3. Letter outlining your reason for separation from the program and why you should be considered for a seat as well as strategies you have implemented in order to be successful the second time in the course. This letter will be reviewed by the nursing faculty admissions committee.

Written request must be submitted by May 15th for the Fall semester and by September 15th for the Spring semester. If you have been separated from the nursing department for more than one year, your readmission in sequence is at the discretion of the chairperson. Readmission to a nursing course is *never* guaranteed. Students requesting readmission can do so for the day programs.

You may not be able to register for a nursing course during the early registration period. For students to be readmitted into Nursing II, III, IV or V, it is required that the student take the Nursing Bridge Course (non-credit) the semester before re-entering the program.

LPN TO RN

LPN students requesting advanced standing into nursing IV (NUR 202) must do so in writing to the department chairperson by May 15th for the fall semester and by September 15th for the spring semester.

Audit of Courses

Nursing courses (NUR 101- NUR 203) are *not* subject to audit.

Children

No children are permitted in the laboratory classes or skills lab at any time.

Repeat Policy

If accepted for re-admission, Nursing courses may only be repeated one time (NUR 101, NUR 102, NUR 201, NUR 202 & NUR 203). Please see college catalog for policy statement. Repeating a required clinical nursing course is taking a course after having received an A, B, C, D, F, W, IW, MW or a Z grade. Beginning in Fall 2004, only one nursing course may be repeated.

Student Withdrawal from Nursing Course

Nursing faculty follow the college policy for withdrawal. Students are to discuss Withdrawal and Instructor Withdrawal policies with their lead instructor and to follow deadlines for withdrawals as presented in the college catalog. See academic policy, "Official Withdrawal from Non-Developmental Courses," listed in college catalog. When a student withdraws from a clinical nursing course, they must also withdraw from all elective nursing courses that are designated, as requiring concurrent enrollment.

Withdrawal from Non-Developmental Courses

During the semester a student may withdraw from a course by completing a withdrawal (drop) form that is available at the Records and Registration office with an advisor's signature. No record of the course appears on the student's transcript if the course is dropped by the deadlines published in the appropriate course schedule. From these dates forward, the student would need to do an Official Withdrawal by the appropriate deadlines (see Official Withdrawal from College section) or the instructor may initiate an Instructor Withdrawal. An instructor is not required to do an Instructor Withdrawal. No instructor withdrawals can be given for clinical failure.

Rights and Responsibilities

Students can communicate their complaints and concerns as outlined in the SUNY Orange Student Handbook and the student grievance procedure outlined in the SUNY Orange Catalog. Students may also use the option of contacting the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326 (404) 975-5000

Early Registration and Registering for the Next Nursing Course

Students who are continuing in the nursing program must register during the early registration period (April for fall and November for spring) in order to assure placement in the next nursing course. There are many requests for readmission to a nursing course, and those individuals will be given a seat after continuing students have had an opportunity to register during early registration. Failure to comply with this will cause students in nursing not to have a seat in the next semester course.

Taping of Classes and Audio-Visual Materials and the Copyright Law

No nursing student is permitted to audiotape, video tape or take pictures in any class in nursing unless specific individual permission is given by the instructor. The only exception is for students with a documented accommodation.

Copyright law prohibits the reproduction of audio-visual materials without permission of the company. The Department of Nursing does not have permission from any of the companies for reproduction of any kind. A student will be held in violation of the copyright law and departmental rules.

Electronic Devices

The active use of any device classified as a “communications device,” including but not limited to pagers, cellular phone, PDA’s and, messaging devices, cameras, audio & video recorders is prohibited in classrooms, as well as in other areas where a classroom atmosphere is assumed (e.g. libraries, labs, theaters, faculty offices, off campus clinical sites), except by special permission of the Department Chair. Instructors reserve the right to regulate the monitoring of such devices as necessary.

Academic Honesty

In addition to the “SUNY Orange Student Handbook” statements and policies relative to academic dishonesty, as outlined in the code of student conduct, the Department of Nursing recognizes the strong link between honesty in academic work and professional integrity. Any act of academic dishonesty, including: cheating on exams, fabrication of reports or records of interactions with clients, and plagiarism is considered incompatible with ethical standards of nursing practice. Instances of academic dishonesty may result in the referral to the Vice President for Student Services for appropriate disciplinary action pursuant to the College’s Code of Student Conduct **Students who engage in scholastic dishonesty will receive a zero in test/quiz or an unsatisfactory in any other evaluative tool this may result in dismissal or failure of a nursing course.**

1. Students must not have any electronic devices on their person during tests or quizzes.
2. Students are to remove hats and heavy outerwear during tests or quizzes.

3. Students who leave a classroom during a test will not be permitted back into the classroom until the test is completed.

Professional Integrity

Students must conduct themselves in a professional manner as to reflect favorably upon themselves and the program they represent. Students are expected to assume responsibility for their actions and will be held accountable for them. If at any time a student behaves in a manner which is inappropriate, unprofessional, disrespectful, argumentative, or endangers the health or safety of fellow students, instructors, clients and the health care team, they will be disciplined for unprofessional conduct:

Unprofessional Conduct includes, but is not limited to:

- Verbal or non verbal language, voice inflections, actions, or insubordination which compromise rapport or working relations with peers, faculty, clients, families/significant others, or health care team members
- Any behaviors that may compromise contractual agreements and/or working relations with affiliating clinical agencies, or constitute violations of legal or ethical standards
- Any behavior which interferes with or disrupts teaching/learning experiences
- Using or being under the influence of any drug (OTC/prescription and/or illegal) or alcohol that may alter judgment and/or interfere with safe performance
- Breach of confidentiality in any form (HIPAA)

Professional Behavior Action Plan:

Failure of students to consistently demonstrate professional behaviors will result in the following actions:

- First occurrence – a verbal conference with appropriate faculty member that outlines the behavior demonstrated, why it is an inappropriate behavior, and the consequences of further unprofessional behaviors being exhibited. A written report will be completed with a copy for the student, faculty member, and original to the nursing department chair.
- Second occurrence – a verbal conference with the appropriate faculty member that outlines the behavior demonstrated, why it is an inappropriate behavior, and the consequences of further unprofessional behaviors being exhibited. A written behavioral action plan will be completed with a copy for the student, faculty member, and original to nursing department chair. Included will be a written warning from the nursing department chairperson stating that another occurrence of unprofessional behavior being demonstrated will result in dismissal from the program.
- Third occurrence – dismissal from the program.

Unprofessional behaviors which put any other individual in jeopardy of harm may result in immediate course dismissal.

Problem Resolution

Faculty strive to create an atmosphere conducive to learning. There should be mutual respect between faculty and students. It is expected that the chain of command will be followed as part of the problem solving process.

Problem Solving Procedure:

1. The problem is first presented to the student(s)' clinical and/or classroom instructor verbally or in writing. ALL WRITTEN CONCERNS MUST BE SIGNED AND DATED.
2. If the student(s) is not satisfied with the response, the student(s) may then make an appointment to see the Assistant Chairperson. The Assistant Chairperson will review the verbal and/or written concerns and may request, as necessary, additional information from the student or instructor.
3. If the problem is still not satisfactorily resolved, the student(s) may then make an appointment to see the Chairperson of the Nursing Department to verbally express the concern and/or submit a written, signed, and dated statement with supporting evidence. The Chairperson may share the concerns/problems with the Associate Vice President of the Health Professions and/or the appropriate college administrator.
4. If the student(s) has used all available avenues in the Department of Nursing to address the problem and is still not satisfied, the student(s) may then make an appointment to see the Associate Vice President for Health Professions to discuss the matter. As part of the college's informal grievance procedure.
5. If the grievance is not resolved informally, the student may file a formal, written grievance following the college's student grievance procedure.

<http://www.sunyorange.edu/catalog/documents/registration-policies-procedures-suny-orange.pdf>

Americans with Disabilities Act (ADA)

SUNY Orange is committed to making reasonable accommodations to assist individuals with disabilities in reaching their academic potential. If you have a disability which may impact your performance in this course and require accommodations, you must first register with the Office of Accessibility Services. Accessibility Services is responsible for coordinating classroom accommodations and other services for students with disabilities. Please note that classroom accommodations cannot be provided prior to your instructor's receipt of an Accommodations Notice, signed by the Office of Accessibility Services. You can reach the Office of Accessibility Services at the Middletown Campus at (845) 341-4077 and at the Newburgh Campus at (845) 341-9034 or by email at accessibilityservices@sumyorange.edu.

Faculty Office Hours

All full-time faculty have office hours which change each semester. Hours are posted on their office door.

Help Desk Information

If you need help using Angel, then you may contact SUNY Learning Network at (800) 875-6269 or by email at helpdesk@suny.sln.edu. For problems logging on to Angel, you may also contact the SUNY Orange help desk at helpdesk@sunyorange.edu or by phone: (845) 341-4749 or (845) 341-4735.

Scholarships

Students who have successfully completed two semesters of nursing may be eligible for scholarships. Application is made at the Financial Aid Office. Both full-time and part-time (minimum of ten credits) are eligible to apply.

College Laboratory Procedures when Handling Sharps

1. Students in both levels will be issued syringes for practice on manikins and injection pads. These syringes are to be kept in specially marked individual zip-locked bags. STUDENTS ARE NOT TO SHARE PRACTICE SYRINGES. If an individual needs additional equipment, it will be supplied. Since practice syringes are not in contact with blood or body fluids, they may be recapped using the one-handed technique.
2. During a practice period with syringes, if a student punctures skin with the practice equipment, the laboratory instructor or technical laboratory assistant should be notified. THE SYRINGE IS TO BE DISPOSED OF IN THE SHARPS CONTAINER. The area should be cleansed and the gauze disposed of in the red bag. A Laboratory Incident Report should be completed and given to the chairperson. The student should then be referred to the campus nurse.
3. After skill evaluations, the syringes are not recapped and are disposed of in the proper sharps container. The evaluation laboratory simulates the clinical laboratory, and syringes should not be recapped. Additional syringes will be issued for further practice.

College Accident Insurance

The college's accident insurance is only for accidents (example, needlestick injection in clinical). If you become ill in clinical classes, any visits to the agency's emergency room will be self-pay or may be submitted to your personal medical insurance company. Be aware that most medical plans may deny coverage for an emergency room visit unless it is for an accident or life threatening illness.

Attendance Policy

The faculty at SUNY Orange is committed to facilitating your success and learning, as you prepare for a career as a registered professional nurse. As a student in a professional program, your attendance is expected at all classes, labs, and clinicals. Your full participation in all learning activities is necessary for developing the knowledge base and skills necessary to function on a professional level. As in all professional circumstances, unprofessional behavior such as absence and tardiness *will have* an effect on the final evaluation of your academic and clinical performance. The following policies detail the consequences of absence and tardiness:

1. A classroom, laboratory, or clinical tardiness of 15 minutes constitutes an absence.
2. Clinical objectives must be met in order to receive a satisfactory clinical evaluation. Attendance is mandatory. *Arrangement for clinical make –up is not possible.*
3. Students who miss a college laboratory may ask instructor permission to attend another scheduled lab for that week. The absence is recorded, but no points are deducted. A student may only do this one time. If a student is unable to attend another scheduled lab, they are required to make up the missed material and skills in the skills lab with faculty or staff within one week of the absence. The absence will be recorded and points will be deducted.
4. In the case of unavoidable absence such as documented illness, or bereavement, the student must call the instructor, and then submit a written statement and/or documentation (such as a note from a physician) explaining the reason for the absence.
5. Students may be absent from class due to religious observance without penalty. Students should inform their instructor when they anticipate an absence for: religious observance, so that arrangements can be made for make-up assignments, study or work requirements.

In accordance with college and department policies, a faculty member has the prerogative to lower grades or withdraw a student for absences and tardiness (see the SUNY Orange student handbook and the SUNY Orange catalog.) REFER TO YOUR NURSING COURSE SYLLABUS FOR SPECIFIC GUIDELINES REGARDING ABSENCES AND THEIR IMPACT ON YOUR FINAL GRADE. OBSERVED PATTERNS OF TARDINESS OR ABSENCE WILL RESULT IN LOWERING OF YOUR FINAL GRADE.

*****When a change in grade will result due to excessive absences, the student's attendance record will be referred to the nursing department attendance committee for review.***

REPORT OF STUDENT ABSENCE/TARDINESS

On _____ Nursing Student _____
Date Name

was absent tardy _____ minutes

for classroom college laboratory (m/s lab) clinical

Signature of Instructor

I have reviewed the Attendance Policy set forward in the "Document of Nursing Student Policy." I understand that, in accordance with college and department policies, faculty member has the prerogative to lower grades or withdraw a student for excessive absence or tardiness.

I further understand that missed laboratory sessions must be made up within one week. Missed clinical sessions cannot be made up.

Signature of Student

(Students wishing to offer an explanation for their absence or tardiness may do so. However, students must understand that clinical laboratory objectives must be met in order to receive a satisfactory clinical evaluation. Therefore, any clinical or laboratory absence may be considered excessive. A doctor's letter or note may be requested for health related problems.)

GRADING REQUIREMENTS

I. A minimum grade of C must be obtained in NUR 101, NUR 102, NUR 201, NUR 202, NUR 205.

Grading:		
A	=	94-100% = 4.0
A-	=	90-93% = 3.67
B+	=	87-89% = 3.33
B	=	83-86% = 3.0
B-	=	80-82% = 2.67
C+	=	77-79% = 2.33
C	=	75-76% = 2.0
C-	=	70-74% = 1.67
D+	=	67-69% = 1.33
D	=	65-66% = 1.00
D-	=	60-64% = 0.67
F	=	below 60% = 0.00

ZF Grade Policy

A grade of ZF (or ZVF for developmental courses) will be assigned to students who stop attending before the end of the 10th week of semester and do not withdraw themselves or receive an instructor withdrawal.

II. A grade in any nursing course will be based on knowledge and skills acquired in the classroom, clinical setting, and college laboratory.

A. Each student's classroom performance is evaluated by the classroom instructor in collaboration with the college laboratory instructor. The total theory average must be at least the whole number of **75** or above without rounding.

B. A final clinical evaluation of satisfactory must be obtained in the following four nursing courses:

NUR 101, NUR 102, NUR 201, NUR 202

The final clinical evaluation is determined by the classroom instructor in collaboration with the clinical instructors.

C. Tests must be taken as scheduled. Tests missed must be made up within one week. The highest grade that can be received on a make-up test is **75**.

D. Standardized Nationally Normed Tests will be administered throughout the nursing curriculum. Students are required to purchase the Kaplan Nursing Product prior to the start of each Nursing course: NUR 101, 102, 201 and 202. This product is only available in the College Bookstore.

E. Grades in Angel are theory grades only and may not accurately reflect a students' final grade which takes in to account attendance, lab and clinical performance.

III. The student's final grade will be based on the following guidelines:

A. Theory Performance Grade

The grade for theory performance is calculated as follows:

- Quizzes (averaged as one unit test)
- Unit tests (primarily multiple choice questions)
- Standardized tests as determined by the faculty
- Any specific course graded assignment
- College laboratory grades
- Simulation laboratory grades
- Comprehensive final exam

Completed unit examinations are never reviewed in the classroom. Unit examination grades will be given to students one week after the test is administered. Students wishing to review a unit examination must make an individual appointment with their lead instructor within 2 weeks of receiving their grade. No unit examination will be reviewed after that time frame. Final examinations are secure exams and will not be reviewed. Standardized tests are nationally normed online examinations and not subject to review. In order to accommodate large numbers of students, standardized tests may be administered outside of regularly scheduled class times. Specific grading criteria are outlined in course syllabi.

A FINAL THEORY GRADE OF 75 MUST BE OBTAINED IN EACH NURSING COURSE.

B. Clinical Performance Grade

1. Student's evaluation will be based on performance as described on specific clinical evaluation tools.

2. A satisfactory evaluation means that the student has met the critical elements of the stated course objectives.

3. If the student receives an instructor referral form for the skill lab, the skill must be remediated before the next week's clinical class or the student can not return to clinical. In order to remediate the student must give the referral form to the skill instructor to sign and then the student submits the completed referral form to the clinical instructor. Clinical deficiencies will be documented. (See page 38) *Report of Student Clinical Performance*.

4. Two over-riding considerations will be evaluated. These include the prevention of physical jeopardy to the patient and the prevention of emotional jeopardy to the patient. If, in consult with the clinical instructor, the chairperson determines the student is unsafe for clinical classes, the student will not be permitted in clinical classes. If deficiencies cannot be corrected in a timely manner, the student will be requested to withdraw from the course or risk receiving a failing grade. See page 38, *Report of Student Clinical Performance Letter*.

5. To achieve a satisfactory clinical evaluation, the student must also complete all assigned clinical papers satisfactorily, pass all college laboratory skill evaluations for the semester by the end of the 13th week, and pass the clinical calculations examination.

A CLINICAL FAILURE CONSTITUTES A COURSE FAILURE REGARDLESS OF THE THEORY GRADE.

C. Clinical Nursing Process Paper

Nursing process papers will be graded as “satisfactory”, “incomplete”, or “unsatisfactory.” Each student must achieve a satisfactory on a clinical nursing process paper.

FAILURE TO DO SO WILL RESULT IN AN UNSATISFACTORY CLINICAL EVALUATION AND CLINICAL FAILURE FOR THE COURSE. The maximum number of nursing process papers that will be assigned by faculty is three. The student will have 3 opportunities to submit a satisfactory paper. A satisfactory paper must be submitted no later than one week before the last clinical. A third attempt Nursing Process Paper will be reviewed by a 2nd reader for grading purposes.

Students will have one opportunity to correct a paper graded as incomplete and must do so within one week of receiving the incomplete grade. A student who receives an unsatisfactory grade should be prepared to submit a paper on a different client. If a third clinical paper is required, it must be submitted no later than one week before the date of the last clinical. ***All papers are due within one week of date assigned!*** Papers not submitted by the due date will receive an “unsatisfactory grade.”

D. Skill Performance Evaluation

In each semester, critical skills are identified by faculty to be evaluated. Students are to pass skills, with two retakes permitted, within the identified time frame. Students will have the opportunity to practice the skill with faculty or the technical assistants.

1. In order to be skill evaluated, the student must be able to provide a photo ID. Professional behavior and appearance is expected throughout the duration of the skill evaluation process. Procedures must be completed within the time allocated. A changed or cancelled appointment without approval and/or notification will be recorded as a NO SHOW and a forfeited attempt.

2. Students must pass skills in sequence. Students cannot attempt next skill until previous skill is satisfactory. Students can only cancel skill appointments with the approval of faculty or technical assistants. If a student misses a scheduled appointment, he/she will forfeit one of their skill evaluations.

3. If student does not pass skill the first time, he/she must demonstrate remediation before the retest, such as validated practice with an instructor or technical assistant. Remediation must occur on a day separate from the retest. A student who fails a skill test can not retest on the same day. If a student fails the skill two times; a “Risk for Clinical Failure” letter is signed by the student and skill tester (see page 24 for letter). The student must remediate before the third and final skill evaluation attempt. A third failure will result in a clinical failure. The third and final skill attempt will have 2 evaluators present or be videotaped for second evaluator review.

4. Students must complete all skills by the end of the 13th week or the student is at risk for a clinical failure.

5. FAILURE TO HAVE SKILL PROFICIENCY VALIDATED WILL RESULT IN A CLINICAL FAILURE FOR THE COURSE.

E. Clinical Calculation Skill Examination

All students must use Dimensional Analysis equation formula that is taught in classroom and clinical. The formula must also be shown on all quizzes and exams. All computations must be shown on the exam booklet to receive credit for the answer. This formula is demonstrated in your Clinical Calculation Textbook.

All students must demonstrate preparation for safe practice of medication administration by passing a clinical calculation skill examination each semester in nursing

	Passing	Retakes
Nursing I	90%	2
Nursing II	95%	2
Nursing III	100%	2
*Nursing IV	100%	2

*Calculators are permitted for Nursing II, III and IV. Only calculators provided by the department are permitted to be used.

Two retakes will be permitted; minimum passing grade designated for each Level by the third attempt must be met before progressing to the next course or graduation. If this standard is not met, the student will receive a clinical failure for the course. When a student misses the exam or a retake, they forfeit one of the exams.

Group remediation is mandatory for students who took the Clinical Calculation skill exam and did not meet the minimum passing grade. Individual remediation will only be done if the student has a class schedule conflict at the time of the group remediation. If the student misses the scheduled Clinical Calculation skill exam remediation due to class conflict, he/she should see the Lead Instructor for remediation.

Remediation is mandatory for all students who do not meet the minimum passing grade for CCS Retake #1. See your Lead Instructor to make an appointment for remediation if you need to take CCS retake #2.

FAILURE TO ATTAIN A PASSING GRADE BY THE THIRD RETAKE WILL RESULT IN A CLINICAL FAILURE (F) FOR THE COURSE.

F. Failure of One Component of a Clinical Nursing Course

If a student fails the clinical or laboratory component of a clinical nursing course prior to the end of the course, the student will not be permitted to continue to attend or participate in any of the course components (lecture, lab, clinical). Termination of student participation in course activities will be effective on the day they receive notification of the failure.

IV. Nursing V - Transition to Practice (NUR 203) is a one-credit course; all students must obtain a satisfactory grade in order to graduate. Students are required to take a Pre-RN examination during this course. Students are required to pay a fee for this exam (see college catalog) and will receive an individualized profile on how they performed on the exam. The profile identifies strengths and weaknesses and can be used as a study guide to prepare for NCLEX-RN.

REPORT OF STUDENT CLINICAL PERFORMANCE

Date Name

INSTRUCTOR'S OBSERVATION: _____

UNMET CLINICAL OBJECTIVES (# ___ on evaluation sheet): _____

ACTION PLAN / REMEDIATION: _____

Action Plan / Remediation will be completed by _____.

Date

Student Signature Instructor Signature

Clinical Warning
This is intended to be used by the clinical instructor when the student is not meeting the clinical objectives and is in jeopardy of failing the clinical rotation.

SUNY Orange – DEPARTMENT of NURSING		
INSTRUCTOR REFERRAL – SKILL LAB _____		Date _____
Student's Name _____	Nursing Course _____	Lead Instructor _____
PRACTICE NEEDED IN:		
PROBLEM OBSERVED:		
		Clinical Instructor _____
COMMENTS BY SKILL EVALUATOR:		

SUNY Orange
Middletown, New York
Department of Nursing

SKILL EVALUATION AT RISK LETTER

DATE: _____

_____ is at risk for clinical failure for having
Student name

failed to sign up for the _____ skill for the first time
Name of Skill Test

by the posted date on the Student Appointment Sign-Up Sheets.

According to the Document of Nursing Student Policy on skill performance evaluation, "Failure to have skill proficiency validated will result in a clinical failure for the course".

If the student does not complete skill performance evaluation for the first time by _____, the student will not be permitted to attend
Date
clinical class until the evaluation is done. This may result in loss of points on the final average and/or clinical failure for _____.
Nursing Course

Faculty Signature

Student Signature

SKILL EVALUATION

Risk for Clinical Failure Letter

Date: _____

_____ is at risk for clinical failure for having failed
Student Name

to pass the _____ skill for the second time. He/She will be
Name of Skill Test

given a third* and final opportunity to pass the skill. According to the Document of Nursing Student Policy on skill performance evaluation, "Failure to have skill proficiency validated will result in a clinical failure for the course".

If the student is unsatisfactory on the third skill attempt, the student will receive a clinical failure for the course _____, and will not be permitted to attend
course number
any clinical classes for the semester.

Skill Evaluator

Student Signature

*Prior to the third skill evaluation attempt, the student is to receive skill remediation.

Remediation Appointment for: _____
Date/Time

Skill Test Appointment for: _____
Date/Time

SNOW DAYS/INCLEMENT CONDITIONS

“Dangerous driving conditions during the winter may cause cancellation of classes for the day, or for part of the day. If the occasion should occur, the decision to cancel will be broadcast, beginning at 6 A.M., over all area radio stations. If highways are hazardous where you live, stay home, even if college is in session.”

See Current Student Handbook

“In the event of inclement weather or emergency conditions, announcements concerning closing of the College and/or class cancellations will be heard on radio stations:”

Updated information may be obtained by dialing the College’s main number (845) 344-6222 for recorded voice information. Updated information is also available on the College’s website: www.sunyorange.edu.”

Memo from College President

The same directions as for all other college students and college instructors apply to nursing students and nursing faculty.

When it is a clinical day:

1. The college president has indicated that it is expected that a decision will be made as early as possible. Continue listening to the local radio station between 6:30 and 7:00 A.M. If college classes are canceled, your clinical laboratory is canceled. DO NOT call the college. Listen to your radio. See radio stations listed above.
2. If college classes are not canceled, your clinical laboratory is not canceled. Use your own judgment about traveling.

When it is a multisensory laboratory day:

In the event of weather or unexpected circumstances that results in closing of the college, students are expected to make up the multisensory lab experience. The student may attend another laboratory that same week or must make up the lab with the technical aide’s assistance. Proof of lab completion must be submitted to the lab instructor the following week.

WAIT for the radio announcement. DO NOT CALL ANY INSTRUCTOR, THE HOSPITAL OR THE COLLEGE. Telephone lines will be busy enough.

Make-Up for Evening Classes

Since SUNY Orange has a policy for make-up for evening classes due to college closing re inclement weather, the Department of Nursing will do the following:

1. Clinical classes cannot be rescheduled due to agency issues.
2. College classes and laboratories will be made up that first Friday after the closure, if possible, since next week's clinical objectives are often based on that content.

(The current college policy states second Friday after closure night.)

GUIDE TO NURSING ACTION WHEN AN INCIDENT* OCCURS TO A PATIENT

1. The nursing student reports immediately to the nursing instructor.
2. The nursing student and instructor notify the nurse in charge. The physician is notified by the nurse in charge of the unit.
3. The supervisor of the unit and nursing administrator of the agency are notified by the nurse in charge.
4. The student and instructor assess the patient's condition. Any necessary nursing measures to be taken are determined by the instructor (in cooperation with the nurse in charge of the unit) who guides the student to do them. The patient is to receive maximum physical and emotional support. The student is to remain with the patient during any critical period.
5. The student and instructor attend the patient when the physician arrives if practical and/or possible. The physician may wish to ask questions about the incident. He should be informed as to exactly what happened.
6. The agency policy is to be followed concerning the completion of INCIDENT REPORTS. The student responsible for the incident is to write the report. The report is to be clear, correct, and as concise as possible utilizing quote from involved person as much as possible. Complete all information required. Pay particular attention to times, sequential order of facts.
7. The chairperson of the nursing department is to be notified as soon as it is convenient for the student and/or instructor to do so. This is to be followed by a meeting with the chairperson of the department. A copy of the incident report is to be given to the chairperson of the department.

8. The student involved in the incident is not to talk to anyone about the incident except her instructor, the physician, a representative of nursing administration of the agency, or the department chairperson. If further direction is needed, the student should contact the nursing department chairperson.

“An incident is any happening which is not consistent with the routine operation of the hospital or the routine care of a particular patient. It may be an accident or a situation which might result in an accident.”

GUIDELINES ON STANDARD/UNIVERSAL PRECAUTIONS

Purpose

The following departmental guidelines serve as policies on infection-control precautions. They should be used rigorously when caring for all patients in order to decrease risk for exposure to bloodborne pathogens.

Guidelines

1. Appropriate barrier precautions include the following:
 - a. Gloves should be worn for touching blood and body fluids, mucous membranes or non-intact skin, for items soiled with blood or body fluids, and for any vascular access (IV) site.
 - b. Gloves should be changed after contact with each patient.
 - c. Masks/protection goggles should be worn during procedures that generate blood and body secretions to prevent exposure of mucous membranes of mouth/nose/eyes.
 - d. Gowns should be worn during procedures that may produce splashes.
2.
 - a. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood and body fluids.
 - b. Hands should be washed immediately after gloves are removed.
3.
 - a. Contaminated needles should not be recapped, purposely bent or broken by hand.
 - b. Contaminated disposable syringes, needles should be placed in puncture resistant containers. If necessary, used needles and syringes should be placed in puncture resistant container for transport to disposal container. All syringes and needles should be handled cautiously to prevent sticks to self or others.
4. Students who attend vaginal or cesarean deliveries must use appropriate barrier precautions (e.g., gloves, gowns and eye protection) when handling the placenta or the infant until blood and amniotic fluid have been removed from the infant's skin (first bath).
5. Students who have exudative lesions or weeping dermatitis should refrain from direct patient care and from handling patient care equipment until the condition resolves.
6. Pregnant health care workers: Students are not known to be at greater risk for bloodborne pathogen infection, but the infant is at risk of transmission from prenatal infection. Pregnant students must strictly adhere to guidelines.

**Information from State Education Department, The University of the State of New York
(Effective 3/92)**

“It is considered unprofessional conduct for a health professional to fail to use infection prevention techniques appropriate to each profession for the cleaning and sterilization of instruments and devices, materials and work surfaces, for utilization of protective garb, for use of covers for contamination-prone equipment, and for handling of sharp instruments.” (This could be interpreted to include handwashing.)

RECOMMENDED PROTOCOLS FOR DOCUMENTATION AND MANAGEMENT OF CLINICAL PRACTICE BLOODBORNE PATHOGENS EXPOSURES

SUNY Orange Policy

Purpose:

As a student in the nursing program you have increased potential exposure to the bloodborne pathogens that cause Hepatitis and AIDS. To protect yourself from these pathogens you have been instructed in the use of Standard/Universal Precautions. However, should these precautions fail and you suffer an exposure, certain protocols are to be followed. These protocols are recommended by the CDC and are codified in college and agency policy. For your protection, the faculty strongly urge you to review these protocols now. In this way you will be prepared to handle any bloodborne pathogen exposure that might occur.

As a student at Orange County Community College, you are covered by a secondary accident insurance policy. This policy will cover medical expenses related to any documented accidental injury that occurs while in class or in the clinical setting, which is not covered by your own primary health insurance. However, to activate this coverage, you must file an accident report in Health Services. The Director of Health Services or one of the campus nurses will provide you with specific information about the policy, its limits and benefits, claim forms and instructions for filing a claim.

Definition of Terms:

HBV	=	Hepatitis B Virus
HCV	=	Hepatitis C Virus
HIV	=	Human Immunodeficiency Virus
PEP	=	Postexposure Prophylaxis
HCW	=	Health Care Worker
PIM	=	Potentially infectious material

Bloodborne Pathogens Exposure = exposure to blood or visibly bloody body fluid, or other PIM that results in a percutaneous injury, mucous membrane or nonintact skin exposure, and bites resulting in blood exposure.

The CDC recommends that PEP for HIV be initiated as soon as possible after an exposure, preferably within the first hour. This does not give one much time to consider options, therefore the faculty would like you to consider this information ahead of time. If you have personal health concerns that would limit the use of PEP, you may wish to discuss the use of and choice of PEP with your personal physician.

Protocols:

Any student who experiences a Bloodborne Pathogens exposure as defined above must:

1. Provide immediate care to the exposure site, flushing mucus membranes with water or washing wound with soap and water.
2. Immediately notify the clinical instructor and head nurse at the assigned agency. The student must also meet with the nursing department chairperson and the Director of Health Services.
3. The student will complete an agency incident report (with a copy to the college), a nursing department report and a college accident report.
4. The student will follow agency policy for post-exposure evaluation and treatment. The student should expect to be seen either in the agency emergency department or employee health office for evaluation of the exposure to determine risk based on the type of exposure and the source individual. A baseline blood test may be drawn on the student for HIV, HBV and HCV. This baseline along with source evaluation will help to determine treatment and follow-up options.

(As all agencies generally follow the CDC guidelines; therefore, see attached June 29, 2001 update, Appendix B: The Management of Occupational Blood Exposures.)

5. PEP for HIV will be either offered or recommended based on the medical evaluation of the student, the source and the type of the exposure. Students should consult with the Director of Health Services for assistance in obtaining PEP if they cannot obtain the prescribed medications beyond the initial doses through the agency or their own health insurance.
6. Latex Allergy Policy: Students who are known to have allergy to latex should self-report this information to the campus nurse and complete a Latex Allergy Response Plan. It is the students' responsibility to inform all nursing faculty of a latex allergy and your plan to handle a reaction.

OTHER NURSING DEPARTMENT POLICIES

Other nursing department policies which apply to specific nursing courses will be distributed by nursing faculty.

REFERENCES AND ACKNOWLEDGMENTS

1. Several college and university catalogs and nursing program policy handbooks, besides SUNY Orange's, were reviewed and used in the revisions of the policies for nursing students at Orange County Community College; such as, Manatee Community College, Florida; Berkshire Community College, Massachusetts; New York's Marist college, Pace University, Dutchess Community College, St. John's University.

2. Laws, Rules and Regulations Governing the Practice of Nursing.
<http://www.op.nysed.gov/prof/nurs/nurselaw.htm>
3. “Standards of Clinical Nursing Practice,” American nurses Association. <http://www.nursingworld.org>
4. NYS – Division of Administrative Rules: Title 10 Department of Health Chapter V, Medical Facilities
5. Center for Disease Control and Prevention, Morbidity and Mortality Weekly Reports.
<http://www.cdc.gov/mmwr>
6. Numerous articles on nursing student and nurse practice policies and legal implications.

Revised 01/08/13

Pink Policy Booklet