



**SUNY MORRISVILLE  
SCHOOL OF LIBERAL ARTS, SCIENCES & SOCIETY  
DEPARTMENT OF NURSING**

**NURSING STUDENT HANDBOOK  
ASSOCIATE DEGREE NURSING PROGRAM  
Fall 2022 – Spring 2023**

**The Associate Degree Nursing Program is  
Accredited by the New York State Board of Regents and ACEN.  
Information about the program is available from:  
Accreditation Commission for Education in Nursing, Inc.  
3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326  
Phone: (404) 975-5000  
FAX: (404) 975-5020  
[www.acenursing.org](http://www.acenursing.org)**

## Letter from the Director of Nursing

Welcome!

I am very pleased to welcome you to SUNY Morrisville College's nursing program. Morrisville's nursing program is well respected in the community and region. Well known for the quality education provided, Morrisville has consistently prepared the Associate Degree level graduate for successful licensure and entry into professional practice.

Our innovative and progressive faculty is committed to providing a learning environment that promotes critical thinking and clinical reasoning skills. Multiple educational learning strategies are embraced, recognizing that the greatest form of learning comes from the student becoming motivated and engaged within the learning environment. Our teaching, learning, and simulation laboratories are regularly updated, and provide an incredible environment for your learning. The clinical simulation laboratory provides a wide range of experiences for you, providing a realistic bridge between nursing content and nursing practice. Off-campus clinical rotations occur throughout the program, and provide you with opportunities apply your knowledge and skills in a variety of healthcare settings.

The world of nursing is rapidly changing, and the level of expertise and expectations for the professional nurse continue to increase. SUNY Morrisville College's nursing program consistently responds to the changes occurring in the practice setting, and promptly implements them into our curriculum.

The future of nursing holds exciting opportunities, and the possibilities are as diverse as the practice settings that are available for professional nursing. The privilege to make a difference in a patient's life is amazing and humbling. I welcome you to the SUNY Morrisville College nursing community as we work to improve the health of the patients, families and communities we serve.

Linda Taylor DNP, RN  
Interim Director, Department of Nursing  
School of Liberal Arts, Sciences & Society

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**I. MISSION AND PHILOSOPHY STATEMENTS – Standard 1**  
SUNY Morrisville College Department of Nursing

**COLLEGE VISION STATEMENT**

SUNY Morrisville College aspires to be a recognized leader in innovative applied education.

**COLLEGE MISSION STATEMENT**

SUNY Morrisville College works to offer diverse learning experiences so that graduates may pursue rewarding lives and careers, become engaged citizens, and contribute to our collective future.

**MORRISVILLE WORKS TO:**

**INSPIRE LEARNING THROUGH EXPERIENCE**

Goal 1: To offer career-focused, experiential learning

Goal 2: To promote inquiry and scholarship at all levels

Goal 3: To enhance cultural competency and promote equity and inclusion

**BUILD COMMUNITY**

Goal 4: To create a vibrant campus community for personal interaction and growth

Goal 5: To engage the local community in civic and cultural affairs

Goal 6: To promote regional, state-wide and international partnerships

**ACHIEVE A SUSTAINABLE FUTURE**

Goal 7: To develop campus resources and operations with minimum resource footprint

Goal 8: To achieve effective and sustainable levels of required resources

Goal 9: To assess and document success in achieving the College's mission

**DEPARTMENT OF NURSING MISSION STATEMENT**

The mission of the SUNY Morrisville Department of Nursing is to foster the development of the intentional learner who is prepared to transition to practice as a member of the interdisciplinary health care team. The nursing program will provide educational opportunities that promote student learning across the lifespan, cultures, and the health and wellness continuum. The nursing faculty are committed, collaborative partners with students and healthcare agencies supporting nursing workforce needs and interests in our communities while striving to meet its continual and changing health care needs. The focus of the program is mastery of graduate level competencies reflecting the knowledge, skills, and attitudes required for the delivery of safe, quality care.

## **DEPARTMENT OF NURSING – ASSOCIATE DEGREE PHILOSOPHY**

The Nursing Department faculty believes that:

- Each student is a unique individual, shaped by culture, ethnicity, sexual identity, socioeconomic status, and environment. Faculty respect and support this diverse student population, enabling students to flourish as they work within our communities and beyond to achieve their academic and professional goals.
- All nurses are life-long learners, continuously developing their professional knowledge, skills, and attitudes with a spirit of inquiry. Employing student-centred learning strategies holds students responsible and accountable for their learning. Students take an active role in their own learning in partnership with faculty facilitating the assimilation of concepts and knowledge of professional nursing.
- The National League for Nurses (NLN) outcomes, supported by the Quality and Safety Education for Nursing (QSEN) competencies, capture the essence of nursing we wish to instill in our students. We will prepare generalist nurses to enter the workforce with the knowledge, skills, attitudes, professionalism, and confidence necessary to continuously improve the quality and safety of the healthcare system.

**Framework:** SUNY Morrisville Department of Nursing has integrated the NLN Competencies which are supported by QSEN competencies into the framework of its curriculum. The intent of these principles is to arm the graduate nurse with the knowledge, skills and attitudes necessary to provide optimal patient care. The faculty is responsible for incorporating competency-based knowledge, skills and attitudes both in the classroom and clinical setting and provide diverse educational experiences which incorporate a variety of teaching methodologies and clinical experiences. Faculty recognize that students have their own unique learning needs and will integrate knowledge best when they are actively involved in the learning process. Diverse experiences enable students to develop the clinical judgment required to perform safe patient care.

## II. COMMUNICATION - Standard 2

### **INTERIUM DEAN, SCHOOL OF LIBERAL ARTS, SCIENCES & SOCIETY**

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### **NURSING DIVISION CHAIR**

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### **SCHOOL OFFICE ADMINISTRATIVE ASSISTANT**

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### **NURSING CLINICAL COORDINATOR**

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### **NURSING LABORATORY COORDINATOR:**

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Morrisville Campus Nursing Practice Lab: Bailey Annex 115, 315-684-6290

### **FACULTY MAILBOXES**

Nursing faculty mailboxes are located in the Bailey Hall Nursing Office at the Morrisville campus and in the Administration Section on the second floor of Follett Hall at the



Norwich campus. Materials for faculty mailboxes should be given directly to the office secretary.

### **III. INFORMATION & MANDATORY REQUIREMENTS - Standard 3**

#### **ACADEMIC ADVISEMENT**

Your academic advisor's name can be located under Web for Students on the college web site. Academic advisors have posted office hours located outside their offices. Students are encouraged to schedule appointments with their academic advisor when needed. Students must meet with their academic advisor to prepare for online course registration as well as for dropping or adding courses. Information regarding online registration can be found under Web for Student.

#### **ATTENDANCE POLICY**

Students are expected to attend all scheduled classes, nursing laboratory and clinical sessions. Specific attendance requirements will be discussed at the beginning of each course. When special circumstances make absences unavoidable, students must notify clinical and/or laboratory faculty of such circumstances.

#### **BUSING TO CLINICAL FACILITIES**

Busing is currently unavailable from the Morrisville Campus to clinical sites. Students are liable when transporting themselves and/or others to/from clinical agencies. Students must work out their own transportation to and from the clinical site.

#### **CLASSROOM AND CAMPUS LABORATORY CONDUCT**

All students and faculty are expected to conduct themselves in a professional manner that includes but not limited to being prepared for class and laboratory activities, being timely and not eating, drinking, or using unassigned electronic devices during presentations. All students and faculty will follow the Codes of Conduct and Civility as defined by SUNY Morrisville. Any behavior or activity that interferes with learning will not be tolerated. Faculty reserves the right to promptly dismiss students from the class or laboratory according to college policy for such violations.

#### **CLINICAL HEALTH CLEARANCE POLICY: SEE APPENDIX A**

#### **CLINICAL PLACEMENT ASSIGNMENTS**

Students are advised that clinical days/clinical sites may be changed based on constraints which impact the nursing clinical assignments. Students are advised to keep the first week of the semester, as well as the week rotations occur free of other commitments. The nursing program reserves the right to adjust the clinical rotations at any time before or during the semester. It is recommended that a student not request clinical placement on a unit where they are employed.

#### **CREDIT HOUR ALLOCATION**

A credit hour is equivalent to 15 hours of instruction. Of the total sixty-four credits, thirty-seven (37) hours (57.8%) are nursing courses and twenty-seven (27) credit hours

(42.2%) are from other selected disciplines. The nursing courses are sequenced over four semesters.

### **DISASTER PLAN**

Students are required to follow the disaster plan of any clinical agency to which they are assigned and are expected to follow the direction of hospital staff and/or faculty during disasters.

### **DISTRIBUTION OF GRADES**

Percentage distribution for tests, research projects, clinical projects, quizzes, other assignments, and the final exam are listed in each individual course syllabus. Course grades as follows:

Clinical Performance Measurement*	Satisfactory
Skill Competencies*	Completed by deadlines stated in the course critical elements packet
Medication Mathematic Competency*	Minimum score achieved with 3 opportunities as stated in course syllabus

**\*For courses with this component, an unsatisfactory grade or failure to complete or achieve the stated requirement of any of the above results in course failure.**

### **DROPPING, ADDING, OR WITHDRAWAL FROM A COURSE**

Students must confer with their academic advisor before dropping, adding, or withdrawing from a course. Completed paperwork must be initiated from and returned to the school office.

### **FINANCIAL AID**

It is recommended that any student planning to drop a course or to repeat a course to improve a grade, check with the Financial Aid office as this may affect future financial aid eligibility.

### **GENERAL INFORMATION, POLICIES AND PROCEDURES**

- A. The Student who fails to read this Nursing Student Handbook, The SUNY Morrisville Student Handbook, course syllabus, and/or other official college publications, **will not be excused from the requirements, regulations and deadlines set forth in these publications.** The students should review all publications at the beginning of each nursing course.
  
- B. Information in this handbook should be considered an irrevocable contract between the student and SUNY Morrisville. SUNY Morrisville reserves the right, whenever it deems advisable, to change its schedule of tuition and fees, reschedule or modify any course, program of study, or to change policies.

- C. SUNY Morrisville's academic policies, academic program admission, student records, sexual harassment, bias-related behavior, computer acceptable use policy, affirmative action, non-discrimination, and other campus or college policies are found in the current "SUNY Morrisville Student Handbook" and/or "The SUNY Morrisville Catalog." Information about student support services is also available. A copy can be reviewed from the college website.
- D. Students with disabilities will coordinate services through the **Office of Accessibility Services** located on both Morrisville and Norwich Campuses. Morrisville campus, the Accessibility Services Office is located on the 2<sup>nd</sup> floor of Butcher Library. The Norwich Campus Office is located on the 1<sup>st</sup> floor of Follett Hall, room 133. Students with a documented disability who wish to utilize services and/or academic accommodations should contact their respective campus office at the start of each semester. Reasonable accommodations will be made after faculty receives a referral from the Accessibility Services. Students may be eligible for reasonable accommodations in professional licensing examinations in New York State. Questions regarding your request may be made by contacting the Bureau of Professional Examinations (518) 486-2099; Fax (518) 473-8577; or e-mail [OPEXAMS@MAIL.NYSED.GOV](mailto:OPEXAMS@MAIL.NYSED.GOV).

**Morrisville Campus:** Morrisville Campus Office: 315-684-6349

**Norwich Campus:** Norwich Campus Office: 607-334-5144 ext. 5055

- E. Any student who has been convicted of or is currently charged with a felony or misdemeanor should inform his/her faculty advisor or program director promptly for advisement as it may interfere with professional licensure.
- F. Students with an academic grievance must follow the procedure outlined in the current "SUNY Morrisville Student Handbook."
- G. Some of the agencies used for clinical laboratory experiences may require a background check. Any costs associated with this requirement are the responsibility of the student.
- H. All examinations must be taken according to Testing Policy. Any form of unauthorized written or electronic material used by a student or evident on his/her person during or directly following an examination shall be deemed a violation of academic honesty. Unauthorized written, verbal or electronic correspondence between students during any examination or preparation of submitted work, which cannot be substantiated by physical proof or eye-witness verification, shall be considered an infraction of the code and shall subject involved party to corrective procedures.
- I. The nursing faculty reserves the right to change a student's seating assignment at any time during the course including just before, during, and after testing.

- J. When conditions at a clinical facility warrant it, the faculty reserves the right to change any student's assigned clinical site or instructor at any time during the semester in order to facilitate the acquisition of the student learning outcomes for the course.
- K. Children, pets, and persons who are not registered for nursing classes are not allowed in the classroom, clinical setting, computer lab, study areas or campus nursing laboratory.
- L. Cell phone must be set to a non-audible mode and use is prohibited during nursing lecture, test review, clinical rotation or lab class unless authorized by faculty.
- M. Faculty may invoke specific classroom rules regarding late entry as indicated in the specific course syllabus. When on campus, students may be reached in an emergency via the Morrisville State University Police (315-684-6410). Directions will be given to students regarding emergency contact information at each clinical agency during clinical orientation.
- N. Refer to the Appendices for the following specific policies:
  - A. Clinical Health Clearance Policy
  - B. Evaluation of Clinical Performance Policy
  - C. Progression and Re-admittance Policy
  - D. Student Dress Code Policy
  - E. Testing Policy
  - F. Unsafe Policy

## **GRADING SCALES**

All nursing (NURS) courses will use the same grading scale:

<b>A</b>	<b>=</b>	<b>90 - 100</b>	<b>C</b>	<b>=</b>	<b>72 - 74</b>
<b>A-</b>	<b>=</b>	<b>87 - 89</b>	<b>C-</b>	<b>=</b>	<b>69 - 71</b>
<b>B+</b>	<b>=</b>	<b>84 - 86</b>	<b>D+</b>	<b>=</b>	<b>67 - 68</b>
<b>B</b>	<b>=</b>	<b>81 - 83</b>	<b>D</b>	<b>=</b>	<b>65 - 66</b>
<b>B-</b>	<b>=</b>	<b>78 - 80</b>	<b>F</b>	<b>=</b>	<b>below 65</b>
<b>C+</b>	<b>=</b>	<b>75 - 77</b>			

## **GRADUATION REQUIREMENTS**

For graduation, the total number of credit hours shall be at least 64 with a minimum cumulative grade point average grade of **2.0**, as well as satisfactory completion of all program requirements.

## **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) MANDATES/SOCIAL NETWORKING/CELL PHONE CAMERA POLICIES**

Confidentiality of the client must always be protected. Failure to comply with clinical agency HIPAA regulations could result in civil and/or criminal action including fines and imprisonment as well as dismissal from the nursing program. This is evaluated on the clinical performance measurement tool.

The student must protect client information. Sharing of any client information through a social networking site, with or without the use of names is prohibited. Any student who posts information about a client is violating HIPAA privacy laws. This includes the use of a computer at a healthcare facility or the use of a personal computer outside the healthcare setting.

The student is prohibited from using a cell phone or camera to take pictures in the clinical and laboratory settings. Students must comply with the hospital policy regarding no use of personal electronic devices utilized on the unit. Confidentiality of client information is also protected by the Patient's Bill of Rights.

## **LAPTOP CURRICULUM REQUIREMENTS**

The Associate Degree Nursing Program is a laptop curriculum. Laptops are required for each student beginning with the entering class (NURS 120). Students may be able to use Financial Aid to purchase a laptop. It is recommended that students contact the Financial Aid Office before purchasing a laptop. A privacy screen/filter/shield is required for all computerized testing. Students will not be allowed to test without this. All documents must be submitted to faculty in most current Microsoft Office format.

Students will receive computer training on their new computer during the Welcome Weekend orientation.

No unassigned electronic devices are to be utilized during test review. Permission from each faculty member must be obtained prior to the use of any unassigned electronic devices during class or campus laboratory experience. All oral, written, and computer-generated teaching materials remain the property of the nursing faculty and are not to be sold or misrepresented.

Students are responsible for attending all classes and the campus laboratory experience with a laptop computer that includes current hardware and software products as assigned in the course including a fully charged battery. Students will be prepared to complete all course requirements as instructed by the faculty. Students will avoid using unassigned hardware and software. Students will adhere to the computer use code of conduct and electronic use policies as identified in the SUNY Morrisville College Student Handbook. Failure to adhere to the rules and policies may result in a student's loss of laptop privileges and prevent students from completing academic assignments, and evaluations such as quizzes and tests.

## **MATTHIAS STUDENT HEALTH CENTER**

Student Health Services are in the Matthias building on the Morrisville campus, south of the John W. Stewart (STUAC) building. Information concerning health services may be accessed from the SUNY Morrisville website or 315-684-6078 during office hours.

## **MEALS FOR CLINICAL DAY**

Students participating in the campus meal plan, who will miss a meal due to the timing of the clinical day, need to consult the MAC office to obtain the policies and procedures for meal reimbursement. Please obtain meal receipts for submission to MAC.

## **NCLEX-RN EXAMINATION**

Any student, who has successfully completed the nursing program curricula with 64 credit hours and a 2.0 cum GPA or above, will earn an AAS degree in Nursing and be eligible to apply for the NCLEX-RN Examination in any state where they plan to reside. New York State fees for the exam are approximately \$375 and include testing, a limited permit to practice nursing and the initial state registration.

## **PROFESSIONAL LIABILITY INSURANCE FOR STUDENT NURSES**

Professional liability insurance for student nurses is strongly recommended and can be obtained from advertisements in professional nursing journals or private insurance companies for a minimal yearly fee.

## **PROGRESSION and RE-ADMISSION POLICY FOR NURSING: SEE APPENDIX C**

## **STUDENT COMMUNICATION**

Every SUNY Morrisville student receives a user-code and password to the centralized computer. Students must obtain these codes during the first week of the first semester enrolled in classes at the Computer Services Center located on the lower level of Charlton Hall on the Morrisville campus and from Computer Services in the Follett Hall for Norwich students. It is the student's responsibility to check the SUNY Morrisville's electronic mail (E-mail) on a regular basis. Students are responsible for course communication and information posted on Blackboard and/or Evolve. Faculty are available for students during their posted office hours or by appointment. Any student may request to meet with the faculty team at the weekly faculty team meeting. A timely response to all requests will be made by the faculty depending on meeting agendas.

## **STUDENT DRESS CODE POLICY:**

## **CLINICAL AGENCIES AND CAMPUS LABORATORY: SEE APPENDIX D**

## **STUDENT HEALTH INSURANCE**

Each student must currently be covered by a health insurance policy while enrolled in the nursing program. Students may carry private insurance or obtain coverage available for a fee through the SUNY Morrisville Business Office.

## **STUDENTS REQUIRING HEALTH CARE**

Any student requiring health care services while at an assigned, off-campus clinical agency is financially responsible for any services that are used.

## **STUDENT ID**

All nursing students need to obtain a new photo ID to be worn to clinical, each academic year through the ID office in the Campus Store. Please note there is a charge for ID card.

## **STUDENT INFORMATION**

Each student will complete a student data form at the beginning of each semester. It is the responsibility of the student to inform the school office of any changes. All updates (including such information as changes in name, address, phone numbers or emergency contacts) must be kept current in the school office.

## **SUNY MORRISVILLE GENERAL EDUCATION REQUIREMENTS**

Students who intend to pursue a bachelor's degree from any SUNY institution should consult with that institution regarding SUNY Morrisville's General Education requirements. Additional information can be found in the SUNY Morrisville Catalog and from your academic advisor.

## **TESTING POLICY: SEE APPENDIX E**

## **TRANSFER ARTICULATION AGREEMENTS**

Transfer articulation agreements between SUNY Morrisville for a Baccalaureate Degree with a major in Nursing are in effect with, SUNY Polytechnic Institute: Utica, NY, SUNY Upstate Medical University College of Nursing, Syracuse, NY, and Le Moyne College, Syracuse, NY

## **TRANSFER STUDENTS**

See your academic advisor or the Director to make sure your transcripts are on file and up to date. Transfer students are required to take a minimum of 30 credits from SUNY Morrisville to obtain a degree from SUNY Morrisville. It is the student's responsibility to make sure records of all transcripts and transfer credits are up to date and on file in the Bailey Hall Nursing office. Failure to do so may interfere with the expected date of graduation.

## **IV. CURRICULUM – Standard 4**

The faculty have identified six core concepts which are identified in the Conceptual Framework. These are Patient-Centered Care, Safety, Evidence-Based Practice, Quality Improvement, Informatics, and Teamwork, Collaboration and Professionalism.

The core concepts are threaded through all nursing courses and are the framework for course student learning outcomes and evaluation methods. The curriculum incorporates the nursing process throughout each of the courses. As students' progress through the

nursing curriculum each successive course guides them in applying the nursing process with increasing complexity and competency.

### **NEW YORK STATE CHILD ABUSE AND INFECTION CONTROL REQUIREMENTS**

New York State has Mandated Child Abuse Recognition and Reporting Continuing Education and Mandated NYS Infection Control Training for Healthcare Professionals. All NURS 150 students are required to complete both online course prior to the end of the semester. The programs are accessed on the New York Nurses Association website at: <http://www.elearnonline.net/statemandate.aspx?x=44>

The current cost of each program is approximately \$25 per course. The cost of the program is the responsibility of each individual student. Print out two certificates of completion for both. Certificates are due in the Nursing Office NO LATER THAN the last day of classes Fall 2020.

### **END OF PROGRAM STUDENT LEARNING OUTCOMES:**

Patient-Centered Care – The student will advocate for the patient and their families to promote a partnership in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.

Safety – The student will use their clinical reasoning ability to integrate nursing science in the provision of safe and quality care necessary to minimize risk of harm to patients, family, and providers.

Evidence-Based Practice (EBP) – The student will integrate best current evidence with clinical expertise based on the patient and the family’s values and preferences for delivery of optimal health care.

Quality Improvement – The student will examine the evidence that supports clinical practice and question underlying assumptions necessary to improve the quality and safety of health care systems.

Informatics – The student will make judgments in practice based on information and technology to communicate, manage knowledge, mitigate error, and support decision making.

Teamwork, Collaboration and Professionalism – The student will conduct self in a way that reflects integrity, responsibility, and ethical practices necessary to function effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, and shared decision-making to achieve safe and quality patient care.



**TABLE 4.2.1: Section VI  
 LEVELED END OF PROGRAM LEARNING OUTCOMES**

<b>Patient-Centered Care</b>				
The student will advocate for the patient and their families to promote a partnership in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.				
<b>NURS 120</b>	<b>NURS 150</b>	<b>NURS 210</b>	<b>NURS 250</b>	<b>NURS 251</b>
<p>Discuss various aspects of patient care.</p> <p>Describe how diverse cultural, ethnic and social backgrounds function as sources of patient, family, and community values.</p>	<p>Demonstrate comprehensive understanding of the concepts of pain suffering, including physiologic models of pain and comfort.</p> <p>Apply strategies to enhance communication and prevent barriers of active involvement of patients in their own health care processes.</p> <p>Employ effective strategies in the provision of patient centered care in relation to diverse cultural, ethnic and social backgrounds.</p>	<p>Illustrate how the safety and quality of health care can be improved through the active involvement of patients and families.</p> <p>Relate how sensitivity to diverse, cultural, ethnic and social backgrounds affects patient-centered care.</p>	<p>Integrate and understanding of multiple dimensions of patient-centered care as the patient’s advocate:</p> <ul style="list-style-type: none"> <li>- Patient/family/community</li> <li>- Coordination and integration of care</li> </ul> <p>Information, communication and education</p> <ul style="list-style-type: none"> <li>- Physical comfort and emotional support</li> <li>Involvement of family and friends</li> <li>- Transition and continuity</li> </ul> <p>Develop strategies to empower patients or families in all aspects of the healthcare process.</p> <p>Summarize how diverse cultural, ethnic, and social backgrounds function as sources of patient, family and community values.</p>	<p>Integrate knowledge of culture and ethnicity as they relate to global issues and healthcare conditions.</p> <p>Recognize the patient as the full partner in providing compassionate and coordinated care based on respect for patient’s preferences, needs, and values.</p>
<b>Teamwork, Collaboration and Professionalism</b>				
The student will conduct self in a way that reflects integrity, responsibility, and ethical practices necessary to function effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, and shared decision-making to achieve safe and quality patient care.				

<b>TABLE 4.2.1: Section VI LEVELED END OF PROGRAM LEARNING OUTCOMES</b>				
<b>NURS 120</b>	<b>NURS 150</b>	<b>NURS 210</b>	<b>NURS 250</b>	<b>NURS 251</b>
Define scopes of practice and roles of health care team members.  Discuss effective strategies for communicating and resolving conflict.	Discover contributions of self and other individuals and groups in helping patients/families set and achieve health goals.	Employ strategies for identifying team roles and accountabilities.  Discover ways in which inter-professional team functioning affects ethics, safety, and quality of care.	Hypothesize how the differences in communication style preferences among patients and families, nurses, and other members of the health team affect safe and quality patient care.  Explain the impact of your own communication style on others.	Critique therapeutic communication and conflict resolution with peers.  Interpret multiple tasks utilizing the five rights of delegation.  Analyze barriers that impact the function of the team and develop methods for improvements.  Analyze the need for lifelong learning to meet the duties of professional registered nursing practice based on legal, moral, and ethical obligations
<b>Evidence-Based Practice (EBP)</b> The student will integrate best current evidence with clinical expertise based on the patient and family's values and preferences for delivery of optimal healthcare.				
<b>NURS 120</b>	<b>NURS 150</b>	<b>NURS 210</b>	<b>NURS 250</b>	<b>NURS 251</b>
Explain the role of evidence in determining best clinical practice.	Demonstrate the differences between clinical practices with research and evidence.	Employ EBP to include the components of research evidence, clinical expertise and patient/family values.	Describe how the strength and relevance of available evidence influences the choice of interventions in provision of patient-centered care.	Identify how improvements in patient's health literacy minimize risk, harm, and prevents future hospital admissions.  Synthesize nursing and other appropriate theories, models, and ethical frameworks from nursing and other disciplines.
<b>Quality Improvement</b> The student will examine the evidence that supports clinical practice and question underlying assumptions necessary to improve the quality and safety of health care systems.				
<b>NURS 120</b>	<b>NURS 150</b>	<b>NURS 210</b>	<b>NURS 250</b>	<b>NURS 251</b>
Explain that nursing and other health professions are parts of systems of care and care processes that affect outcomes for patients and families.	Discover strategies for learning about the outcomes of care in the setting in	Analyze how data is used to develop strategies, policies and procedures to improve outcomes for patients, families and communities.	Explain the importance of variation and measurement in assessing quality care.	Analyze how data is used to develop strategies, policies, and procedures to improve outcomes for patients, families, and communities.

<b>TABLE 4.2.1: Section VI LEVELED END OF PROGRAM LEARNING OUTCOMES</b>				
	which one is engaged in clinical practice.			
<b>Safety</b> The student will use their clinical reasoning ability to integrate nursing science in the provision of safe and quality care necessary to minimize risk of harm to patients, family, and providers.				
<b>NURS 120</b>	<b>NURS 150</b>	<b>NURS 210</b>	<b>NURS 250</b>	<b>NURS 251</b>
Distinguish human factors and other basic safety design principles as they apply to the provision of safe and quality care.  Review the potential and actual impact of national patient safety resources, initiatives and regulations.  Discuss effective strategies to reduce reliance on memory.	Discover the potential and actual impact of national patient safety resources, initiatives and regulations.  Interpret the benefits and limitations of selected safety-enhancing technologies.	Analyze human factors and other basic safety design principles as well as commonly used unsafe practices as they relate to the provision of safe and quality care.  Discuss potential and actual impact of national patient safety resources, initiatives and regulations.  Discover factors that create a culture of safety.	Explain human factors and other basic safety design principles as they apply to the provision of safe and quality care.  Summarize the potential and actual impact of national patient safety resources, initiatives, and regulations.  Synthesize processes used in understanding causes of error and allocation of responsibility (such as root cause analysis).	Participate and analyze the impact of technology and processes that support safety and quality across the healthcare continuum.  Analyze national patient safety goals to reduce risk of harm to self or others.  Evaluate factors that create a culture of safety.
<b>Informatics</b> The student will make judgments in practice based on information and technology to communicate, manage knowledge, mitigate error, and support decision making.				
<b>NURS 120</b>	<b>NURS 150</b>	<b>NURS 210</b>	<b>NURS 250</b>	<b>NURS 251</b>
Explain why information and technology skills that are essential for safe patient care.	Provide examples of how technology and information management are related to the quality	Analyze the skills required for computers, databases, and other technologies to become	Explain essential information that must be available in a common database to support patient care.	Analyze how data is used to develop strategies, policies, and procedures to improve outcomes for patients, families, and communities.

TABLE 4.2.1: Section VI LEVELED END OF PROGRAM LEARNING OUTCOMES				
	and safety of patient care.	reliable and effective tools for patient care.		
<b>Patient-Centered Care</b> The student will advocate for the patient and their families to promote a partnership in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.				
<b>NURS 152</b>	<b>NURS 212</b>	<b>NURS 252</b>		
Use the nursing process in the preparation and administration of drug therapy for patients with common health problems.  Demonstrate knowledge of culture and ethnicity as they relate to drug therapy in patients, families, and communities.  Illustrate and demonstrate principles of teaching and learning related to drug therapy.	Prioritize the care based on the nursing process in relation to drug therapy for patients with complex common health problems.  Interpret knowledge of culture and ethnicity as they relate to drug therapy in patients, families, communities and its influence on complex health problems.  Prioritize and implement the principles of teaching and learning related to drug therapy.	Synthesize the nursing process in relation to drug therapy for patients with multiple common complex health problems.  Synthesize knowledge of culture and ethnicity as they relate to drug therapy in patients, families, and communities.  Explain various nursing roles in assuring coordination, integration, and continuity of teaching and learning related to drug therapy.		
<b>Teamwork, Collaboration and Professionalism</b> The student will conduct self in a way that reflects integrity, responsibility, and ethical practices necessary to function effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, and shared decision-making to achieve safe and quality patient care.				
<b>NURS 152</b>	<b>NURS 212</b>	<b>NURS 252</b>		
Utilize therapeutic communication when interacting with the interdisciplinary team to support the drug therapy needs of the patient, families and communities relating to common health problems.  Illustrate the need for lifelong learning to meet the duties of the registered professional nursing practice based on legal, moral and ethical obligations.	Integrate therapeutic communication when interacting with the interdisciplinary team to support the drug therapy needs of the patient, families and communities relating to common health problems.  Analyze the need for lifelong learning to meet the duties of the registered professional nursing practice based on legal, moral and ethical obligations.	Utilize therapeutic communication when interacting with the interdisciplinary team to support the drug therapy needs of the patient, families, and community related to multiple common complex health problems.  Compose a plan for continued life-long learning after graduation to meet the duties of the registered professional nursing practice based on legal, moral, and ethical obligations.  Develop evidence-based strategies for improving systems to support team functioning.		

TABLE 4.2.1: Section VI LEVELED END OF PROGRAM LEARNING OUTCOMES		
<b>Evidence-Based Practice (EBP)</b> The student will integrate best current evidence with clinical expertise based on the patient and family's values and preferences for delivery of optimal healthcare.		
<b>NURS 152</b>	<b>NURS 212</b>	<b>NURS 252</b>
Demonstrate the application of critical thinking in relation to pharmacological principles in patients common health problems.  Discover nursing resources available to remain current with changes in pharmacology for patients with common health problems.	Employ the application of critical thinking in relation to pharmacological principles in patients common health problems.  Analyze nursing resources available to remain current with changes in pharmacology for patients with common health problems.	Synthesize the application of critical thinking in relation to pharmacological principles in patients with common complex health problems. Collect and utilize nursing resources available to remain current with changes in pharmacology.
<b>Quality Improvement</b> The student will examine the evidence that supports clinical practice and question underlying assumptions necessary to improve the quality and safety of health care systems.		
<b>NURS 152</b>	<b>NURS 212</b>	<b>NURS 252</b>
Show how data related to drug therapy is used to develop strategies, policies and procedures to improve outcomes for patients, families and communities.	Compare and contrast how data related to drug therapy is used to develop strategies, policies and procedures to improve outcomes for patients, families and communities.	Synthesize how data related to drug therapy is used to develop strategies, policies, and procedures to improve outcomes for patients, families, and communities.
<b>Safety</b> The student will use their clinical reasoning ability to integrate nursing science in the provision of safe and quality care necessary to minimize risk of harm to patients, family, and providers.		
<b>NURS 152</b>	<b>NURS 212</b>	<b>NURS 252</b>
Demonstrate knowledge of safe and effective administration of pharmacological agents of patients with common health problems.  Illustrate the pharmacological principles of each classification group prototype.	Demonstrate knowledge of safe and effective administration of pharmacological agents of patients with common health problems.  Describe the pharmacological principles of each classification group prototype.  Demonstrate knowledge of conversion of measurements and dosage calculations.	Design a step-by-step plan for safe medication administration utilizing knowledge pharmacological agents for patients with multiple common complex health problems.  Explain the pharmacological principles of each classification group prototype.  Synthesize knowledge of conversion of measurements and dosage calculations.

<b>TABLE 4.2.1: Section VI LEVELED END OF PROGRAM LEARNING OUTCOMES</b>		
Demonstrate knowledge of conversion of measurements and dosage calculations.	Identify and integrate nursing responsibilities and strategies for preventing medication errors.	Explain nursing responsibilities and strategies for preventing medication errors.
Discover nursing responsibilities and employ strategies for preventing medication errors.	Describe risks and benefits associated with the use of over-the-counter, dietary supplements, and herbals.	Summarize risks and benefits associated with the use of over-the-counter, dietary supplements, and herbals.
Discover risk and benefits associated with the use of over-the-counter, dietary supplements, and herbals.		
<b>Informatics</b>		
The student will make judgments in practice based on information and technology to communicate, manage knowledge, mitigate error, and support decision making.		
<b>NURS 152</b>	<b>NURS 212</b>	<b>NURS 252</b>
Discover historical, current local and global issues related to drug therapy.	Analyze historical, current local and global issues related to drug therapy.	Summarize and evaluate historical, current local and global issues related to drug therapy.

## **NURSING SKILL COMPETENCIES**

Students acquire nursing skills throughout the program. Each skill requiring competency testing is initially taught during scheduled campus laboratory sessions. It then becomes the responsibility of the student to utilize the practice laboratory to improve, achieve, and maintain proficiency in skill performance. Students are not eligible for evaluation of skills until they have completed required documented practice in the nursing laboratory and cannot be evaluated the same day as their initial practice. The availability of the Morrisville and Norwich laboratories for practice are posted.

## **DEFINITIONS INVOLVING THE ACQUISITION & EVALUATION OF CLINICAL NURSING SKILLS**

### Documented Practice:

The student will practice identified clinical nursing skills under the supervision of nursing faculty in the campus laboratory setting. The practice session must be signed and dated by the faculty who supervises the student.

### Critical Elements:

Skills are evaluated according to the critical elements that have been identified by the nursing faculty. These are the aspects of care which maintain client safety and/or comfort.

### Campus Laboratory Competency:

The student can independently plan and safely perform a nursing skill in a campus laboratory setting. Skills are evaluated by Nursing Laboratory Faculty utilizing established critical elements. These are the aspects of care which maintain client safety and/or comfort and must be met 100% satisfactorily for a student to be declared competent. Specific information regarding competency testing and deadline dates for NURS 120 and 150 are included in the critical elements packet for each course.

### Clinical Simulation:

The student will participate in scenario-based simulations under the supervision of nursing faculty in the campus laboratory setting. The simulation experiences will present the student with opportunities to apply assessment, critical thinking, communication, and psychomotor skills in a realistic environment that simulates the clinical setting.

## **CAMPUS LABORATORY REQUIREMENTS AND TESTING**

Students must follow all campus and nursing division protocols related to COVID-19. Students may not utilize the practice lab, laboratory practical competency lab or clinical simulation lab during their scheduled nursing lecture, lab or clinical. If a student signs up for an activity during these times, their name will be removed from the schedule, and it will be recorded as an absence.

Campus laboratory component of NURS 120 and 150 courses requires:

- Cumulative participation average of 75% or greater.

- Attendance and participation in all scheduled labs and clinical simulations. A recorded content presentation must be viewed, and two documented practices must be completed following any lab absence. A make-up activity will be assigned following clinical simulation absences.
- Completion of assigned documented practices.
- Successful completion of laboratory practical skill competencies for NURS 120 and NURS 150.

If any of the above requirements are not met, the student will have earned an unsuccessful for the campus laboratory component of the course, resulting in course failure (grade of F).

#### NURS 120 and NURS 150 Campus Laboratory Competencies:

The student can independently plan and safely perform a nursing skill in a campus laboratory setting. This is evaluated by Nursing Laboratory Faculty utilizing established critical elements which must be met with 100% accuracy.

#### Evaluation of Laboratory Practical Skill Competencies:

Documented practice is required prior to each skill competency evaluation. The evaluation of skill competencies is completed outside of the student's scheduled laboratory time in a laboratory practical format. A minimum of two skills are evaluated during the same appointment. An absence for a scheduled appointment, or cancellation after 0700 on the day of the appointment, will count as an unsuccessful attempt for achieving the laboratory practical. The maximum number of opportunities allowed to meet the critical elements for a laboratory practical are included in the course critical elements packet. The student must complete all components of the laboratory practical with each testing opportunity. Should a student not meet the critical elements after the number of attempts specified in the critical elements packet, or if they are not met by the deadline date, a constructive agreement will be initiated. The constructive agreement will allow the student one additional opportunity to successfully complete the laboratory practical. If the terms of the constructive agreement are not met, the student will have unsuccessfully completed the laboratory component of the course, resulting in course failure (grade of F).

Any student who has not completed a laboratory practical by the deadline date will be contacted via campus email. A constructive agreement, which includes the recommended remedial actions and revised deadline date, will be attached to the email. Failure to comply with the terms, conditions, and deadlines of the constructive agreement will result in an unsuccessful for the campus laboratory component of the course, resulting in course failure (grade of F).

Specific information regarding skill evaluations and deadline dates for NURS 120 and 150 are included in the critical elements packet for each course.



Nursing laboratory supply kit:

Students enrolled in NURS 120 and 150 must purchase a nursing laboratory supply kit through the campus store; no substitutes will be allowed. A new kit must be purchased by students who are repeating either of these courses.

Nursing laboratory fees:

There is a minimal laboratory fee charged for each semester. This fee is used to cover the cost of non-reusable medical equipment used in the Teaching and Practice Lab settings.

Lab Fees:

NURS 120: \$30.00

NURS 150: \$60.00

NURS 210: \$16.00

NURS 250: \$16.00

**EVALUATION OF CLINICAL PERFORMANCE POLICY: SEE APPENDIX B**

**UNSAFE POLICY: SEE APPENDIX F**

**METHODS OF INSTRUCTION**

A variety of methods of instruction are used throughout the nursing curriculum. Methods used include, but are not limited to lecture, discussion, collaborative learning groups, outside assignments, assigned reading, asynchronous online learning via Blackboard/Evolve, computer and other audio-visual materials, and selected nursing laboratory and clinical experiences.

**METHODS OF EVALUATION:**

Classroom:

- Graded assignments & Case studies\*
- Tests & Quizzes\*
- Comprehensive Final Exam\*
- Medication Mathematic Competency Exam\*
- Research Projects\*
- Participation/Discussion\*
- Posters/Presentations\*

Nursing Laboratory:

- Laboratory practical skill competencies

Clinical Experience:

- Clinical Evaluation Tool
- Assessment Tools (course specific)
- Nursing Care Plans & Concept Maps

- Pathophysiology Mapping Tool\*
- Medication Information Cards
- Observational Experience Assignments\*
- Clinical Outcomes\*
- Clinical Journals\*

**Research Projects:**

Written or oral project assignments requiring documented research, when assigned, should follow the criteria described in detail on the course's Blackboard page. The criterion for grading of each assignment is also located on the course's Blackboard page.

**V. Associate Degree Nursing Program Outcomes – Standard 6.**

1. Eighty percent (80%) of the graduates for the first-time test takers will meet or exceed the National Council Licensure Exam (NCLEX-RN).
2. Ninety percent (90%) of the program graduates will be employed in nursing and/ or will be enrolled in a baccalaureate program within six (6) months of graduation.
3. Sixty percent (60%) of students will complete the program within three (3) years of matriculation into the nursing program.



**SUNY MORRISVILLE  
SCHOOL OF LIBERAL ARTS, SCIENCES and SOCIETY  
DEPARTMENT OF NURSING**

**NURSING STUDENT HANDBOOK  
APPENDICES**

**ASSOCIATE DEGREE NURSING PROGRAM  
Fall 2022– Spring 2023**

**The Associate Degree Nursing Program is  
Accredited by the New York State Board of Regents and ACEN.  
Information about the program is available from:  
Accreditation Commission for Education in Nursing, Inc.  
3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326  
Phone: (404) 975-5000  
FAX: (404) 975-5020  
[www.acenursing.org](http://www.acenursing.org)**

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## APPENDIX A: Clinical Health Clearance Policy

### **Clinical Clearance Policy:**

Students must meet all aspects of the clinical clearance policy in order to attend clinical rotations. Complete documentation of clinical clearance, per the requirements listed in this policy, is required to attend any off-campus clinical experience. The deadline for submitting and receiving clearance for clinical is August 15, 2022. Any student who fails to comply will have their clinical rotation dropped from their schedule until complete documentation of clinical clearance is submitted at which time re-enrollment in the nursing clinical is subject to space available and the discretion of the clinical facilities.

**Health Clearance Documentation:** All of the following health clearance requirements must be on file at the Matthias Student Health Center August 15, 2022. Proof of current CPR certification must be on file in the Nursing Office, Bailey Hall. If any item expires during a clinical rotation, updated documentation must be on file before the student will be allowed at the clinical site.

- Current physical examination completed within the last 12 months (updated within 30 days of expiration)
- Current season Influenza vaccination
- Two (2) MMR's
- Positive Measles, Mumps, and Rubella Titers
- Chicken Pox (documented history of disease, vaccination and or a varicella titer)
- Hepatitis B Vaccine or signed waiver. It is recommended that nursing students become immunized with the Hepatitis B Vaccine prior to enrolling in the nursing program. Bassett Healthcare Center requires all students to be immunized with the Hepatitis B vaccine series. Students need documentation that all 3 doses have been administered or that they are in the process of receiving them.
- Meningitis Vaccine or signed waiver
- Tetanus/diphtheria within 10 years
- Mantoux (PPD)/Tuberculin Skin Test (TST) updated annually or follow up X-Ray updated every 2 years, or Quantiferon gold test updated annually
- Complete COVID-19 vaccination series

**Cardiopulmonary Resuscitation (CPR):** In addition to documentation of health clearance, students must also present evidence of current American Heart Association CPR certification (**BLS-Basic Life Support for Professional Rescuers**). Students must maintain CPR certification throughout all academic semesters. Documentation of current CPR certification must be on file in the Bailey Hall Nursing Office with the **secretary three weeks prior to the first scheduled day of each clinical rotation and whenever recertification occurs.**

**Essential Abilities:** Nursing students are to adhere to the same public health laws and facility regulations as employees at the assigned clinical site. Students must meet the facility health requirements and have the ability to meet clinical objectives with or without reasonable accommodations per the Americans with Disabilities Act of 1990. Students must demonstrate the following essential abilities:

1. The strength and manual dexterity to perform in all laboratory and clinical settings and to maintain the safety of clients without posing a threat to himself/herself.
2. The visual, hearing, and speech skills requisite to client assessment and professional performance including reading, recording client information, performing auscultatory exams, and performing any and all other diagnostic and therapeutic procedures.

**Allergy/Hypersensitivity:** Students with a suspected or documented hypersensitivity are responsible for being tested prior to entering the program or at the first signs of a reaction. The test results and a written plan of accommodation/treatment signed by a licensed health care provider must accompany the annual physical examination and anytime there is an adverse change in health status.

Any student developing, having, or describing symptoms consistent with an allergy/sensitivity is required to have blood work (EX. Latex IgE) completed prior to enrolling in nursing courses. Results are to be submitted to the Student Health Center. Medical care, equipment/supplies, and diagnostic tests are at the student's expense.

It is the responsibility of the student found to have a sensitivity to understand and acknowledge:

1. The risks associated with continued clinical education and a healthcare career, even when reasonable accommodations are made, and
2. The recommendations of their personal healthcare provider.
3. It is the student's responsibility to have required emergent treatments (Ex. EpiPen) on their person at all times.

Students with concerns should contact the Program Director, the Student Health Center, and their own healthcare provider to discuss the implications of a sensitivity/allergy. If a student with such a sensitivity/allergy decides to continue in the nursing education program, the student is assuming any responsibility for the risks posed by allergic reactions, which can range from mild symptoms to anaphylaxis and death.

If a qualified healthcare practitioner determines a student is sensitive/allergic, the nursing program cannot guarantee an allergy free environment.

Students with sensitivity are responsible for notifying the nursing office, course faculty/clinical faculty or preceptors in writing of the need for additional accommodations related to allergy sensitivity in laboratory/clinical experiences where exposures are possible.

## **APPENDIX B: Evaluation of Clinical Performance**

Clinical is a critical component of learning. In the clinical setting, the student represents the nursing profession and SUNY Morrisville. The student is expected to be professional and provide safe patient care. If a passing score is not achieved on the on the student's clinical evaluation tool, the student will earn a grade of "F" for the entire course.

If a patient is harmed directly or indirectly by your action or inaction, you may be dismissed from the program and receive a grade of "F" in the course.

Students are expected to attend all clinical days as scheduled. Students will receive a grade of zero (0) for the first missed clinical day. A second missed clinical day results in a clinical failure and subsequent course failure.



## **APPENDIX C: Progression and Readmission Policy**

Progression refers to the sequential enrollment and continuation in required courses in the nursing program.

Re-admission refers to students who have withdrawn from the nursing program and/or college and are requesting to re-enroll in the nursing program.

### **Progression:**

A final course grade of a C+ (74.45) is required to progress to the next sequential nursing course. This includes all Core Nursing courses and pharmacology courses. Core Nursing courses include: NURS 120, NURS 150, NURS 210, NURS 250. Pharmacology courses include NURS 152, NURS 212, NURS 252.

If a student drops or receives an unsuccessful grade in a core nursing course, the following will apply (in addition to campus policies):

Students enrolled in the nursing program may repeat a core nursing course once (1 time) only. A maximum of one (1) repeated core courses is allowed. A subsequent unsuccessful grade of a core nursing course will result in program dismissal and prevent future re-admission to the nursing program.

If a student is unsuccessful in the same course twice, they are dismissed from the program.

The most recent grade for nursing coursework will stand. For example if the student is successful in NURS 120, has to re-take the course after a leave of absence and does not pass, they are considered to not have passed NURS 120.

Refer to the college catalogue for required general education course progression.

Students may attend the nursing program at either the Morrisville or Norwich campus, dependent upon course and space availability.

### **Re-Admission to the Nursing Program:**

#### **TEAS**

The TEAS pre-admission test will be used for admission criteria. A composite score of **62** is required to be considered for re-admission. Additionally, a cumulative average of a 2.80 is required. Upon re-admittance, the student is subject to all new curriculum and policy changes.

## **Returning Students**

Should a Morrisville nursing student be successful in a core nursing course and miss the following two consecutive semesters they must reapply to the program. If there are seats available and they are accepted, it will be on a conditional basis providing they demonstrate they are ready to progress to the next nursing course. If they are not ready to progress, the student will need to repeat the last successfully completed course.

To demonstrate readiness to progress, there will be a readiness evaluation session scheduled in May (for fall registration) and September (for spring registration). Students seeking readmission after missing two consecutive semesters must attend the appropriate session for evaluation of nursing and clinical reasoning skills.

All transfer nursing students seeking admission to the Morrisville nursing program must also attend and be successful in the scheduled evaluation times. Transfer nursing students will not be accepted above the NURS 150 course level.

Students that have been out of the program for more than two semesters must re-enter the program from the beginning.

## **Repeating Students**

If a student is unsuccessful in a core nursing course, they may attend the course when offered the following academic year providing there are seats available. If students do not attend at this time, they must re-enter the program from the beginning. Repeating NURS 120 students will be ranked with the admitting class. The previously unsuccessful nursing course grade will not be calculated into the GPA for ranking purposes.

## **APPENDIX D: Student Dress Code Policy**

All students must conform to the campus laboratory dress code as well as to the specified dress code of each clinical facility. Additional information may be obtained from your clinical instructor.

### **CAMPUS LABORATORY:**

A clean white lab coat/jacket, non-revealing clothing, closed toe shoes and hair that is off the collar, out of the face and secured are required for all campus laboratory sessions including labs, lab practices, laboratory practical competency testing and clinical simulations. Clinical and work uniforms (scrubs) are not allowed to be worn in any of the campus laboratory settings.

### **CLINICAL AGENCIES:**

The SUNY Morrisville College required clinical uniform consists of a clean unwrinkled top and pants, to be worn with white or hunter green hose/socks. Uniforms are to be complete, clean, and ironed. Undergarments and/or cleavage must not show when leaning or bending over. Low-rise scrub pants and rolling down the waist band of scrub pants is prohibited. Shoes must be close toed, clean, black, or white, and of non-porous material. No clogs are allowed.

Uniforms will be purchased by the student and are the responsibility of the student to obtain them upon delivery to campus. If the student is unavailable to pick up the merchandise on the assigned day, uniforms will be stored in the nursing department for 1 year from the date of purchase.

The student will also need a stethoscope, watch with a second hand, bandage scissors, penlight, pocket sized note pad, and a ballpoint pen (ink color varies with facility) and the student is expected to bring these items to clinical each day.

### **PERSONAL HYGIENE FOR CLINICAL and LABORATORY SETTINGS:**

All students must display acceptable hygiene which includes regular bathing, shampooing of hair, use of deodorants, tooth brushing/mouthwash, and be aware of odors on their clothing. Edentulous students are encouraged to obtain and wear dentures. Chewing gum during clinical is prohibited. Students who are not appropriately attired, odor-free or well-groomed will be excused from the clinical day from the clinical setting without earning credit for the day.

Fingernails are to be cleaned, groomed and manicured. Clear, natural, unchipped nail color will only be allowed. A maximum length one quarter inch above fingertip is allowed. Acrylic/gel nails are prohibited. Hair must be off the collar and out of the face. It must be secured. Hair color is limited to those found in nature. Male facial hair must be short and neatly groomed.

Piercings are limited to earlobes only, with a maximum of 2 post style earrings per ear. No hoops or hanging earrings are allowed. Jewelry should be simple and close fitting. Acceptable jewelry includes wristwatches, religious medallions or chains worn under the uniform, wedding bands and/or rings. Elaborate or sharp rings should not be worn because of their potential to injure patients. Visible tattoos may make it difficult to place a student in the clinical setting due to facility policies.

All students must have a SUNY Morrisville College photo identification badge. These are obtained from the ID desk in the campus bookstore. Student ID badges will be worn in clinical setting at the V-neck or on the upper right side of the top. The badge with the student's full name must be visible at all times while working in the clinical setting and are a mandatory requirement by regulatory agencies and New York State Department of Health.

This dress code applies to all nursing students at every level. Exceptions to the dress code can only be made for documented disability, religious, or cultural reasons. When clinical assignments do not require the student uniform, students will dress in professional attire with the SUNY Morrisville Nursing Student name tag. Students not complying with this policy will not be allowed to participate in clinical.

When attending clinical at off campus sites, students must abide by the agency's smoking policy.

## **APPENDIX E: Testing Policy**

### **METHODS OF TESTING:**

Methods of testing may include, but are not limited to: computerized examinations, individual testing, open book/open notebook testing, testing without advanced notice i.e. “pop quizzes,” short papers and essays, use of electronic devices i.e. “clickers”, and other similar means.

All testing policies apply to all methods of examinations, including make-up exams and exams taken at alternative locations and times.

During tests and quizzes students are only allowed to have the following items on their desks/tables: writing utensils, test scrap paper (provided by proctor), and a simple calculator.

Any test scrap paper will be submitted to faculty at the end of the exam.

A faculty approved privacy screen/filter/shield is required for all computerized examinations. Failure to apply a privacy screen will result in the inability to complete the exam at that time, the student will then be graded accordingly.

All backpacks, books, cell phones turned off, any electronic device that can send or receive data, coats and other belongings are to be left in a specified area in the classroom as designated by faculty and may be retrieved at the conclusion of the test. Students are encouraged to leave valuable items at home or locked in their cars. Earplugs are allowed. The faculty are not responsible for items brought into the classroom.

During testing, bathroom breaks are restricted unless a medical need exists. If a student requires a bathroom break during testing they will be escorted by a faculty or a faculty designee. Students may access a bathroom at any time prior to or after testing.

### **GENERAL TESTING POLICIES:**

The scheduled tests and quizzes have predetermined dates for each nursing course as listed in specific course syllabi. The schedule of dates will be included in each syllabus which is distributed to students during the first class of each nursing course.

All test items are graded on an all-or-nothing basis; no partial credit will be awarded.

All tests and quizzes are scheduled to begin at the assigned start time during class and will have an announced ending time. The student will not be allowed to take the exam five (5) minutes after the start time if not present or unprepared for any reason.

For a quiz, this means forfeiting the opportunity to take the quiz. There are no make-up quizzes or focused review tests.

Notification within one (1) hour of the exam start time is required or the student will earn a grade of zero.

Students must directly notify the course instructor/faculty using campus email. Failure to notify faculty as directed above will earn a grade of zero for that test.

If absent or unable to test for any reason, students are allowed a maximum of one (1) make-up unit exam per semester. Make-up not completed before next exam earns a grade of zero.

It is the student's responsibility to contact faculty via email to schedule a make-up before the next scheduled exam. **The date, time, and location of the make-up exam will be determined by the faculty.**

All exam policies will pertain to all students, including those with accommodations. All exam policies will pertain to all exams, include make up exams.

Questions are in multiple choice format as well as alternate format similar to those questions on the NCLEX exams and can include multiple response, fill-in-the-blank, hot spots, chart/exhibits format, ordered response, audio item, graphic options, drug dose calculations and/or matching.

The nursing administrative assistant is not authorized to give out any grade information.

All comprehensive final exams will be given during the final examination week. Final course grades will be posted on the Web for Students from the Registrar's Office.

Any student wishing to review or discuss a grade on any assignment (including tests or quizzes) may only do so for 21 days after receiving the grade for said assignment. There is no review of the final exam under any circumstance.

## **MEDICATION/ MATHEMATICS COMPETENCY TESTING**

The nursing faculty will administer a Medication Mathematic Competency Exam to all students in NURS 120, NURS 150, NURS 210 and NURS 250. The grade which establishes course competency is defined in each course syllabus and must be obtained for successful completion of each course. Exam dates will be listed in each individual course syllabus.

The student will have 3 opportunities to demonstrate competency. Med math exam attempts must be taken in sequential order.

If unsuccessful, after three attempts the student will then earn a failing grade for the course.

The use of a simple calculator is permitted during exams. Scientific calculators and handheld computers including cell phones will not be allowed.

<b>MEDICATION MATH COMPETENCIES:</b>			
<b>NURS 120</b> Med-Math Competency: 85%	<b>NURS 150</b> Med-Math Competency: 90%	<b>NURS 210</b> Med-Math Competency: 95%	<b>NURS 250</b> Med-Math Competency: 95%

### **KAPLAN TESTING PROGRAM AND REQUIREMENTS:**

Kaplan is a comprehensive standardized testing program, with tools that can help students be successful in nursing school, develop critical thinking skills, and prepare more efficiently for the NCLEX-RN examination. These examinations also increase confidence and familiarity with content. Assessments and reviews are designed in accordance with the NCLEX-RN test plan. A second examination of each test may be offered through the semester-to allow the student an opportunity to review content missed and therefore increase retention.

All proctored Kaplan exams offer:

- Question formats and content aligned with the latest NCLEX-RN exam blueprint
- High stakes testing conditions to improve student confidence and minimize test anxiety
- Dashboards and reports that clearly identify each student's area of strength and weakness
- Personalized remediation, provided in interactive formats and in manageable amounts, for further review prior to taking NCLEX exam.

The following examinations are offered through the course curriculum, please refer to specific course syllabi:

- Fundamentals
- Psychiatric/Mental Health
- Maternity
- Medical/Surgical
- Management
- Pharmacology

- RN Exit Exam

## APPENDIX F: Unsafe Policy

The student must practice safely in the clinical setting for each clinical experience. The criterion listed on the clinical evaluation tool indicates minimal safe clinical practice.

Behavior that is considered to be unsafe, as determined by faculty, any action or inaction on the part of the student threatens the physical or emotional safety of the individual being cared for during the clinical experience. An unsafe behavior will be addressed by faculty completing a **Notice of Clinical Unsafe** form. This form will detail the unsafe behavior and assigned remediation. The form will be discussed with the student and signed by both the faculty member and the student, and a copy is sent to the Director of the program.

The student will be unable to return to the clinical setting until remediation, as assigned by faculty, has occurred. At the discretion of the faculty a student may be relieved of their assignment for the day and evaluated accordingly on the clinical evaluation tool. The faculty have identified two (2) as being the maximum number of unsafe practices, which can occur in a semester during NURS 150 and NURS 210. The maximum occurrences of a clinical unsafe is one (1) for NURS 120 and NURS 250.

In certain instances, a student who earns one unsafe, as defined by one of the following, may fail the course (grade of F). These instances have been defined by the faculty as:

- An incident which results in the patient requiring a higher level of care
- Violations of HIPAA (at the discretion of the Director and facility)
- No call no shows to any clinical experience.
- Lack of accountability for nursing actions in accordance with the American Nurse Association Code of Ethics.

Any student who fails a nursing course based on the “unsafe” policy described above, will be dismissed, and cannot be readmitted to the nursing program.

A student’s **safe** performance must include, but not limited to, the following criteria:

1. Interprets written information and verbal directions correctly.
2. Student is medically cleared and physically able to attend clinical per the SUNY Morrisville and facility requirements.
3. Conducts all interactions professionally
4. Reports changes in client’s condition promptly.
5. Acts to prevent accidents/injury to client, personnel, and self.
6. Seeks help in areas of implementation when warranted.
7. Communicates therapeutically and acts in accordance with the client’s concerns



- and best interests.
8. Accomplishes clinical activities within a reasonable and efficient time frame.
  9. Demonstrates accountability for nursing actions in accordance to the American Nurse Association Code of Ethics.
  10. Follows the six rights of medication preparation and/or administration.
  11. Follows HIPAA regulations.
  12. Arrives on time and prepared for clinical care with adequate communication to faculty in advance if tardy or absent.

## **Appendix G: Clinical Evaluation Policy and Procedure**

Students are expected to attend all clinical days as scheduled, either in-person or remotely (as assigned). Students will receive a grade of zero (0) for the first missed clinical day. A second missed clinical day results in a clinical failure and subsequent course failure.

Weekly completion of the following clinical documentation elements will be completed in the online clinical platform as assigned by the instructor:

- Clinical Evaluation Tool
- Client Assessment
- Nursing Care Plans/Concept Maps
- Observational Experiences Learning Activities
- Weekly Clinical Outcomes
- Case Studies
- Medication Cards

### **Clinical assignments and performances are scored separately in the following manner:**

- Adherence to all SUNY Morrisville and Clinical Institutional policies and procedures.
- Adherence to the clinical absenteeism and unsafe performance policies.
- Clinical performance evaluations demonstrating continuing improvement with an overall satisfactory completion (Refer to your course Clinical Evaluation Tool for specific grading information).

Progression through the clinical course is based upon meeting these essential conditions.

If any of the above criterion are not met, the student will earn a grade of “F” for the entire course. In the event of patient harm (directly or indirectly) the student may be dismissed from the program and receive a grade of “F” in the course. *Students should review the Nursing Student Handbook for further details.*