



SUNY ADIRONDACK

**Health Sciences Division
Nursing Student Handbook
Fall 2024 - Spring 2025**



SUNY Adirondack
Health Sciences Division
Nursing Student Handbook 2024-2025

Hello,

Welcome to SUNY Adirondack's nursing program. Thank you for selecting SUNY Adirondack to complete the requirements to sit for the NCLEX-RN examination.

The Health Sciences Division (HSD) *Nursing Student Handbook*, *College Student Handbook* (<https://www.sunyacc.edu/sites/default/files/sunyadirondackpdf.pdf>), *College Catalog*, and your course syllabi, will provide you with the policies, procedures, and expectations to be a student in the nursing program. Please take the time to review all of the documents. If you have questions, contact your course faculty or me.

The faculty and I are looking forward to working with you throughout your academic journey. Wishing you much success.

All the best,

Dr. Hedley

Kim Hedley, PhD, RN, CPHQ
Health Sciences Division Chair & Associate Professor

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Health Sciences Division Nursing Student Handbook Policy

Policy

Nursing students are expected to review, understand, and abide by the information and policies located in the *HSD Nursing Student Handbook (Handbook)*, *College Catalog*, course syllabi, and *College Student Handbook* (<https://www.sunyacc.edu/sites/default/files/sunyadirondackpdf.pdf>). The *Handbook* provides nursing students with the policies, procedures, expectations, and grading for the nursing program. This policy provides the details associated with the *HSD Nursing Student Handbook*.

Changes to the HSD Nursing Student Handbook

1. The *Handbook* is updated annually for the Fall semester.
2. Changes to the *Handbook* are posted on the bulletin board outside the nursing office and included in an email to registered students, from the Chair, at the start of the fall semester.
3. If there are changes to the *Handbook* that impact students during the academic year, the Chair will email the students the change and post the change on the bulletin board.
4. Students are expected to review the *Handbook* and changes (if applicable) and seek clarification as needed.

Distribution of HSD Nursing Student Handbook

1. Printed version
 - a. New students are provided a printed version of the most current *Handbook* version during NUR 100 Orientation and the LPN Transition Course.
 - b. The most current version of the *Handbook* is located in the nursing office.
2. Electronic version
 - a. Located in the Brightspace shell of each nursing course.
 - b. Located on the nursing webpage (open to the public).

HSD Nursing Student Handbook Attestation

1. New students are expected to sign the *Health Sciences Division Nursing Student Handbook Attestation Form* during orientation (NUR 100 or LPN Transition Course).
2. Returning students are expected to sign the *HSD Nursing Student Handbook Attestation Form* prior to the start of each semester.
3. All students are required to give the completed form to the HSD Office Specialist prior to the start of each semester.
4. The student may not start the first course of the semester until the form is completed and handed in to the HSD Office Specialist.

Created 8/2020
Revised 8/2021, 1/2023, 8/2023; Reviewed 8/2022, 8/2024

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HSD Nursing Student Handbook Attestation Form: 2024-2025

Directions:

1. Review the *HSD Nursing Student Handbook (2024-2025)*
2. Review the *Items for Review* table (see below).
3. Complete the signature section of the form.
4. Email or hand-deliver the completed form to Rhonda Savage **by Noon on August 30, 2024.**

Items for Review Table

Read the HSD Nursing Student Handbook (2023-2024) – special attention should be made to the policies listed below.
• Academic and Clinical Probation Policy
• Academic Grading Policy
• Academic Honesty and Code of Conduct Policy
• Accessibility Services Policy
• Attendance Policy
• Background Check Policy
• Clinical Grading Policy
• Clinical Simulation Policy
• Confidentiality Policy
• Core Standards for Nursing Students Policy
• Dress Code Policy
• Drug Calculation Testing Policy
• Drug Free Policy
• Grievance for Clinical Performance Dismissal
• HESI Comprehensive Exams and NCLEX-RN Review Course Policy
• Maintaining Health and Reporting Health Related Issues and Communicable Disease Exposure Policy
• Nursing Program Probation Policy
• Professional Behaviors Policy
• Testing and Test Administration Guidelines

Signature Section: I attest that I have read the HSD Nursing Student Handbook (2024-2025), and agree to abide by the information and policies included in the handbook.

Student Name (Print) _____ Banner Student ID # _____

Student Signature _____ Date _____

Parent/Guardian to complete this section if the student is under age 18 at the time of admission

Parent/Guardian Name (Print)

Signature

Date

Developed 1/22; revised 8/22, 1/23, 8/23, 8/24

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SUNY Adirondack Vision & Mission

Adirondack 2025-Building a strong future

Vision: Through our commitment to innovation, excellence and inclusion, we will be the educational provider of choice and pathway to success for all.

Mission: SUNY Adirondack enriches and transforms lives and communities through accessible, lifelong educational opportunities

Goals:

1. Develop innovative programs and services

Enhance program offerings and services to support all learners through innovative strategies, use of technology, and flexible scheduling and delivery methods.

2. Expand enrollment

Seek new student populations to expand credit and non-credit enrollment and invest in completion strategies that create equitable outcomes.

3. Champion student success

Create and promote deeper partnerships that lead students to transfer and employment success.

4. Strengthen organizational capacity

Increase the racial and ethnic diversity of employees, improve investments in employee development, and continue to streamline administrative work.

Health Sciences Division Mission Statement

The Health Sciences Division of SUNY Adirondack is committed to providing a comprehensive curriculum, which includes technical and theoretical knowledge and diverse clinical experiences.

Our students will be prepared to meet the challenge for entry-level practice in today's rapidly changing health care system and will value their own potential for life-long learning.

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Registration and Accreditation:

- Registration: Approved by the New York State Board of Education
- National Accreditation:

The Associate Degree nursing program at Adirondack Community College at the 640 Bay Road located in Queensbury, NY is accredited by:

The Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000

Adopted 3/12/99
Revised 6/2011
Reviewed 8/2020, 8/2022, 8/2023, 8/2024

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Health Sciences Division Philosophy

The faculty of the Health Sciences Division believe that well educated and caring nurses are vital to the health and well-being of our communities. Nursing's goal is to provide safe patient centered care that emphasizes health promotion and the restoration of health through treatment, education and compassion. We believe that caring is the essence of nursing and the most central and unifying focus for professional nursing practice. We value the importance of guiding the nurse to practice and model self-care.

The discipline of nursing is built on the concepts of health, the individual and the environment. Health is the effective interaction with one's environment, is unique to the individual and is culturally determined. Individuals are unique biological, psychological, sociological, and spiritual beings, capable of entering a transpersonal relationship of caring by virtue of their humanness. The environment and the individual have a reciprocal relationship, thereby creating a holistic framework of existence. Caring makes possible the giving and receiving of help. A caring environment is one in which an individual can develop his potential.

The art and science of nursing are intertwined and grounded in evidenced-based practice. We believe that nursing is a learned profession through which the concept of caring can be developed. Caring is comprised of competence, confidence, compassion, conscience, comportment, and commitment.

The learner is an active participant in the education process and assumes major responsibility for learning. The educator is the facilitator in this process and models caring consciousness. Nursing education transforms the learner into an authentic caring nurse professional.

SUNY Adirondack's Nursing Program fulfills its commitment to the community and the ever-changing needs of the society by providing a comprehensive and current curriculum to prepare students for entry level nursing practice.

Revised 5/20/11, 5/25/11, 6/13/11, 3-9-18, 8/2020

Adopted 3-9-18

Reviewed: 8/2022, 8/2023, 8/2024

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End of Program Student Learning Outcomes

Upon successful completion of SUNY Adirondack's Associate Degree Nursing Program, the graduate will be able to implement the caring role of the nurse with patients and families in varied and diverse health care agencies by:

1. Delivering patient centered nursing care as a member of an interdisciplinary team utilizing evidence-based practice, quality improvement and informatics.
2. Value caring as the basis of professional nursing practice.
3. Demonstrate the knowledge, skills and attitudes to provide safety and advocacy for patients and families.
4. Demonstrate commitment to professional, ethical, legal and accountable nursing practice.

Revised 6/27/11
Adopted 7/25/11
Reviewed 8/2020, 8/2022, 8/2023, 8/2024

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Nursing Program Outcomes

1. SUNY Adirondack's Nursing Program will have a first-time NCLEX-RN pass rate of at least 80% for each 12-month period.
2. 50% of students entering the program as a traditional nursing student, will complete the nursing program within 4 semesters.
3. 50% of students entering the program as an advanced standing nursing student will complete the nursing program within 3.5 semesters.
4. 95% of graduating students will be employed as a Registered Nurse within one year of graduation.
5. 90% of alumni will report enrollment in a BS or MS degree nursing program within one year of graduation.
6. The mean score for graduates' satisfaction with the nursing program will be 4.5 or higher.
7. Employer satisfaction with the overall level of SUNY Adirondack graduates' preparation will be 4.5 or higher.

Revised 6/27/11, 5/2021, 5/2023, 8/2023, 8/2024
Reviewed 8/2020, 8/2022
Adopted 7/25/11

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Program Outcomes - Definitions

Program Completion/Graduation Rate (ACEN definition): Number of students who complete the nursing program in no more than 100% of the stated nursing program length, beginning with enrollment on the first day of the first nursing course.

Job Placement Rate (ACEN definition): Percentage of graduates, typically within one year of graduation, who are employed in a position for which a nursing program prepared them.

NCLEX-RN Pass Rate (ACEN definition): Annual performance on the licensure examination (NCLEX-RN) for all first-time test-takers during the same 12-month period

Professional Development: the percentage of alumni who demonstrate a commitment to professional growth through formal continuing education.

Program Satisfaction: Program satisfaction is defined as the level of alumni and employer satisfaction with the nursing curriculum in regard to overall preparation for an entry level position in the profession of nursing.

Revised 6/15/2000, 4/9/99, 6/27/11, 8/2020, 5/2021, 8/2022, 8/2024

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Nursing Program Academic Requirements

- Admission and Progression information is located in the College Catalog under Nursing – Notes on Nursing AAS (NURS).
- Questions regarding the requirements should be directed to the HSD Chairperson.

Nursing AAS (NURS) Degree

Total Credit Hours: 66

Courses	Credits
General Education Requirements	
• Introduction to College Writing	3
• Writing II	3
• Human Anatomy and Physiology I	4
• Human Anatomy and Physiology II	4
• Microbiology	4
• General Psychology	3
• Principles of Sociology	3
• Developmental Psychology	3
• SUNY Gen Ed Mathematics (and Quantitative Reasoning)	2
TOTAL: General Education Requirements	29 credits
Program Core Requirements	
• NUR 100 – Foundations of Nurse Caring I	6
• NUR 102 – Principles of Nurse Caring II	5
• NUR 103 – Principles of Family Nurse Caring	4
• NUR 104 – Principles of Nurse Caring III	10
• NUR 200 – Principles of Nurse Caring IV	5
• NUR 201 – Principles of Mental Health Nurse Caring	4
• NUR 202 – Professional Issues and Leadership Management in Nursing Capstone	2
• NUR 120 – Nursing Elective	1
TOTAL: Program Core Requirements	37 credits
TOTAL: AAS in NURSING DEGREE	66 credits

Revised 8/2024

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Nursing Program Faculty and Staff List

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**Nursing Program Adjunct Faculty
List**

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Rebecca Gijanto – NUR 102
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Betty Gilley-Nassivera – NUR 103
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Jennifer Hoover – NUR 201
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Lindsay Kennedy – NUR 103
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Jessica Smith – NUR 100/104/200
Email: smithja@sunyacc.edu

Amy Yrsha – NUR 104
Email: yrshaa@sunyacc.edu

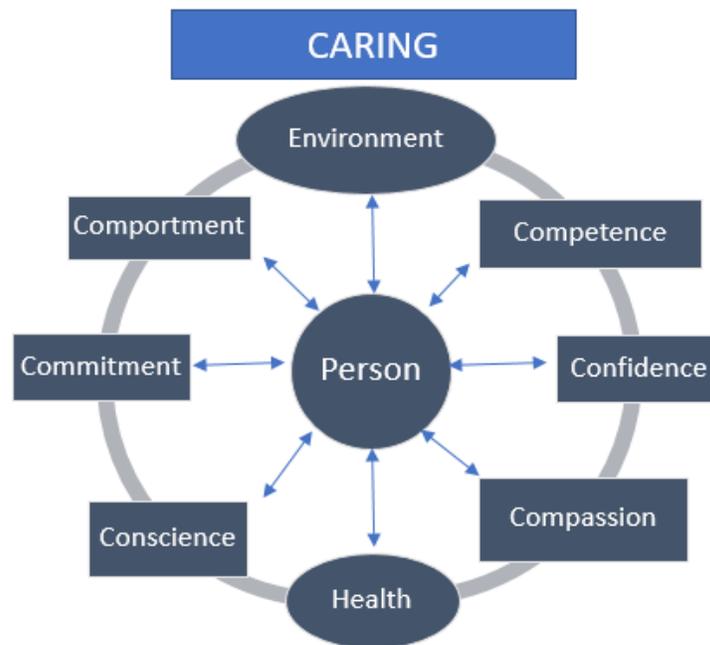
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Conceptual Framework

Our Conceptual Framework reflects the beliefs expressed in our philosophical statement and provides a structural basis for our Curriculum design and graduate outcomes.

The person, environment and health interact in an open system with nursing to promote holistic care (Boykin & Schoenhofer, 2001). The nursing relationship is a therapeutic caring process directed toward the health of the individual. The individual and nurse bring to this relationship scientific knowledge, culture, ethics and values. The environment is a caring environment in which all aspects of each individual are respected, celebrated and nurtured. Effective interaction of the individual with his environment is assisted by therapeutic caring actions of the nurse. Nurse caring is characterized by compassion, competence, confidence, conscience, comportment, and commitment (Alkhaqani, 2022; Baille, 2017; Roach, 2002). Through the use of the Nursing Process, the nurse demonstrates caring, creativity, and critical thinking, and dialogues with the person and health team members to meet mutual goals.

Caring Conceptual Model



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Caring: Caring is a learned, humanistic and scientific mode of helping or enabling an individual, family, or community to receive personalized services. It is an interpersonal process composed of curative factors that result in the meeting of human needs.

Commitment: Dedication to the standards of professional nursing practice and professional growth.

Compassion: Compassion allows for participation in another individual's experiences. Compassion involves sensitivity to, and sharing of, the joys, sorrows, pain, and accomplishments of another person through verbal and nonverbal caring behaviors. Compassion includes an understanding of cultural diversity.

Competence: Competence requires that a person have the knowledge and skills necessary to respond appropriately to the demands of his/her profession and responsibilities. Competence requires scientific knowledge and technical nursing competence.

Comportment: Comportment is the way a person conducts themselves, communicating respect by demonstrating professional dress, language and behavior.

Confidence: Confidence is the trust and belief in oneself which fosters trusting relationships with others. Trust is facilitated through mastery of communication skills.

Conscience: Conscience is a state of moral awareness. Conscience grows out of a process of valuing self and others and includes ethical/legal principles.

Environment: The environment is all the conditions, both physical and social, and circumstances that surround and affect the person.

Holistic Care: Emphasizes the body, mind and spirit of each person and is concerned with bringing these interrelated parts into harmony with the environment.

References:

- Alkhaqani, A. L. (2022). A new strategy to build culture of compassion in nursing practice. *International Journal of Clinical Images and Medical Reviews* 3(1), 1-3.
- Baille, L. (2017). An exploration of the 6Cs as a set of values for nursing practice. *British Journal of Nursing* 26, (10).
- Boykin, A., & Schoenhofer, S.O. (2001). *Nursing as caring: A model for transforming practice* (2nd ed) Sudbury, MA: Jones & Bartlett Publishers, Inc and National League for Nursing.
- Roach, M.S. (2002) *Caring the Human Mode of Being: A Blueprint for the Health Professions*. Canadian Hospital Association Press, Ottawa.

Developed: 6/27/2011
Reviewed: 8/2022; Revised 8/2020, 8/2023, 8/2024

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Curriculum - Vertical and Horizontal Threads

Horizontal Threads: Process-oriented threads identified in the conceptual framework that are used and reinforced throughout many nursing courses in the curriculum.

Vertical Threads: Content threads identified in the conceptual framework which are used to identify and plan progressive learning experiences that build one upon another throughout many of the nursing courses.

The threads of the curriculum contain the following sub-concepts and theories:

Horizontal Thread

Nursing Process

Assessment

Diagnosis

Planning

Intervention

Evaluation

Critical thinking

Patient Centered Care

Social background

Community values

Spiritual health

Cultural diversity

Ethical practice

Health Promotion

Health–illness continuum

Risk factors

Disease prevention

Life Span Considerations

Informatics

Information management

Technology skills

Vertical Thread

Evidence-based Practice

Scientific principles of nursing care

Best clinical practice

Spirit of Inquiry

Communication

Therapeutic communication skills

Patient and family education

Conflict resolution

Group process

Safe Practice

Psychomotor skill development

Clinical judgment

Application of national patient safety resources

Quality improvement

Teamwork and Collaboration

Scope of practice

Delegation and prioritization

Leadership and management theories

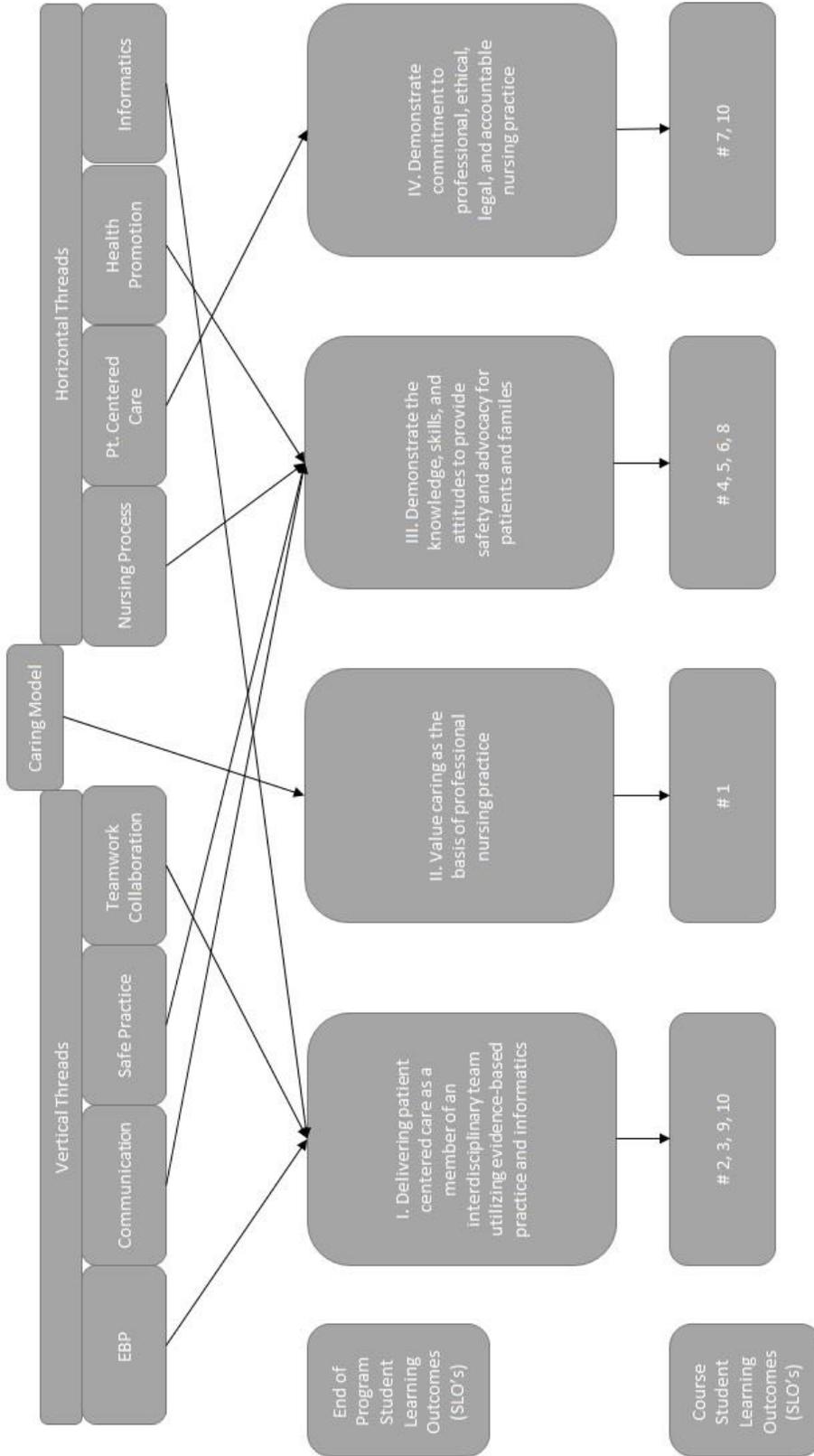
Revised: 9/5/95, 6/11/03, 6/27/11

Adopted: 7/25/11

Reviewed: 8/2020, 8/2022, 8/2023, 8/2024

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Relationship of Curriculum Thread to Learning Outcome



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Core Performance Standards for Nursing Students Policy

The Americans with Disabilities Act (ADA) of 1990 was instituted by Congress to prohibit discrimination against qualified applicants with disabilities. SUNY Adirondack and the Nursing Program is required to comply with the stipulations set forth through the ADA and the ADA Amendment Act (ADAAA). The ADA defines a qualified individual with a disability as one whom, with or without reasonable accommodations, meets the program essential eligibility requirements known as the Core Performance Standards. In addition, the rehabilitation Act of 1973 prohibits discrimination in admissions of a qualified person with disabilities

The practice of nursing is an applied discipline which involves cognitive, sensory and motor components. Professional nurses must have the ability to perform certain functions which are a necessary component for safe nursing practice and essential for licensure requirements. Therefore, applicants to the Nursing Program at SUNY Adirondack must be capable of meeting eight (8) Core Performance Standards that are outlined in this policy, with or without reasonable accommodations, for enrollment and progression through the Nursing Program at SUNY Adirondack.

Core Performance Standards

All skills must be accomplished in a timely manner appropriate to the skill.

Core Skill	Standard	Examples of activities (not all inclusive)
Critical Thinking	Critical thinking ability to support effective clinical reasoning and clinical judgment consistent with level of educational preparation.	Identification of cause-and-effect relationships in critical situations Application of the steps of the nursing process in the development and implementation of patient care plans Application of analytical skills to solve complex clinical problems, make critical nursing decision, use sound nursing judgment and perform mathematical skills to calculate medications
Professional Relationships	Interpersonal relationship skills sufficient to interact with professionals, peers, and a diverse population of clients, family members and groups.	Establish therapeutic relationships with clients. Establish professional relationships with other members of the health care team Ability to engage in successful conflict resolution Demonstrate peer accountability

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		Provide objective feedback and accept constructive criticism objectively and with maturity
Communication	Communication skills sufficient for verbal and written professional communication	<p>Explain treatment procedures</p> <p>Process and communicate information on client status with accuracy to members of the healthcare team</p> <p>Initiate health education to clients and family members</p> <p>Document and interpret nursing actions and client responses</p> <p>Read and contribute to client documentation on the medical record</p> <p>Read and interpret scientific information, reports and medical consultations</p>
Mobility	Physical ability sufficient to provide safe and effective nursing care.	<p>Movement about a tight space in a client's hospital room and treatment area</p> <p>Safely assist a client in moving (ex: in bed, from bed to chair)</p> <p>Administration of emergency procedures including cardiopulmonary resuscitation.</p>
Motor Skills	Gross and fine motor skills to provide for safe and effective nursing care.	<p>Calibrate and manipulate medical equipment</p> <p>Position and transfer clients safely</p> <p>Prepare and administer medications (IM, PO, IV, etc.)</p> <p>Maintain asepsis when performing nursing procedures such as sterile dressing changes, urinary catheterizations and other</p> <p>Enter data through a key board for purposes of documentation</p>
Visual Skills	Visual ability sufficient for assessment and observation	Observe client responses and changes in condition

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	necessary for safe and effective nursing care	Read fine print and calibrations on medical equipment and syringes
Tactile Skills	Tactile abilities sufficient for physical assessment and performance of safe client care.	Perform components of physical assessment including palpation and those skills necessary for therapeutic intervention in nursing care, (e.g., catheter insertion)

Adopted from Southern rRgional Education Board Council on Collegiate Education for Nursing (March 1993; Reviewed 2013)

Approved 9/2015
Reviewed 8/2020, 8/2022, 8/2023, 8/2024

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Accessibility Services

The Accessibility Services Office at SUNY Adirondack is committed to providing students with disabilities with an equal opportunity to benefit from all of its programs, services, and activities by providing access, reasonable accommodations, and effective communication in accordance with the Americans with Disabilities Act Amendment Act of 2008 (ADAAA), Americans with Disabilities Act of 1990 (ADA) and section 504 of the Rehabilitation Act of 1973. The Office also assists with coordinating services for students sponsored by programs and agencies such as Adult Career and Continuing Education Services- Vocational Rehabilitation (ACCES-VR) and the New York State Commission for the Blind (NYSCB), to support eligible students in pursuing higher education.

Students with disabilities are encouraged to contact the Accessibility Services Office as soon as they have committed to attending SUNY Adirondack. This will allow ample time to verify eligibility and to begin the process of identifying appropriate accommodations or support services based on individual need. This office can be reached via email at access@sunyacc.edu.

Implemented 11/2017
Reviewed 8/2020, 8/2022, 1/2023, 8/2024
Revised 8/2023, 8/2024

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Confidentiality Policy

Policy:

Students are expected to maintain the confidentiality of all patient information and adhere to the Health Insurance Portability and Accountability Act (HIPAA) regulations (<https://www.cdc.gov/phlp/publications/topic/hipaa.html>), at all times. This includes, but is not limited to health information gained while caring for a patient, during an observational experience, while reviewing patient medical records (electronic and paper), information received from the clinical faculty or hospital staff, or information gained from being at the hospital. Under HIPAA, protected health information (PHI) is individually identifiable information relating to the past, present, or future health status of an individual that is created, collected, or transmitted, or maintained by a HIPAA-covered entity in relation to the provision of healthcare, payment for healthcare services, or use in healthcare operations. Health information such as diagnoses, treatment information, medical test results, and prescription information are considered PHI, as are patient names, national identification numbers and demographic information such as dates of birth, gender, ethnicity, and contact and emergency contact information.

1. Students are expected to review the Confidentiality Policy and HIPAA regulations provided during orientation and again at the start of each semester.
2. Students are expected to acknowledge they have been advised of and understand the requirements of the federal protections afforded under HIPAA by means completing and signing *HSD Nursing Student Attestation Form* during orientation for new students and prior to the start of each semester for currently enrolled students. The completed form will be maintained in the student's nursing file account.
3. Students may only access information needed to provide care and treatment for their assigned patient(s).
4. Students may only discuss patient related information and PHI with the patient's assigned nurse; clinical faculty, course coordinator, or HSD Chair; or when directed to do so by the instructor within the clinical (lab, simulation, clinical experience) or academic setting (classroom). There may not be any patient related discussion or communications outside these specific conditions. This behavior is unethical and HIPAA regulations would be violated even if specific names and patient identifiers are not mentioned.
5. There may be no photography of any clinical situation, under any circumstances.
6. Patient information from the electronic health record or paper medical record may not be copied, scanned, photographed, downloaded, or removed from the clinical facility.
7. Students may not post or divulge ANY clinical information relative to ANY clinical experience on ANY Social Media platform, internet communication or similar venue. This includes, but is not limited to photographs, discussion, texts, posts, or comments. This behavior is unethical and HIPAA regulations would be violated even if specific names and patient identifiers are not mentioned.
8. Any breach of the HSD *Confidentiality Policy* is strictly prohibited and grounds for dismissal from the SUNY Adirondack Nursing Program.

Accepted 4/6/16
Revised 3/22/2018, 8/2021, 8/2022
Reviewed 8/2020, 8/2023

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Health Sciences Division Academic Honesty and Code of Conduct Policy

Policy Statement: The SUNY Adirondack Health Sciences Division, the American Nurses Association, and the New York State Office of the Professions licensing division recognize the importance of the Registered Nurse being of good moral character. All students in the nursing program are expected to perform in accordance with the SUNY Adirondack *Code of Conduct Policy* as outlined and defined in the SUNY Adirondack *Student Handbook* and are reminded trust, honesty, integrity, and accountability are attributes essential to professional nursing. Any breach in the SUNY Adirondack *Code of Conduct Policy*, the SUNY Adirondack *Student Handbook*, and or the *Health Sciences Division Academic Honesty and Code of Conduct Policy*, shall be considered a serious violation.

Procedure:

1. Students are expected to review and understand the SUNY Adirondack *Code of Conduct Policy* and *Student Handbook* prior to starting the nursing program and remain familiar with the documents while a student in the nursing program.
2. Students are expected to review the *Health Science Division Academic Honesty and Code of Conduct Policy* during orientation (NUR 100 and LPN Transition Course) and again at the start of each semester.
3. Students are expected to acknowledge they have been advised of and understand the HSD *Academic Honesty and Code of Conduct Policy* by means of completing and signing the *HSD Nursing Student Handbook Attestation Form* during orientation and again prior to the start of each semester. The completed form will be maintained in the student's nursing file.
4. Students in the SUNY Adirondack's nursing program, shall not participate in any of the following behaviors including, but not limited to:
 - a. Copying another student's answers on a quiz, examination, assignment, or simulation.
 - b. Receiving, communicating, or asking another student for quiz, exam, and or simulation content.
 - c. Communicating answers with another student before, during, or after an examination, simulation, or assessment.
 - d. Turning in any other person's work as their own (including, but not limited to assignments, papers, case studies)
 - e. Plagiarizing.
 - f. Using or having access to unauthorized information, concealed or otherwise, during a quiz or examination.
 - g. Unauthorized use of lecture material, exam or quiz questions, or other instructional materials.
 - h. Allowing another student to copy off one's paper or exam answers.
 - i. Forging any document (e.g. peer review sign offs, hospital credentialing forms)
 - j. Multiple submission of a paper (turning in the same paper for another course or a repeated course)
 - k. Fabricating reports or papers from outside assignments
 - l. Drug or alcohol use, or under the influence of drugs or alcohol while in class, lab, simulation or clinical. See the *Drug Free Policy* for more details.
 - m. Breaching confidentiality of patient information – See the *Confidentiality Policy* for more details.

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- n. Taking pictures of any course related material without approval from the faculty.
- 5. Students who've performed one or more of the behaviors will be reported to the Health Sciences Division Chair and applicable College leadership (as needed). The issues will be reviewed, and outcomes could include a failing grade for the course, program probation, and or disciplinary action, up to and including dismissal from the nursing program.
- 6. If a student observes another student performing one of the behaviors, the student observing the behavior is expected to report the information to a nursing faculty member or the Health Sciences Division Chair. All efforts will be made to maintain the reporting student's anonymity.

Revised 5/7/2012, 6/23/2020, 8/2021, 8/2022, 1/2023
Reviewed 8/2023

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Professional Behaviors Policy

Policy:

It is the policy of SUNY Adirondack that nursing students act in a professional and caring manner at all times on and off campus, in the classroom, clinical lab, simulation lab, and clinical setting. Professional values and their associated behaviors are foundational to the practice of nursing. Professionalism is defined as “a cyclical process, which includes mastery of knowledge, skillful action, and having professional ideology, measured by the top standards. It can promote when excellence is considered as a major criterion for judging actions and attitudes of professionals” (Ghadirian, Salsali, & Chderaghi, 2014, p. 7). Professional behavior as discussed in the American Nurses Association (ANA) Code of Ethics for Nurses (2015) AND involves accountability for one’s self and nursing practice, demonstrate professionalism, and promote civility.

Procedure:

1. SUNY Adirondack nursing students are expected to act in a professional manner at all times and abide by the following professional and civil behavior guidelines:
 - a. Perform in accordance with the ANA Code of Ethics for Nurses
 - b. Follow the National Council State Boards of Nursing *a Nurse’s Guide to Professional Boundaries* https://www.ncsbn.org/public-files/ProfessionalBoundaries_Complete.pdf
 - c. Arrive for class, lab, simulation and clinical on time, and be prepared for all experiences.
 - d. Maintain accountability and responsibility for one’s personal learning.
 - e. Demonstrate respect, dignity and civility in word, communications and actions in interactions with professors, peers, faculty, staff, hospital staff, patients and family members. Disrespectful, downgrading or disparaging remarks are all considered to be disruptive behaviors that are a breach to civility and will not be tolerated.
 - f. Demonstrate the 6 C’s of Nurse Caring at all times: Compassion, Conscience, Commitment, Competence, Comportment, and Confidence.
 - g. Demonstrate honesty and integrity in all classroom, laboratory, clinical, and simulation experiences.
 - h. Follow the SUNY Adirondack Nursing Program Dress Code at all times in lab, simulation and clinical. Classroom dress should be consistent with the college dress code.
 - i. Refrain from use of cell phones in classroom, laboratory, simulation, and clinical areas. Electronic devices shall be silenced and put away during classroom, laboratory, simulation, and clinical. A laptop may be used if approved and as directed by the faculty
 - j. Respect cultural, religious and sexual orientation diversity of all peers, professionals, patients and family members.
2. Any act(s) of unprofessional behavior may result in program probation and or the disciplinary process up to and including dismissal from the nursing program.

Accepted 4/20/2019

Reviewed 8/2023

Revised 8/2020, 8/2021, 8/2022, 1/2023

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Background Check Policy:

Policy: SUNY Adirondack nursing students often care for vulnerable clients and children in a variety of health care settings, not always under the direct supervision of clinical faculty. To ensure the safety and well-being of all clients, it is the Policy of SUNY Adirondack Nursing Program to require a national background check of all nursing students admitted to the Nursing Program.

1. Students will be expected to complete this process and submit mandated annual requirements through the College designated agency (CastleBranch).
2. The student is responsible for the cost of these services. The findings may preclude a student from participating in clinical experiences with our clinical affiliating agencies and the College may not be able to accommodate clinical placement.
3. Success in nursing courses and progression in the Nursing Program is dependent on successful completion of clinical experiences, so a “finding” may affect a student’s continuance in the Nursing Program.
4. For Compliance with SUNY Policy@3200- Admissions of Students with Prior Felony Convictions, nursing students with prior felony convictions will be required to report to the Dean of Student Affairs and may be subject to review and evaluation by the campus Felony Review Committee.
5. If a student is arrested and charged with a misdemeanor or felony while enrolled in the Nursing Program at any time, he/she MUST report this to the Health Sciences Division Chair within 72 hours. Failure to report this by the required deadline may result in program probation or dismissal from the Nursing Program.

Implemented 6/2018
Reviewed 8/2021, 8/2022, 8/2023

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Drug Free Policy

Policy: The American Nurses Association (ANA) Code of Ethics for Nurses (2015) requires the professional nurse to safeguard the client from harm, to assume responsibility and accountability for all his/her actions and to maintain conditions at the workplace to enable the delivery of high-quality nursing care. The SUNY Adirondack Health Sciences Division therefore maintains a drug/alcohol free environment in the classroom, nursing laboratory and clinical setting. It is the Policy of the Health Sciences Division that no student shall use, possess, sell, give away or be under the influence of alcohol/drugs on campus property or at a clinical affiliation site. Students violating this policy will be dismissed from the Nursing Program.

Procedure for Student Suspected of being under the Influence while on campus during in person lecture, laboratory, or simulation; or during virtual lecture, simulation, clinical, or nursing laboratory

When the faculty has observed “reasonable suspicion” **behavior** that a nursing student is under the influence of alcohol/drugs while on campus or in a virtual setting, the nursing faculty shall inform the Dean of Student Affairs who will follow the Code of Conduct Protocol. More details are provided below:

- On Campus: contact Security to escort the student to the Dean for Student Affairs who will follow the Code of Conduct Protocol.
- Off-campus: Call/email the Dean for Student Affairs.
- Virtual: Call/email the Dean of Student Affairs.

Procedure for Student Suspected of Being under the Influence in the Clinical Setting

When the clinical faculty has observed “reasonable suspicion” behavior that a nursing student is under the influence of alcohol/drugs while in the clinical setting, the following steps should be taken:

1. Relieve the student of their patient assignment and reassign the patient.
2. Meet with the student and Hospital Nursing Supervisor on duty to confront the student with “reasonable suspicion” behavior.
3. Let the student know that they must comply with a 10 Panel Urine Drug Screen. The cost of this drug screening will be the responsibility of the student.
4. Seek assistance from the Hospital Nursing Supervisor to escort the student to the lab for the drug screen.
5. Notify the Dean for Student Affairs and HSD Chair of the incident and the actions taken.
6. Inform the student they must sign a release of information to have the results of the drug screen sent to the Health Sciences Division Chairperson.

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7. Inform the student that he/she will **not** be allowed to attend hospital clinical or nursing laboratory classes until the results of the drug screen are reviewed and a decision is made about next steps.
8. Inform the student that they will be called to meet with the Nursing Instructor, HSD Chair and the Dean of Student Affairs when the results of the drug screen are reported.
9. Document the incident and the actions taken: provide the information to the HSD Chair and Dean for Student Affairs.
10. Assure that the student has a safe means to return home by calling their Emergency Contact or a cab for transportation home.
11. Positive test results will be reviewed by the Medical Review Officer (or designee) at the Hospital; a repeat drug screen may be requested by the Medical Review Officer.
12. Positive drug screen results or refusal to comply with the drug screen will result in dismissal from the Nursing Program.

Revised 2/6/12, 8/2020, 8/2021, 8/2022
Reviewed 8/2023
Adopted 2/10/12

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Attendance Policy

Policy: Attendance in lecture, laboratory, simulation and clinical is mandatory.

1. A late arrival or leaving early from lecture, laboratory, simulation, and or clinical will be considered an absence.
2. Students are expected to schedule physician appointments, advisement and other activities when they will not conflict with class or lab/clinical attendance.
3. Students with two (2) absences in a half semester course or three (3) absences in a full semester course will have their continued status in the Nursing Program reviewed by the nursing faculty.
4. Late assignments may result in a lower grade.
5. Individual faculty may have additional attendance requirements in their course syllabus.
6. Theory/Laboratory Absence: It is recognized that students may occasionally have a legitimate emergency. Students are expected to contact their professor (call or email) at the first possible opportunity and no later than 24 hours from the start of class to be considered for an excused absence. The professor/instructor will determine an exception to the attendance policy.
7. Clinical/Simulation Absence: The student is expected to contact (call or email) their assigned clinical faculty member to report and provide an explanation for the clinical/simulation absence, prior to the start of the scheduled experience. Failure to follow the procedure will result in an Unsafe clinical practice for that experience.
8. Clinical Late: The student is expected to contact (call or email) their assigned clinical faculty member to report and provide an explanation for being late for clinical/simulation, prior to the start of the scheduled clinical experience. Failure to follow the procedure will result in an Unsatisfactory clinical practice for the day.
9. Absence from a scheduled laboratory, simulation, or clinical must be made up by the student. It is the student's responsibility to contact and make arrangements with the instructor to make up the missed hours/experience.
10. If a student reports to the clinical setting with an illness, that may jeopardize patient health/safety, or that may interfere with that student's clinical performance, the student will be sent home. It is the student's responsibility to contact and make arrangements with the instructor to make up the missed clinical hours.
11. A medical excuse is required for absences beyond one week.
12. If a student has not completed the required number of clinical experiences to meet the course objectives by the conclusion of the course, an "I" will be given. It is the student's responsibility to contact and make arrangements with the instructor for completing the course requirements.

Adopted 12/10/99
Revised 8/2/2016, 8/2021, 8/2022
Reviewed 8/2020, 8/2023

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Dress Code Policy

Policy: Students are expected to present themselves professionally in the clinical and simulation setting.

1. The complete uniform includes the following:
 - a. Green scrub top with SUNY Adirondack insignia (only available in the SUNY Adirondack Bookstore)
 - b. Green scrub bottoms (only available in the SUNY Adirondack Bookstore)
 - c. White socks
 - d. Clean white shoes/sneakers. The entire foot must be covered
 - e. Supplies: Black pen, bandage scissors, stethoscope, & watch with a sweeping second hand (SMART watches ARE NOT be used in clinical)
 - f. Optional: Plain white turtleneck, mock turtleneck, or t-shirt may be worn under the uniform
 - g. Optional: Green scrub jacket with college insignia – only available in the SUNY Adirondack Bookstore)
2. The nursing student uniform must be worn during assigned clinical, laboratory, and simulation experiences. Wearing the nursing student uniform at any other time (e.g. work, social setting) is not acceptable.
3. It is never appropriate to cover the uniform top with additional smock covers. The SUNY Adirondack student nurse must always be clearly identifiable in the green top with the SUNY Adirondack patch.
4. Students should have a clean and neat appearance when they come to the clinical setting.
 - a. **Fingernails:** short, clean, no colored polish, no artificial/gel nails or tips or appliques.
 - b. **Body piercing:** Piercings will be confined to the ears with a small post.
 - c. **Jewelry:** a plain wedding band. Rings with stones can cause injury to patients.
 - d. **Make-up:** minimal, if worn at all.
 - e. **Hair:** no unnatural hair color; clean, neatly arranged, off collar and face.
 - f. **Scents:** no perfume or scented lotions/after shave/deodorants/shampoos/cleansers. Use odorless personal items.
 - g. **Tattoos:** as acceptable per agency protocol. The clinical instructor will enforce the agency policy.
 - h. **Smoking/Vaping:** as acceptable per agency protocol in designated areas only. Students are not to smell of smoke, or vape, during the clinical/lab/simulation experience.
 - i. **Cell Phones and Smart Watches:** no smart watches are allowed in the clinical setting. Cell phones may only be used in designated break rooms at designated break times.
5. Students must come to the clinical area well rested in order to provide safe and competent nursing care. Students may **NOT** work a night shift or shift immediately prior to their assigned clinical experience.

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6. Failure to follow this policy may result in an Unsatisfactory clinical practice for that day.
Repeated offenses will result in clinical probation.

Implemented: 1/8/2006,
Reviewed: 8/2/2016, 8/2020, 8/2023
Revised: 6/2009, 2/2017, 2/2019, 8/2022, 1/2023

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Clinical Simulation Policy

Policy: Students are expected to attend and actively participate in assigned simulations, follow applicable policies associated with simulation, and receive a “complete” for all assigned simulations.

Overview: Clinical simulation experiences offer students the chance to participate in patient care scenarios specifically designed to complement their learning in the didactic/theory portion of a course. Coupled with clinical experiences, simulations help students further develop their clinical reasoning and confidence. Hands-on patient care environments cannot always offer the student the whole range of situations that can occur. Simulation offers a controlled environment where students can experience a variety of clinical situations, they might not otherwise have the chance to experience with a real live patient. The simulation experience will include a debriefing period where feedback is provided on the participants’ performance, all aspects of the simulation activities are discussed, and reflective thinking is encouraged. Students will have the opportunity to participate in simulation experiences throughout their coursework at SUNY Adirondack.

Student responsibilities:

1. Sign the “Confidentiality and Video Tape Agreement” for each simulation.
2. Simulations are scheduled in 2–3-hour time blocks outside of the times assigned for lecture and clinical. The simulation schedules are posted by course. The student is responsible to review the scheduled and sign up for the applicable simulations.
3. Be on time for the assigned simulation.
4. Complete the pre-assignment work (ticket to simulation).
5. Be prepared demonstrate the level appropriate RN competencies associated with the assigned simulation.
6. Comply with the SUNY Adirondack Nursing Dress Code.
7. Comply with the Professional Behaviors Policy.
8. Speak to the manikin as if he/she is a real person.
9. Actively participate in assigned roles.
10. Actively participate in the debrief session.
11. Meet the universal competencies and student learning outcomes for the assigned simulation(s).
12. Complete remediation within one week as assigned.

Evaluation:

1. Simulation faculty will complete the Simulation Evaluation Form for each simulation.
2. Students must receive a “complete” for the assigned course simulations to pass the course.
3. A “complete” is achieved when the student meets the requirements listed under student responsibilities.
4. The student may receive an incomplete for not meeting one or more of the items listed under student responsibilities. If the student receives an incomplete, the faculty will fill out the Clinical Simulation Incomplete form which informs the student whether they need to repeat the entire

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simulation or remediate a skill in the lab. The student will be given the form and return the completed form to the simulation faculty. The form will be included in the student's nursing file.

5. The student may receive an unsafe clinical practice if they do not attend the assigned clinical simulation, and or fail to comply with the one or more of the responsibilities listed in this policy.

Adopted 9/09;
Reviewed 8/2021, 8/2022, 8/2024
Revised 8/12, 5/14, 6/16, 8/2020, 1/2023, 8/2023

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SUNY Adirondack Nursing Simulation Confidentiality and Video Tape Agreement Form

I agree to maintain the confidentiality of all simulation scenarios. I will not discuss or disclose information related to the simulation scenario. Discussion regarding the simulation will occur before (pre-brief) during and or after (de-brief) the simulation. If there are situations in which students are discovered sharing information regarding a simulation the student may be subject to receive a clinical unsafe and/or clinical probation.

I understand that the Simulations at SUNY Adirondack are videotaped for the benefit of learning and may be reviewed in the debrief portion of the simulation scenario. The videotape is not shared outside of the specific group I am assigned and will be erased after the semester. I have a choice if I wish to be included in the video taping of the scenario and will not be penalized in any way for not participating.

COURSE _____ **SEMESTER** _____

	Print Name	Signature	Date	Role	Agree to be videotaped Y/N
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

Developed 2017

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SUNY Adirondack - Faculty Simulation Evaluation Tool

Facilitator _____

Simulation _____ Date _____

Students 1) _____ 2) _____ 3) _____

 4) _____ 5) _____ 6) _____

The six QSEN competencies: Patient-Centered Care; Teamwork and Collaboration;
Evidence-based Practice (EBP) Quality Improvement (QI); Safety and Informatics.
Incorporated into each of the following competencies

SLO	UNIVERSAL COMPETENCIES	Students 1&2	Students 3 & 4	Additional Students	DEBRIEF COMMENTS	REMEDATION
SAFETY						
2	Introduces self (name, title)					
8	Uses 2 patient identifiers					
3	Uses standard precautions (hand-wash, glove, PPE)					
1	Assesses pain/comfort					
10	Provides privacy					
8	Provides for patient safety (call light, bed safety)					
ASSESSMENT						
10	Student arrives prepared for simulation/Accessed assessment data					
1	Obtains pertinent subjective data					
4	Obtains pertinent objective data					
2	Performs follow-up assessments as needed					
5	Assesses in a systematic and orderly manner using the correct technique					
COMMUNICATION						
6	Communicates effectively with Interdisciplinary team (med terms/SBAR). Example provider					
1	Communicates effectively with patient and s.o. (verbal, nonverbal, teaching)					
10	Communicates and collaborates with nurse team					
	Promotes realism/professionalism					
CLINICAL JUDGMENT						

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2	Interprets vital signs and other critical parameters					
4	Initiates appropriate interventions in priority order					
5	Interprets subjective/objective data (recognizes relevant from irrelevant data)					
DIRECT PATIENT CARE						
8	Safe med. administration (6 rights, 3 checks)					
3	Manages equipment, tubes, and drains: f/c, IV					
5	Performs procedures correctly and timely					

Key: N/A -

Not Applicable 0=Debrief & remediate. 1=Debrief. No Remediation.

To support teamwork and collaboration, students, when appropriate, work as teams. These teams will be evaluated in six categories, as noted above. Evaluation scores are above.

At the discretion of the simulation facilitator, student(s) who receive a "0" in a category of the simulation will be required to repeat the simulation, or remediate in the laboratory. In some instances, students may remediate with the simulation facilitator, if time allows.

Ver
5/23/MM

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SUNY Adirondack - Clinical Simulation “Incomplete”

Name: _____

Date: _____

Simulation experience incomplete for the following reason(s) (Please circle)

1. Report to the Simulation Lab on time for the simulation.
2. Come prepared. This includes completion of all pre-assignments and the ability to demonstrate beginner RN competencies.
3. Wear their student nurse uniform and ID badge and comply with the dress code policy and procedure described in the *Nursing Student Handbook*.
4. Exhibit professional behavior at all times. This includes interactions with the simulated patient and other participants.
5. Speak to the mannequin as if he/she were a real person at all times.
6. Actively participate in their assigned role and debrief session.
7. Did not successfully meet the Universal Competencies and or Student Learning Outcomes (SLO) for the simulation

At the discretion of the faculty students who receive an incomplete for their simulation will be provided an evaluation of their performance noting which of the above areas are in need of improvement. Depending on the area needing improvement the student(s) will have an opportunity to repeat a simulation or remediate in the laboratory.

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Recommendations:

Repeat Simulation _____ (Faculty name) Date _____

Return to Lab Remediation _____ (Faculty name) Date _____

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Clinical Observation Experiences

Students assigned to clinical observation experiences will not provide any direct patient care. Objectives and guidelines for each experience will be developed and shared with students and nurses in the clinical setting.

Each student will have a resource nurse who is an RN assigned to student(s) for the observation experience. The resource nurse will:

1. Provide student with direction and guidance, and an orientation to the environment.
2. Act as a facilitator to assist student to meet objectives for the experience.
3. Serve as a resource for student questions.

Implements: 10/5/98
Reviewed 8/2/2016, 8/2020, 8/2023, 8/2024
Revised 8/2022

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Academic Grading Policy

Policy: The passing grade for nursing courses is C+ (77%) or greater. A grade of C or less is deemed a failure of a nursing course.

Academic Grading Scale:

A	=	94 - 100%	C+	=	77 - 79%
A-	=	90 - 93%	C	=	74 - 76%
B+	=	87 - 89%	C-	=	70 - 73%
B	=	84 - 86%	D	=	65 - 69%
B-	=	80 - 83%	F	=	Below 65%

A record of grades will be established for each nursing course and made available to students.

Passing Grade for Nursing Courses: Students must receive a grade of C+ or better in each nursing course. A grade of C or less is deemed a failure of a nursing course.

Grades for assignments/assessment: If a student believes that he/she was graded unfairly, they should:

1. First, discuss the issue with the instructor who granted the grade.
2. If the matter is not resolved satisfactorily with the instructor, the student may discuss the issue with the Health Sciences Division Chair

Final Grade Appeal: Please refer to the *SUNY Adirondack Academic Grievance Procedure* (<http://catalog.sunyacc.edu/regulations/grievance>).

Nursing Course Withdraw and Failure Options for students enrolled in the nursing program beginning fall 2024: Students are eligible for one of the following

- One withdraw, and one nursing course failure
- OR-
- Two withdraws and no nursing course failure

Withdraw Information:

1. Students taking NUR 100 may withdraw from NUR 100, however, the student will be dismissed from the nursing program. Students dismissed from the nursing program are not automatically dismissed from the College. Criteria for remaining in non-nursing courses are specified in the *College Catalog*.
2. Students seeking a leave of absence during the semester will be required to use a withdraw from the nursing course. This will count towards the total number of withdraws.

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3. Full Semester Courses: Students who withdraw from a full semester nursing course prior to beginning week eleven will receive an automatic “W” grade. After week 10, a W or F will be assigned by instructor depending on whether the student is passing the course at that time.
4. Half Semester Courses: Students who withdraw from half-semester nursing courses prior to beginning week 6 will receive an automatic “W” grade. After week 5, a W or F will be assigned by instructor depending on whether the student is passing the course at that time.

Nursing Course Failures:

1. Students receiving a C or less for NUR 100 will be dismissed from the nursing program. Students dismissed from the nursing program are not automatically dismissed from the College. Criteria for remaining in non-nursing courses are specified in the *College Catalog*.
2. Students receiving a C or less (nursing course failure) in NUR 102, 103, 104, 200, 201, or 202, may have the option to continue in the nursing program. If the student has a second nursing course failure (NUR 102, 103, 104, 200, 201, or 202), the student will be dismissed from the nursing program. Students dismissed from the nursing program are not automatically dismissed from the College. Criteria for remaining in non-nursing courses are specified in the *College Catalog*.

Revised 6/2017, 8/2020, 5/2021, 1/2024, 8/2024
Reviewed 8/2022, 8/2023

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Clinical Grading Policy

Policy: Students must receive a minimum clinical grade of Satisfactory (S) to pass a nursing course with a clinical component regardless of the academic grade earned.

Procedure:

1. The clinical component of a course is graded as satisfactory plus (S+), satisfactory (S), needs improvement (NI), or unsatisfactory (U) for each nursing course.
2. Students must receive a minimum clinical grade of S, and Complete for simulation, in order to pass a nursing course with a clinical component, regardless of the academic grade earned.
3. Clinical performance is determined by the instructor's observations and is documented on the clinical evaluation tool (CET) which are shared with and signed by students at mid-term and end of semester.
4. Preparation time for each clinical experience is NOT always included in the clinical hours for each course. It may be necessary for the student to obtain his/her clinical assignment prior to the assigned clinical hours, and to prepare for the clinical experience with written work, such as a care plan. **Under NO circumstances should a student be in a clinical setting without the prior knowledge and approval of the nursing faculty.**
5. Notification of being late or not able to attend clinical, lab, or simulation must be made at least one hour before the start of the applicable clinical experience. The faculty may modify the time frame for extenuating circumstances.
6. Unsatisfactory Clinical Practice
 - a. Definition: The student is not meeting the course objectives.
 - b. Examples of unsatisfactory clinical practice include but are not limited to:
 - i. does not to meet course clinical objectives
 - ii. late to clinical, laboratory, or simulation without prior notice to the applicable clinical/laboratory/simulation faculty
 - iii. repeated mistakes
 - iv. late submission of clinical assignments
 - v. does not meet the dress code policy
 - c. The clinical/laboratory/simulation faculty will complete the *Unsatisfactory Clinical Practice Form*, go over the form with the student and discuss expectations for improvement, have the student sign the form, and attach the form to the student's clinical evaluation tool (CET) for that course.
7. Unsafe Clinical Practice
 - a. Definition: An action is considered unsafe if the student is not meeting the minimum expectations for clinical performance, and or the client, client's family, student, faculty, healthcare agency, or college are harmed (perceived or actual) or placed in jeopardy.
 - b. Examples of unsafe clinical practice include but are not limited to:
 - i. Student is not in compliance with hospital/college requirements to attend clinical.
 - ii. Student did not follow or practice in accordance with:

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- a) SUNY Adirondack's *HSD Nursing Student Handbook*
 - b) *SUNY Adirondack's Student Handbook*
 - c) The rules and regulations of the health care agency
 - d) *ANA Scope and Standards of Practice* (most current version)
 - e) *ANA Code of Ethics for Nurses* (most current version)
- iii. Student did not report to the scheduled clinical, laboratory, or simulation experience without prior notice to the clinical/laboratory/simulation faculty
 - iv. Student did not demonstrate accountability and responsibility
 - v. Student did not demonstrate respect for the individual client, health care team members, faculty, peers, or self
 - vi. Student presented to, or during a clinical requirement (clinical, laboratory, or simulation) impaired by one or more of the following:
 - a) alcohol
 - b) drugs
 - c) physical disability
 - d) mental disability
 - vii. Repeated late to clinical, laboratory, and or simulation.
- c. The clinical/laboratory/simulation faculty or course coordinator will speak with the student about the unsafe clinical practice.
 - d. Within one week of the unsafe clinical practice, the clinical/laboratory/simulation faculty, or course coordinator, will complete the *Unsafe Clinical Practice Form*; review the form with the student; have the student sign the form; and attach the form to the student's CET for the course.
8. Clinical Probation: A student may be subject to clinical probation and/or dismissal from the nursing program if they meet one or more of the following:
- a. receives two (2) unsatisfactory clinical practices during a full semester nursing course
 - b. receives one (1) unsatisfactory clinical practice during a seven (7) week nursing course
 - c. receives three (3) unsatisfactory clinical practices while enrolled in the nursing program
 - d. receives one (1) unsafe clinical practice
9. If a student is at risk for dismissal, their file will be reviewed by the nursing faculty at the next HSD meeting, or earlier if time is of the essence, to make the decision regarding dismissal.
10. Students dismissed from the nursing program for unsafe or unsatisfactory clinical practice may appeal the decision, using the *Grievance for Clinical Performance Dismissal Policy*.

Revised: 12/6/99, 8/2022, 1/2023, 11/2023, 8/2024

Implemented: 5/15/98

Reviewed: 8/2016, 8/2020, 8/2021, 8/2023

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SUNY Adirondack Unsafe Clinical Practice Form

Directions: The Course Coordinator and or clinical/simulation faculty will complete the form and meet with the student to review the information. The Course Coordinator and or clinical faculty shall sign the form; provide the student the opportunity to add comments to the form, and request student to sign the form. Attach the completed form to the Clinical Evaluation Tool for the course.

Student: _____ Banner Student ID # _____

Faculty: _____ Date of Unsafe Clinical Practice: _____

Course: _____ Clinical Location: _____

Course Objective(s) that were not met

Summary of the clinical experience and or student actions that were unsafe - be specific (use the back of this paper if needed)

Student Comments

Faculty Signature:

Date

Student Signature

Date

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Academic and Clinical Probation Policy

Policy: It is the policy of the Health Sciences Division to warn students when they are in danger of failing a nursing course at any time during a semester.

Procedure

1. Any student experiencing academic and/or clinical difficulty will be placed on probation (academic and/or clinical) by the Course Coordinator or HSD nursing faculty at any time during a semester.
2. The student will be placed on academic probation for the following:
 - a. course grade is less than 77% at any time during a nursing course
 - b. student is not meeting course requirements (e.g. multiple missing assignments)
 - c. student does not comply with nursing program and/or college policies
3. The student may be placed on clinical probation for the following:
 - a. student receives two unsatisfactory clinical practices during a full semester nursing course
 - b. student receives one unsatisfactory clinical practice during a 7-week nursing course
 - c. student receives one unsafe clinical practice during a full semester or 7-week nursing course
 - d. student has continued needs improvement (category on the Clinical Evaluation Tool)
 - e. repeated offenses of the Dress Code Policy
4. The Course Coordinator or HSD nursing faculty will complete the applicable probation form (academic and/or clinical) and include the behaviors needing improvement as well as the time frame for improvement.
5. The Course Coordinator or HSD nursing faculty will review the probation form with the student and place the completed form in the student's nursing file.
6. If needed, a meeting with the student, academic and/or clinical faculty, and/or the Division Chair will be scheduled.
7. The student has the right to bring any unresolved issues to the Division Chair.
8. The Division Chair and Program Data Base Facilitator will be advised of all students placed on probation.
9. Students receiving one of the following will be placed on Program Probation and their continuation in the nursing program will be reviewed by the Nursing Faculty for possible dismissal from the nursing program.
 - a. two (2) Clinical Probations while a student in the nursing program
 - b. three (3) Academic Probations while a student in the nursing program

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- c. both Academic and Clinical Probation in the same nursing course.

Revised 5/2017, 8/2021, 8/2022, 1/2023
Reviewed 8/2020, 8/2023, 8/2024

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SUNY Adirondack - Academic Probation Form

Name of Student: _____ Banner Student ID # _____

Date _____ Course _____ Faculty Name _____

Reason for Probation

Additional Comments

Action Plan for Improvement

Expected Timeframe to Complete the Action Plan _____

Student Comments (Optional)

Faculty Name: _____ Faculty Signature _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Developed 5/2017
Revised 5/7/2017, 8/2021

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SUNY Adirondack - Clinical Probation Form

Name of Student: _____ Banner Student ID# _____

Date _____ Course _____ Faculty Name _____

Reason for Probation – include the specific clinical behavior that needs improvement

Additional Comments

Action Plan for Improvement

Expected Timeframe to Complete the Action Plan _____

Student Comments (Optional)

Faculty Name: _____ Faculty Signature _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Developed 5/2017
Revised 5/7/2017, 8/2021

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Nursing Program Probation Policy

Policy: It is the policy of the Health Sciences Division/Nursing Program to place students on Program Probation for one or more of the following:

1. Student receives two (2) clinical probations while enrolled in the nursing program.
2. Student receives three (3) Academic Probations while enrolled in the Nursing Program.
3. Student receives both Academic and Clinical Probation in the same nursing course while enrolled in the Nursing Program.
4. Violation of a Health Science Division or College Policy/Procedure.
5. Student's GPA is 2.0 or less.

Procedure:

1. The Course Coordinator will complete the Program Probation Form.
2. The Course Coordinator will submit the Program Probation Form to Nursing Program Data Base Facilitator and Division Chair for review.
3. The Division Chair will email the student that the form has been started and will include a copy of the Program Probation Policy.
4. The Division Chair/Course Coordinator will discuss the Program Probation the next division meeting, or special meeting, if there is an extended time between the writing of the program probation form and the division meeting.
5. The faculty will review, make recommendations, and vote on the program probation.
6. The Division Chair will meet with the student within five (5) business days of the meeting to communicate the faculty decision.
7. The completed Program Probation form will be emailed to the student after the meeting and a copy placed in the student's file.
8. If a student receives additional Academic or Clinical Probation, or violates a HSD or College policy or procedure while on Program Probation, they may be dismissed or additional stipulation(s) may be applied to the Program Probation for continuation in the Nursing Program.
9. Violation of any of the terms and conditions specified in the student's Program Probation may result in dismissal from the Nursing Program.
10. At the completion of each academic semester the Nursing Program Database Facilitator will review the database for all probations. Students on Program Probation will be reviewed by the HSD faculty at the end of each semester to determine if the Program Probation should continue, or if additional stipulations need to be added to the Program Probation. The student will be informed, via email, of the faculty decision to continue or end the program probation.

Developed 5/2017
Revised 2/8/2019, 8/2021, 8/2022, 1/2023, 8/2023, 8/2024
Reviewed 8/2020,

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SUNY Adirondack – Nursing Program Probation Form

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Name of Student: _____ Banner Student ID# _____

Semester Date: _____

Reason for Program Probation (place a check next to the applicable category (s) and provide details below

	Student received two (2) Clinical Probations while enrolled in the Nursing Program.
	Student received three (3) Academic Probations while enrolled in the Nursing Program
	Student received both Academic and Clinical Probation in the same nursing course while enrolled in the nursing program.
	Student violated a Health Science Division or College policy or procedure.
	Student's GPA is 2.0 or less.

Academic Probation:

NUR Course	Date/Semester	Final Grade
1.		
2.		
3.		

Clinical Probation

NUR Course	Date/Semester	Final Grade
1.		
2.		
3.		

Policy Violation

Policy Name	Violation	Date/Semester
1.		
2.		
3.		

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Additional Information: _____

Communication With Student

Type of Communication	Date
Student Informed of Program Probation	
Program Probation Reviewed by the Faculty	
Division Chair Informs Student of Faculty Review	

Conditions of Program Probation: (use additional paper as needed and attach to this document)

Student Comments:

Student Name (Print)	Student Signature	Date
Division Chair Name (Print)	Division Chair Signature	Date

Developed 5/2017
Approved 6/2017
Revised 5/7/2018, 8/2021, 8/2022, 1/2023, 8/2023

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Testing and Test Administration Guidelines

These guidelines for testing Administration were developed by the Health Sciences Nursing Faculty to provide unity in the construction and administration of Nursing Exams.

Exam Soft Testing:

Most course exams in the Nursing Program at SUNY Adirondack are given through Exam Soft on the computer. You will be notified at what time your exam is scheduled to begin by your course faculty. Plan to arrive at the testing center 10 minutes prior to the scheduled start of the exam and be sure to bring your Exam Soft Log on information. It is the student's responsibility to bring this logon information. The exam will begin precisely at the scheduled time. Students arriving late will not receive extended testing time. Faculty will give students the Exam Pass Code that provides access to the exam, and the length of time for the exam, just prior to the start of the exam. At the completion of your exam, and at the faculty discretion, students may be provided their exam score. Exam reviews of incorrect answers may be conducted at the discretion of the faculty.

Test Construction: Printed Exams

1. All tests should be presented with a Cover Page. It will also contain an Academic Integrity Statement for student to sign prior to the start of the exam.

*On my honor as a student in the Nursing Program at SUNY Adirondack, I
have neither given nor received help on this exam/assignment."*
2. All tests must be printed on one-side only.
3. Multiple-choice items should be listed in a single column
4. Each test question and answer choices are to be printed together on the same page
5. Font size for all exams should be 11 font.
6. There should be a double space between each question.

Test Administration

1. Time allotted for each test is to be announced verbally at the beginning of the exam. Students should be verbally notified when there are 10 minutes remaining.
2. All back packs, cell phones, smart watches, Fit Bit, and personal items must be surrendered away from the testing area. This includes all but not limited to: all electronic items, books, notes, hats, cell phones, drinks, and food.
3. All electronic equipment (e.g. Pagers, cell phones, cameras, laptops) must be in the OFF position and out of sight and reach of the students in the front of the testing room. No scratch paper will be allowed in the testing center. Students will be given a white board and marker for use during the exam.
4. Students will be issued basic school calculators or calculators on the computer if calculations are required. No personal calculators will be allowed in the testing area.
5. Students are strongly urged to attend to comfort needs prior to the start of the exam. In the rare instance when a student needs to use the rest room during the exam, the student should raise their

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hand to obtain the proctor's attention. Only one student will be allowed to leave the testing room at a time. Timed tests will not stop and missed time will not be made up.

6. Students who have a question during the exam should raise their hand to get the attention of the proctor.
7. Students are expected to be respectful of other students who are testing. Once a student enters the testing site there should be no talking or conversation. The testing site is designated a “quiet zone”.
8. Students should find their seat and wait quietly for the faculty to begin the exam. The lights will be dimmed until the start of the exam.
9. If a student is unable to attend a scheduled test due to illness or other emergency, they must notify the professor one hour prior to the test start. Arrangements for a similar but alternative make-up exam will be made by the faculty. Failure to notify the faculty of an exam absence will result in a grade of F.
10. Test debriefing will be provided at the discretion of the individual faculty up to the time of the next exam.
11. Voluntary collaborative testing (group testing) may be used at the discretion of the faculty. Limited bonus points may be awarded for this activity.
12. Reasonable special testing accommodations will be made for students as directed by Accessibility Services. The student must present the faculty with the letter from Accessibility Services at the start of each semester. The information will remain confidential and the faculty will work with Accessibility Services on campus to ensure that the student receives the accommodations they are entitled to.
13. Students will NOT be allowed to review any nursing course final exams.

Accepted: 5/17/13

Revised: 2/26/16, 5/17/17, 11/01/17, 6/1/18, 8/2022, 8/2023

Reviewed: 8/2020, 8/2021, 8/2024

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Drug Calculation Testing Policy

Policy: Safe medication administration is an essential skill for all Registered Nurses. As such, it is the policy of the Health Sciences Division/Nursing Program for nursing students to demonstrate competency in calculation of accurate drug dosages. Students must receive a 100% on the drug calculation test by the third attempt.

Overview and Requirements:

1. Basic drug calculation skills will be taught in NUR 100. Advanced placement students will be expected to have been taught basic drug calculation skills prior to starting the SUNY Adirondack nursing program. Evaluation and demonstration of proficiency of this skill will be tested at the completion of this basic drug calculation skills unit in NUR 100 and at the beginning of each required nursing course with a clinical component.
2. Students will be provided with drug calculation resources and practice web sites posted on Brightspace to prepare for the proficiency test.
3. Students who receive a 100% on the proficiency test will be marked as complete on the Clinical Evaluation Tool for that course.
4. Students not meeting the proficiency on the first attempt are required to meet with their course coordinator or nurse support coach within one week of receiving the grade and prior to the second attempt. Failure to meet the requirement will result in a unsatisfactory clinical practice.
5. Students not meeting the proficiency on the second attempt are required to meet with the course coordinator, nurse support coach, or lab coordinator within one week of receiving the grade for the second attempt and before the third attempt. The student must email the course faculty with the date, time, and person they are meeting with, and a follow-up email after the session has been conducted. The course faculty will work with the student to schedule the third attempt. Failure to meet the requirement will result in a unsatisfactory clinical practice.
6. Students not meeting the proficiency on the third attempt:
 - a. Student is required meet with the college math tutor within one week of receiving the grade for the third attempt.
 - b. Student must email the course faculty with the date and time of the session.
 - c. Student will meet with the math tutor to review missed concepts.
 - d. After remediation, the math tutor will administer a math test that includes the concepts from the first three attempts to determine if the student is proficient in the concepts.
 - e. The math tutor is the only person that may attest to the student's proficiency with the concepts.
 - f. Once the math tutor determines proficiency, the tutor will complete the bottom section of the Drug Calculation Test Results page and email it to the course faculty.
 - g. Students must show proficiency within two weeks of their third attempt. Failure to meet the requirement will results in a clinical unsafe practice and clinical probation.

Student Guideline for Drug Calculation Tests

1. Students will be required to sign the *Drug Calculation Test Results* form prior to taking the first Drug Calculation Test for applicable courses (NUR 100, 102, 103, 104, 200, 201). The completed form will be placed in the student's nursing file.

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2. All Drug Calculation Tests will consist of ten (10) drug calculation problems that are similar to calculations students will need to complete in the clinical setting for that course. Drug Calculation Tests will be administered on paper or online using ExamSoft. Students will be expected to submit their written calculations for each test item for each delivery method.
3. A similar but different version of the Drug Calculation Test will be given for each attempt. The first Drug Calculation Test for the course will be given during the appointed class time. Additional attempts will be given outside of class time.
4. Students are allowed to use a calculator that is provided online through ExamSoft or use one provided by the faculty. The mode of delivery is at the discretion of the faculty.
5. Students should label all answers with the correct calculation units.
6. All students must sign the Drug Calculation Exam Results Form indicating that they understand the consequences of not meeting the competency grade of 100%.
7. **Except for pediatric dosage calculations**, rounding should be completed using the following guidelines:
 - If the answer is greater than 1, round to the nearest tenth. (ex. 1.234= 1.2)
 - If the answer is less than 1, round to the nearest hundredth. (ex. 0.567= 0.57)
 - Rounding to the nearest tenth: if the last digit is = or greater than 5, round up. (ex: 1.57=1.6)
 - If the last digit is less than 5, round down. (ex. 1.54= 1.5)
 - Rounding to the nearest hundredth: if the last digit is =or greater than 5 round up. (ex 0.567 = 0.57)
 - If the last digit is less than 5, round down. (0.563 = 0.56)
 - Drops/min must be entered as a whole number.
 - **Pediatric doses are not rounded**
8. There should be no trailing zeros (Correct= 4, Incorrect = 4.0) or naked decimals. (Correct 0.34 , Incorrect .34).
9. Students will be allowed up to 30 minutes to complete the Drug Calculation Test.

Implemented 2/12/17

Revised 11/2018, 8/2020, 8/2022, 1/2023, 8/2023, 8/2024

Reviewed 8/2021

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Drug Calculation Test Results

Student Name: _____ Banner ID # _____
Nursing Course: _____

I understand the following.

1. If I do not receive 100% on the first attempt, I will be required to meet with their course coordinator or nurse support coach within one week of receiving the grade and prior to the second attempt. I will email the course faculty with the date/time/faculty name when the meeting is completed. Failure to meet the requirement will result in an unsatisfactory clinical practice.
2. If I do not receive 100% on the second attempt, I will be required to meet with the course faculty, nurse support coach, or lab coordinator within one week of receiving the grade for the second attempt and before the third attempt. I will email the course faculty with the date, time, and person they are meeting with, and a follow-up email after the session has been conducted. Failure to meet the requirement will result in an unsatisfactory clinical practice.
3. If I do not receive 100% on the third attempt:
 - a. I will be required to meet with the college math tutor within one week of receiving the grade for the third attempt.
 - b. I will email the course faculty with the date and time of the session.
 - c. I will meet with the the math tutor to review missed concepts.
 - d. I will take the math test provided by the math tutor.
 - e. I understand that the math tutor determines proficiency of the concepts. The math tutor will complete the bottom section of the Drug Calculation Test Results page and email the completed form to the course faculty.
 - f. Students must show proficiency within two weeks of their third attempt.
 - g. Failure to meet the requirement will result in a clinical unsafe practice and clinical probation.

Student Signature _____ Date: _____

- Drug Calculation Test #1 SCORE _____ Date: _____
- Drug Calculation Test #2 SCORE _____ Date: _____
- Drug Calculation Test #3 SCORE _____ Date: _____

Math Tutor Section

SUNK ADK Math Tutor Determination (if applicable): Met _____ Not Met _____

SUNY ADK Math Tutor Name: _____ Date: _____

SUNY ADK Math Tutor Signature: _____

Revised:11/2018, 8/2022, 1/2023, 1/2024, 8/2024

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HESI Comprehensive Exams and NCLEX-RN Review Course Policy

Policy Statement: Students are required to take the Health Education Systems Incorporated (HESI) Medical/Surgical Specialty Exam, HESI Exit exam, and Evolve NCLEX-RN preparatory course during the designated times in the program. The purpose of the exams is to assist students with program and NCLEX success.

Requirements:

Health Education Systems Incorporated (HESI) exams are nationally standardized examinations that are content specific and based on the National Council of State Boards of Nursing (NCSBN) Testing Blueprint. HESI's online exams tests students on their skills in clinical application and critical thinking; the cornerstones of ADN nursing student preparation. HESI provides institutional and student diagnostics reports that include an item-by-item topic comparison between SUNY Adirondack nursing students' percentages answered correctly and the national group norm answered correctly. HESI also provides an individualized detailed remediation plan to each student based on their exam results and specific areas of weakness. The HESI Exams are a reliable, valid, nationally standardized exam utilized by many nursing programs to predict success on the NCLEX examination and identify students in need of additional strategies to improve their studying and test-taking skills in order to successfully complete the NCLEX exam. The HESI is a computerized, timed, proctored, comprehensive examination of nursing program content with particular focus on application of knowledge using critical thinking and clinical reasoning skills. The successful student will prepare themselves for these exams by reviewing and applying nursing theory in the context of a clinical scenario, practicing test-taking strategies, and critically thinking at an advanced level.

All nursing students will take a mid-curricular exam (Medical/Surgical Specialty Exam) and a comprehensive exit exam (HESI Exit). An NCLEX-RN review course is also offered twice a year. Student fees cover the costs of the exams and review course. The exams and review course are designed to assist the student in preparing for the NCLEX-RN exam.

Medical/Surgical Specialty Exam

This exam is required of all students and will be offered at the end of the **third semester** (will have completed NUR 102, 103, and 104) of required nursing courses. Scheduled dates will be announced in class. This exam is not part of your nursing course grade.

Comprehensive Exit Exam

Two comprehensive exit exams are offered.

The first exam is required of all students and will be taken when the student is enrolled in NUR 202. This exam grade will be part of your NUR 202 grade.

A second comprehensive exit exam is offered after the live review course. This exam is not required but **strongly** suggested as part of the preparation needed to be successful on NCLEX. Scheduled dates will be announced in class.

NCLEX-RN Review Course

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An NCLEX-RN review course will be offered at SUNY Adirondack twice a year. The course will be scheduled as soon as possible after Fall and Spring semester classes are completed. This course is **mandatory** for all graduating nursing students. Scheduled dates will be announced in class.

Scoring for HESI Exams:

HESI Scoring ranges from 0 to over 1000 and can be as high as 1,500 depending on the difficulty of the exam. An acceptable level of performance identified by HESI is 900, however the recommended level of performance is 950 and above for all scores provided. All HESI testing questions are weighted according to difficulty level. Each individual student score reflects application of the HESI Predictability Model (HPM) to that overall score and each subject area score. Research studies have found that the HPM is highly accurate in predicting NCLEX-RN success. The conversion score is a weighted percentage score that considers the average difficulty of the exam and the average difficulty of the exam items answered. The HESI Score is a better predictor of NCLEX-RN success than the conversion score because it reflects application of the HPM in its calculation, whereas the conversion score does not. The Medical Surgical Specialty HESI Exam is provided as an opportunity for students to identify strengths and weaknesses in preparation for the final HESI Exit Exam. Preparation, completion and remediation are essential elements throughout the curriculum and are performed in order to prepare the student for success.

HESI Mandatory Remediation

When preparing for the NCLEX- RN, SUNY Adirondack requires students to remediate in any areas lower than 850. This remediation must be completed prior to the start of the final semester of nursing for the Medical Surgical Specialty Exam and prior to the completing the College sponsored NCLEX-RN Review Course for the repeat HESI Exit Exam.

HESI Remediation Guidelines

When you access your HESI Medical Surgical Specialty Exam and Comprehensive Exit Exams, through Evolve, you must provide your correct e-mail address. At the completion of your exams, you will receive a comprehensive report of your HESI Score with list of strengths and weaknesses identified. Print a copy of this report. When all students' exams have been completed, the proctoring faculty member will upload the exam to HESI. You will then receive an e-mail from HESI with your remediation instructions. You **MUST** review all areas of weakness identified in your exam and access remediation materials for every exam item answered incorrectly on your exam.

Revised 8/2//2016, 8/2024
Reviewed 8/2020, 8/2022, 8/2023
Revised 5/2021

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Maintaining Health and Reporting Health Related Issues and Communicable Disease Exposure Policy

Policy: The Health Sciences Division maintains documentation of all faculty and student medical records in HIPPA protected files and ensures faculty and students meet health requirements (SUNY ADK & hospital specific) to care for patients.

- A. All records must be updated annually in Castlebranch for students and faculty must provide the information to the Health Sciences Division Administrative Assistance and include evidence of the following information:
 - 1. Annual health assessment
 - 2. Annual PPD (Mantoux) skin testing for tuberculosis. If tested positive in the past, must show proof of a negative chest-ray and proof of being asymptomatic
 - 3. MMR Vaccination or demonstration of immunity to measles, mumps and rubella
 - 4. Varicella vaccine or positive titer
 - 5. Hepatitis B Vaccine (must show evidence that this series has been initiated with second and third doses received and documented when they are received according to administration schedule)
 - 6. Evidence of annual flu vaccine or signed NYS declination form – must be completed by the designated date (varies by year)
 - 7. Evidence of TdAP every 10 years
 - 8. Hospital specific requirements as needed

- B. Students and faculty must practice good hygiene to prevent the spread of viruses and diseases by:
 - 1. Washing hands with soap and water for at least 20 seconds before eating, after using the bathroom, and as needed.
 - 2. Covering coughs and sneezes with your elbow.
 - 3. Avoiding touching your eyes, nose, and mouth.

- C. Any student or faculty member who is absent from class for more than a week's period due to medical related issues must present a letter on the Provider's official letterhead clearing them to return to the clinical site and classroom without restrictions.

- D. Students and faculty who experience hospitalization, injury, surgery, or childbirth while enrolled in the Nursing Program must present a letter on the Provider's official letterhead indicating that they have been cleared to return to the clinical site and classroom without restrictions.

- E. **General Symptoms:** If a student shows any signs or symptoms of a communicable disease, including but not limited to fever, vomiting, diarrhea, rash, cough, or oral herpes blisters, they **MUST** report their illness to their professor and clinical faculty immediately. The symptoms may prevent attending clinical and classroom activities.

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- F. **Ebola Information:** If a student or faculty member has traveled to an Ebola infected country within the previous month of a scheduled clinical experience, they **MUST** report this travel to the Health Sciences Division Chair.

Any possible exposure to Ebola Virus Disease through work or social contact must be reported immediately to the Health Sciences Division Chair who will consult with Occupational Health Office at the hospital regarding compliance with current Center for Disease Control (CDC) Guidelines.

- G. **COVID-19 information:** Employees and students are expected to meet the expectations listed below.
1. Students and employees (full and part-time) must adhere to the CDC, NYS, SUNY Adirondack, and Clinical Agencies requirements to prevent the spread of COVID-19.
 2. Students and faculty must follow the SUNY Adirondack policies and clinical agency requirements for reporting COVID-19 related symptoms.
 2. Students and faculty must follow the SUNY Adirondack policies and clinical agency requirements for COVID-19 symptoms or exposures.
 3. Students and faculty must adhere to the SUNY ADK policies related to COVID-19.

Accepted 12/15/14
Reviewed 8/2/2016, 8/2023, 8/2024
Revised 8/2020, 8/2021, 8/2022

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Medical Clearance after Illness, Pregnancy or Surgery

I certify that, _____ is cleared to return to clinical at SUNY Adirondack Nursing Program and to participate in all clinical/lab experiences which are a part of every course. The clinical/lab experiences are 6-9 hours in length. I understand that I am approving a medical clearance for this student to:

- Carry a regular assignment and to respond to an emergent situation
- Assist in transferring and lifting a patient
- Run
- Bend
- Twist
- Protect self or move out of the way if the patient is agitated
- Stand on his/her feet for the whole clinical day.

Date: _____

Provider Signature: _____

Please Note: This form MUST be signed by a health care provider PRIOR to a student being allowed to return to clinical

Reviewed 2/16/15, 8/2020, 8/2022, 8/2023, 8/2024
Approved 2/16/15
Revised 8/2/2016

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Grievance for Clinical Performance Dismissal Policy

It is the Policy of the Health Science Division (HSD) that students may request a Grievance Hearing to grieve a clinical failure that leads to dismissal from the nursing program. The grievance policy is not applicable to a final grade grievance.

The grievance shall be heard by the Grievance Committee. The committee includes the Associate VP for Academic Affairs (Chair), two faculty members (one nursing and one non-nursing);-and two non-nursing students.

Grievance Procedure

1. If a student wishes to request a Grievance Hearing, he or she must send a written request to the Health Sciences Division (HSD) Chair requesting a formal review of the incident(s) setting forth in detail because they feel further review is justified. This request must be received no more than five (5) business days of receiving the written dismissal (sent via email) notification from the HSD Chair.
2. The HSD Chair will notify the Associate VP for Academic Affairs of the request for a formal Clinical Program Dismissal Grievance Hearing and will provide copies of all related grievance documents. The Associate VP for Academic Affairs will form a committee as specified by this policy. and will set the date for the-hearing.
3. At the hearing, the HSD Chair will present a summary of the grievance details and the student will be provided the opportunity to present their grievance. The Associate VP for Academic Affairs will provide each person involved and the committee members the opportunity to respond to the presented information. Upon conclusion of the presentations, the hearing will be ended. The Committee will then deliberate and reach a decision. The Associate VP for Academic Affairs will provide the formal response to the student within five (5) business days. All matters discussed at the hearing shall remain confidential. A full record of the hearing will be kept on file by the Division HSD Chair for a period of eight (8) years.
4. All decisions of this committee are final.

Revised and Accepted 4/13/18
Reviewed: 8/2022, 8/2023, 8/2024
Revised 8/2020, 5/2021

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Course Representatives

Student representation at nursing faculty meetings and/or course meetings is encouraged in order to assist in solving developing problems and to provide for an exchange of ideas between faculty and students during the semester.

- A representative will be elected by the students during the first-class meeting of each required nursing course. Students will represent their course(s) for the entire semester.
- Health Sciences Division Office Specialist will maintain a current list of course representatives and will inform representatives of meeting dates.
- Course representative will be responsible for communicating student concerns and suggestions to faculty as well as reporting to students on new nursing curriculum issues.

Adopted 6/7/99

Reviewed 8/2/2016, 8/2020, 8/2022, 8/2023, 8/2024

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Student Evaluation of Faculty Policy

Policy : It is the policy of the Health Sciences Division/Nursing Program for nursing students to provide **constructive** evaluation to academic and clinical faculty regarding their experiences in each nursing course and clinical experience. This information is confidential and provided to the faculty for purposes of constructive improvement in teaching and course presentation. Evaluation is the professional responsibility of each student and is a required component of having National ACEN Accreditation. It is the student's voice and opportunity to provide constructive feedback to the faculty. It is completely anonymous and completed in the final week of the course. The faculty **DO NOT** receive the results of the evaluation until several weeks after grades are submitted and no names are attached to the evaluation.

Procedure

1. Two weeks prior to the end of the semester, the Health Sciences Division Office Specialist will set up the Faculty Evaluation to be sent to students after final grades are posted.
2. An e-mail will be sent by the faculty secretary to all students notifying them that the evaluations are due and asking students to complete the evaluation.
3. Classroom and clinical faculty will also remind students of their professional responsibility to complete the evaluation with constructive feedback.
4. The reports will be given to the Health Sciences Division Chair for review. The Chair will share the anonymous results with the course coordinators and then adjunct faculty after the close of the semester.

Accepted: 12/18/2015
Reviewed: 8/2020, 8/2024
Revised 8/2023

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Leave of Absence Policy

Continuous registration in required nursing courses is a requirement for active status in the Nursing Program at SUNY Adirondack. If a student needs to interrupt his/her progression in the Nursing Program, the student may request a “Leave of Absence”.

A Leave of Absence is generally granted for up to one academic semester, not inclusive of the semester when the request is made. A Leave of Absence is granted at the discretion of faculty and reentry to the program is not guaranteed at the same level, nor is there a guarantee of a seat in a required course. A Leave of Absence will be granted only one (1) time. A student returning after a Leave of may be required to undergo another National Criminal Background Check. The cost of this will be the responsibility for the student.

Students are required to submit a completed *Request to Return from Leave of Absence to the Nursing Program* form to the HSD Chair to be considered to return from the leave of absence. If the student does not follow the Request to Return from Leave of Absence procedures (see below), and the Leave of Absence expires, the student will be withdrawn from the Nursing Program.

Leave of Absence Procedure

1. Complete the *Request for Leave of Absence* form. This form is available in the most current HSD *Nursing Student Handbook*.
2. Submit the completed Request for Leave of Absence form to the Health Science Division Chair via email.
3. The Request for Leave of Absence will be reviewed by the HSD Chair. The Chair will email the student the decision (approve or not approve) within five (5) business days of submission.
4. If the request is approved, the completed form will be emailed to the Office of Registration and Records, Student Success Advisor, Nursing Database facilitator, counseling, and leaders from grants associated with the nursing program. The student’s degree will be changed from nursing to undeclared or LAMS: Health Education while on the Leave of Absence.
5. The Leave of Absence will expire on the last day of classes as noted on the SUNY Adirondack Academic Calendar.
6. It is a student’s responsibility to formally withdraw from any current nursing classes (if the request is for the current semester). The Leave of Absence will not be in place until the student withdraws from the current nursing courses.
7. Students receiving financial aid must inform the Office of Financial Aid (located in Warren Hall) of the Leave of Absence.
8. The *Request for Leave of Absence form* will be kept on file in the student’s HSD student record in the Nursing Office.
9. Students must request to return to the nursing program after a leave of absence – see Request to Return from Leave of Absence Procedure section in this policy.

Request to Return from Leave of Absence Procedure

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1. Complete the *Request to Return from Leave of Absence* form. The form is available in the *Nursing Student Handbook*.
2. Submit the completed *Request to Return from Leave of Absence* form to the Health Science Division Chair, via email, no later than the last day of classes for the semester, as noted in the SUNY Adirondack the student is requesting the leave of absence.
3. The *Request to Return from Leave of Absence* form will be reviewed by the HSD Chair. The Chair will email the student the decision (approve or not approve) within five (5) business days of submission.
4. If the request is approved, the completed form will be emailed to the Office of Registration and Records, Student Success Advisor, Nursing Database facilitator, counseling, and leaders from grants associated with the nursing program.
5. Students will not be considered for return to the Nursing program if they do not submit the Return from Leave of Absence form by the last day of classes for the semester in which they are on leave of absence.
6. Students receiving financial aid must inform the Office of Financial Aid (located in Warren Hall) of their return from the Leave of Absence.
7. The completed *Request to Return from Leave of Absence form* will be kept on file in the student's educational record in the Nursing Office.
8. If the student does not complete and submit the *Request to Return from Leave of Absence form* by the last day of classes for the semester the student has been approved for the leave of absence, the student will be dismissed from the nursing program.

Rev. 12/18, 8/2024
Approved 1/25/19
Revised 8/2020, 5/2021, 8/2022, 8/2023

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Appeal for Readmission to the Nursing Program After Failure of NUR 100 Policy

Policy: Students dismissed from the nursing program due to academic failure of NUR 100, may seek readmission to the nursing program.

1. The student must send a letter to the Health Science Division Chair, within ten business days of receiving written (email) notification of the dismissal, requesting an appeal to be readmitted to the nursing program. The letter must include the following:
 - a. Why the student should be readmitted.
 - b. Actions taken to be prepared to return to the program.
 - c. Evidence of growth in the areas of deficiency determined by faculty at the time of dismissal.
2. The nursing faculty will review and consider the student's appeal for readmission during the next scheduled HSD meeting. The faculty will vote and the decision is final. The faculty decision options are provided below.
 - a. Student may re-enter the program.
 - b. Student may submit a new application to the nursing program.
 - c. Student may not re-enter or reapply to the nursing program.
3. The student will receive the faculty decision, via email, within five business days of the faculty decision. A copy of the correspondence will be added to the student's nursing file
 - a. All decisions made by the nursing faculty relative to readmission to the Nursing Program are final. If the student is readmitted: Core courses taken within the Nursing Program should be no older than two (2) calendar years.
 - b. Science courses needed for the major may not be older than five (5) calendar years.
 - c. Review and acceptance of all courses will be done on an individual basis by the nursing faculty.

Revised 5/2021

Reviewed 8/2022, 8/2023, 8/2024

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Reapplication to the Nursing Program Policy

Policy: Students dismissed from the nursing program for academic or policy related reasons may seek approval from the nursing faculty to reapply to the nursing program.

Procedure:

1. The former student must submit a letter to the Division Chair requesting the ability to reapply to the nursing program. The letter must include:
 - a. Why the student should be eligible to reapply.
 - b. Actions taken to be prepared to return to the nursing program.
 - c. Evidence of growth in the areas of deficiency determined by faculty at the time of dismissal.
2. The nursing faculty will review and consider the former student's request to reapply to the nursing program during the next scheduled HSD meeting. The faculty will vote and the decision is final. The faculty decision options are provided below.
 - a. The student may reapply to the nursing program.
 - b. The student may not reapply to the nursing program.
 - c. Student may re-enter the program.
 - d. Student may not re-enter the nursing program.
3. The student will receive the faculty decision, via email, within five business days of the faculty decision. A copy of the correspondence will be added to the student's nursing file.
4. Students allowed to reapply and are accepted to the program will enter as a new nursing student and are expected to begin with NUR 100 (traditional students) or the 2nd semester if the student meets the requirements to be an advanced placement student.
5. All decisions made by the nursing faculty relative to reapplication to the Nursing Program are final.

Revised 5/202, 8/2022, 1/2023, 8/2024

Reviewed 8/2023

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Reinstatement Policy

Policy: Students who have been dismissed from the Nursing program for academic reasons due to two nursing course failures, may petition to be reinstated back into the nursing program.

Procedure:

1. The student must submit a letter to the Health Science Division Chair, within four weeks of receiving written (email) notification of the dismissal, requesting an appeal to be reinstated to the nursing program. The letter must include the information below.
 - a. Why the student should be reinstated.
 - b. Explanation of extenuating circumstances that may have hindered their academic performance.
 - c. Actions taken to be prepared to be reinstated to the program.
 - d. Evidence of growth in the areas of deficiency determined by faculty at the time of dismissal.
 - e. Action plan for future academic success.
2. Conditions of reinstatement
 - a. The student may not withdraw from a nursing course for the remainder of the reinstatement.
 - b. The student must meet the minimum course requirement of a C+ for the remaining core nursing courses. A grade less than C+ will result in dismissal from the nursing program.
 - c. The student may be reinstated to the nursing program one time.
3. The nursing faculty will review and consider the student's request to be reinstated during the next scheduled Health Science Division meeting. The faculty will vote and the decision is final. The faculty decision options are provided below.
 - a. The student is reinstated to the nursing program. The list of courses needed to complete the program will be included in the letter.
 - b. The student may not be reinstated back into the nursing program.
4. All decisions made by the nursing faculty relative to the reinstatement to the nursing program are final. .
5. The student will receive the faculty decision, via email, within five business days of the faculty decision. A copy of the correspondence will be added to the student's nursing file.

Accepted 12/15/14
Revised 4/2019, 11/2019, 5/2021, 1/2023
Reviewed 8/2022, 8/2023, 8/2024

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Scholarships and Awards

Scholarships are available to nursing students based on academic performance, community service, and financial need. The Financial Aid Office coordinates “Scholarship Week” during the spring semester. Students enrolled in the spring semester may submit a Scholarship Week application to the Financial Aid Office. Each scholarship carries a predetermined award. The SUNY Adirondack Student Affairs Committee reviews the applications and makes final decisions regarding scholarship recipients in April.

The nursing faculty will select the scholarship and award recipients for the Sandra Schupp Memorial Nursing Scholarship, The Riley Olson Memorial Nursing Award, and Chelsea Donna Marie Coutant Memorial Nursing Scholarship. The eligibility and criteria for each award are provided below.

Sandra Schupp Memorial Nursing Scholarship

Eligibility and Criteria:

The scholarship is intended for a second-year nursing student with a minimum of 28 credit hours.

- The recipient demonstrates excellence, caring, and compassion in clinical nursing and a commitment to “value caring as the basis of their professional nursing practice” (SUNY Adirondack Nursing Pledge).
- The recipient has a minimum grade point average (GPA) of 2.5.
- The recipient is a second-year nursing student with a minimum of 28 credit hours completed.
- The recipient is enrolled as a full-time student (12 or more credit hours).
- The recipient is selected by the faculty and will receive a \$500.00 scholarship.
- One scholarship is granted at the end of the spring semester.

The Riley Olson Memorial Nursing Award

Eligibility and Criteria:

- The award is intended for a graduating nursing student.
- The recipient exemplifies a commitment to the profession and demonstrates exemplary care and compassion.
- Preference may be given to someone who has overcome challenges to achieve their goals.
- The recipient is selected by the faculty and will receive a \$1,000.00 award.
- One award is given at the end of each semester.

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Chelsea Donna Marie Coutant Memorial Nursing Scholarship

Eligibility and Criteria:

- The scholarship is intended for a returning nursing student.
- The recipient is a motivating force in the nursing program, provides support to his/her fellow students, and brings out the best in others.
- Preference is given to a nursing student with the demonstrated qualities of positivity, cooperation, and hard-work.
- The recipient is selected by the faculty and will receive a \$500.00 scholarship.
- One scholarship is granted at the end of the spring semester.

Wetzel Scholarship

- Contact Financial Aid for more information.

Revised: 1/14/2020
Reviewed 8/2022, 8/2023, 8/2024

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Academic Excellence Awards

Academic Excellence Awards: Each semester, faculty on campus are asked to nominate graduating students for academic excellence awards. The following awards are given to graduating students in the Nursing Program:

- **Highest GPA Award**
This award is given to the student with the highest cumulative GPA and will be calculated after mid-semester in the last semester of schooling.

- **Clinical Excellence Award**
This award is given to the student who consistently demonstrates caring in all patient care experiences. This student is an above average clinician.

- **Leadership Award**
This award is given to the student who demonstrates qualities of leadership in both his/her personal and professional life.

- **Therapeutic Communication Award**
Nurses must be skilled communicators. This award is given to the student who consistently demonstrates above average interpersonal communication skills during patient care experiences.

- **Nurse Caring Award**
The Nurse Caring Award is awarded to the student or students who exemplify the six C's of caring. The 6 C's of caring: compassion, confidence, competence, conscience, comportment, and commitment, in their clinical nursing practice

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Daisy - in - Training Award

The DAISY in Training Award was created to recognize and celebrate nursing students who exemplify the delivery of clinical care in an extraordinary and compassionate way to patients and their families. An award will be given to a graduating senior each January and May.

What Is the DAISY in Training Award?

The DAISY In Training Award is designed to remind students, even on their hardest days in Nursing School, why they want to be nurses. By recognizing Nursing Students for the above-and-beyond care and compassion they show patients and their families as they are learning, we celebrate what it truly means to be a nurse. We hope that this program will inspire and motivate students to provide the best clinical skill possible and to impact patients and families with human spirit and kindness.

History of The DAISY Foundation

An acronym for **D**iseases **A**ttacking the **I**mmune **S**ystem, The DAISY Foundation was formed in November, 1999, by the family of J. Patrick Barnes who died at age 33 of complications of Idiopathic Thrombocytopenic Purpura (ITP). The nursing care Patrick received when hospitalized profoundly touched his family. Learn more about the [Daisy in Training Award](#) and why the family started The DAISY Foundation. If you are interested in nominating a peer for The Daisy in Training Award, please submit a Nomination Form and return to abbeyd@sunyacc.edu.

Revised: 5/16/2000; 12/3/01; 12/3/01; 8/2/2016
Reviewed: 8/2020, 8/2022, 8/2024

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**SUNY Adirondack School of Nursing, The DAISY In Training Award
Nomination Form**

I would like to nominate _____ as a deserving recipient of The DAISY In Training Award.

This student nurse exemplifies the delivery of clinical care in an extraordinary and compassionate way to patients and their families.

Please describe a situation or story involving the student nurse you are nominating for The DAISY In Training Award. Please feel free to attach a separate word document to share your story.

Thank you for taking the time to nominate an extraordinary and compassionate student nurse. Please complete below information so we can include you in the celebration if your nominee is chosen.

Name _____

Phone _____

Email _____

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Code of Ethics for Nurses - American Nurses' Association, 2015

1. The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work settings and conditions of employment that are conducive to safe, quality care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Updated: 1/13/20

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American Nurses Association (ANA) - Nursing: Scope and Standards of Practice, 4th. ed. (2021)

The ANA Scope and Standards of Practice (4th ed.) (2021) is used as a framework for the SUNY Adirondack nursing program.

- Standard 1: Assessment
- Standard 2: Diagnosis
- Standard 3: Outcomes Identification
- Standard 4: Planning
- Standard 5: Implementation
- Standard 5A: Coordination of Care
- Standard 5B: Health Teaching and Health Promotion
- Standard 6: Evaluation
- Standard 7: Ethics
- Standard 8: Advocacy
- Standard 9: Respectful and Equitable Practice
- Standard 10: Communication
- Standard 11: Collaboration
- Standard 12: Leadership
- Standard 13: Education
- Standard 14: Scholarly Inquiry
- Standard 15: Quality of Practice
- Standard 16: Professional Practice Evaluation
- Standard 17: Resource Stewardship
- Standard 18: Environmental Health

Adopted 9/09
Revised 8/2020, 8/2022

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AD Nursing Professional Organizational Links

Accreditation Commission for Educating Nurses (ACEN): <https://www.acenursing.org/>
American Assembly of Men in Nursing (AAMN): <https://www.aamn.org/>
American Nurses Association (ANA): <https://www.nursingworld.org/>
American Nurse Credentialing Center: www.nursingworld.org/ancc/
DNV Hospital Accreditation: <https://www.dnv.us/supplychain/healthcare/ac/>
International Council of Nurses: <https://www.icn.ch/>
Minority Nurse: www.minoritynurse.com
National Council of State Boards of Nursing - www.ncsbn.org
National Institutes of Health: www.nih.gov
National League for Nursing (NLN) - www.nln.org
National Student Nurses' Association - www.nсна.org
New York State Department of Health (NYSDOH): www.health.state.ny.us
New York State Education Department (NYSED) – Office of the Professions:
<http://www.op.nysed.gov/prof/nurse/>
The Joint Commission: <https://www.jointcommission.org/>

NURSING RESOURCES LINKS

American Association for the History of Nursing (AAHN): www.aahn.org
American Nurses Association (ANA): <https://www.nursingworld.org/>
Center for Nursing: <https://www.cfnny.org/>
Nursing Students' Association of NYS: <http://nsanys.homestead.com/home.html>
Nursing Times: <http://www.nursingtimes.net>

CAREER OPPORTUNITIES

Adirondack Medical Center – <https://www.adirondackhealth.org/adirondack-medical-center-saranac-lake>
Albany Medical Center – <https://www.albanymed.org/albany/>
Albany VA Medical Center – <https://www.va.gov/albany-health-care/>
Ellis Medicine – <http://www.ellismedicine.org/>
Fort Hudson Healthcare System - <https://www.forthudson.com/>
Four Winds Saratoga – www.fourwindshospital.com
Glens Falls Hospital – www.glensfallshospital.org
High Peaks Hospice - <https://highpeakshospice.org/>

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Hudson Headwaters Health Network – www.hhhn.net
Nathan Littauer Hospital (Amsterdam) – www.nlh.org
NYS Department of Labor: www.labor.state.ny.us
Rutland Regional Medical Center – www.rrmc.org
Saratoga Hospital – <https://www.saratogahospital.org/>
St. Mary’s Hospital (Amsterdam) – www.smha.org
St. Peter’s Health Care Services – www.mercycare.com
Sunnyview Rehabilitation Hospital – www.sunnyview.org
Vermont Association of Hospitals and Health Systems – www.vahhs.org
Vermont Department of Health – www.state.vt.us/health
Wesley Health Care Center – www.wesleyhealth.com
Warren County Public Health - <https://www.warrencountyny.gov/healthservices>

NURSING SPECIALTIES LINKS

Academy of Medical-Surgical Nurses (AMSN) – <https://amsn.org/>
American Academy of Ambulatory Care Nursing (AAACN) – www.aaacn.org
American Association of Critical-Care Nurses (AACN): www.aacn.org
American Association of Occupational Health Nurses (AAOHN): www.aaohn.org
American Board of Forensic Nursing: www.acfe.com
American College of Nurse-Midwives (ACNM): www.acnm.org
American Geriatrics Society: www.americangeriatrics.org
American Organization of Nurse Executives: www.aone.org
American Psychiatric Nurses’ Association (APNA): <https://www.apna.org/>
Association of Community Health Nursing Educators (ACHNE): www.uncc.edu/achne
Association of Nurses in AIDS Care (ANAC): www.anacnet.org
Association for Professionals in Infection Control: www.apic.org
Association of Air Medical Services: <https://aams.org/>
Association of Operating Room Nurses: www.aorn.org
Association of Rehabilitation Nurses (ARN): www.rehabnurse.org
Association of Women’s Health, Obstetric, and Neonatal Nurses (AWHONN): www.awhonn.org
Emergency Nurses Association: <https://www.ena.org/>
International Association of Forensic Nurses: <https://www.forensicnurses.org/>
National Association of Neonatal Nurses (NANN): www.nann.org
National Association of Orthopedic Nurses (NAON): <https://www.orthonurse.org/>
National Association of School Nurses: www.nasn.org
NYS Association of School Nurses: www.nysasn.org
Oncology Nursing Society: www.ons.org
Respiratory Nursing Society (RNS): www.respiratorynursingsociety.org

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Society of Pediatric Nurses (SPN): <https://www.pedsnurses.org/>

Society of Urological Nurses and Associates: www.suna.org

Society for Vascular Nursing (SVN): <https://www.svnnet.org/>

US Administration on Aging: www.aoa.gov

Wound, Ostomy and Continence Nurses Society: www.wocn.org

Association of Pediatric Oncology Nurses (APON): www.apon.org

Revised 8/2020, 8/2021, 8/2022, 8/2024

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