SUNY ADIRONDACK

Health Sciences Division
Nursing Student Handbook
Fall 2023 - Spring 2024

SUNY Adirondack
Health Sciences Division
Nursing Student Handbook 2023-2024

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

SUNY Adirondack
Health Sciences Division
Nursing Student Handbook 2023-2024

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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, c*ourse 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 Scicences 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 to the HSD Office Specialist.

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

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HSD Nursing Student Handbook Attestation Form – 2023-2024

Directions:

1. Review the *HSD Nursing Student Handbook* (2023-2024)
2. Review the *Items for Review* table (see below).
3. Complete the signature section of the form.
4. Upload the completed form to your Castlebranch account prior to the start of **each** semester.

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 (2023-2024), 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

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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.

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

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

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

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 six to nine 9 months 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 4.0 or higher.

7. Employer satisfaction with the overall level of SUNY Adirondack graduates' preparation will be 4.0 or higher.

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

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

Faculty and Staff Contact Information

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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

Glossary of Terms – Conceptual Framework

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

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

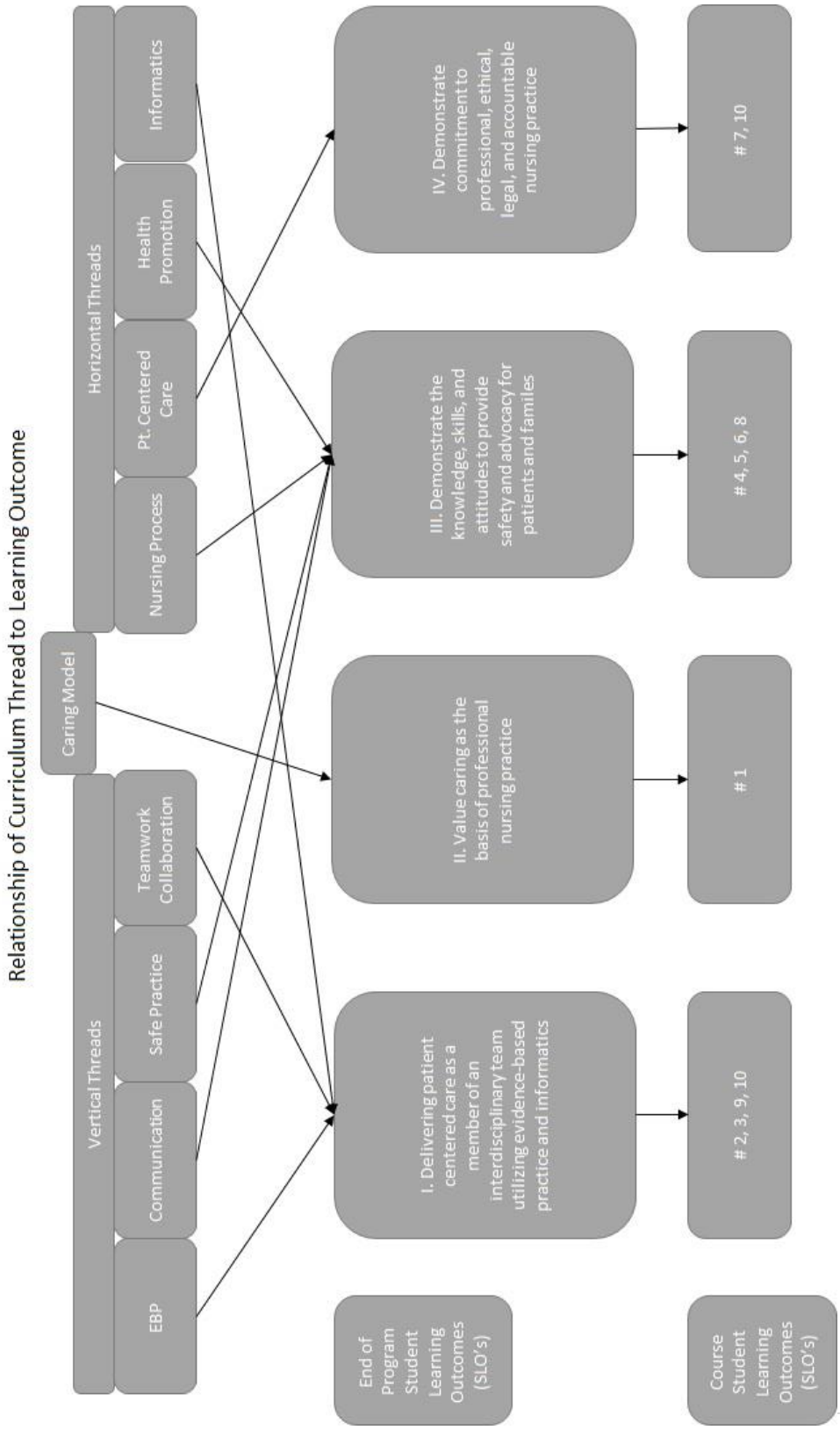
Evidence-based Practice
- Scientific principles of nursing care
- Best clinical practice
- Spirit of Inquiry

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


Relationship of Curriculum Thread to Learning Outcome
Vertical Threads
EBP
Communication
Safe Practice
Teamwork Collaboration
Caring Model
Horizontal Threads
Nursing Process
Pt. Centered Care
Health Promotion
Informatics
I. Delivering patient centered care as a member of an interdisciplinary team utilizing evidence-based practice and informatics
II. Value caring as the basis of professional nursing practice
III. Demonstrate the knowledge, skills, and attitudes to provide safety and advocacy for patients and familes
IV. Demonstrate commitment to professional, ethical, legal, and accountable nursing practice
End of Program Student Learning Outcomes (SLO's)
2, 3, 9, 10
1
4, 5, 6, 8
7, 10
Course Student Learning Outcomes (SLO's)

Nursing Program Academic Requirements

- The Nursing Program Academic Requirements (admission and progression) are located in the College Catalog and provided below. The information below is current as of 8/28/2023.
- For the most current information, please access the nursing section of the College Catalog.
- Refer to the current edition of the HSD Nursing Student Handbook for the most up-to-date policies and information.
- Questions regarding the requirements should be directed to the HSD Chairperson.

Notes on Nursing AAS (NURS) – As noted in the 2023-2024 College Catalog

Additional Information:

I. Admission Information

1. Students requesting admission into the Nursing Program must submit a separate Supplemental Nursing Program Application. Applications will be accepted between January 1st and February 1st for Fall consideration and between August 1 and September 1 for Spring consideration. Beginning with the students applying to the Nursing Program for January 2020, perspective nursing students applying to th Nursing Program at SUNY Adirondack will be required to complete a HESI A2 Nursing Admissions Test This test will be able to be scheduled in the Testing Center at SUNY Adirondack or a Prometric Testing Center of the student's choice. The results of the HESI A2 Nursing Admissions Test will be valid for two calendar years, after which students must retake the exam for admissions consideration. The cost of thi admissions test will be the responsibility of the admitted student.
2. A GPA of 2.8 or better is required to enter the Nursing Program.
3. Students admitted to the nursing program must be 18 years of age or older before the first day of their first nursing course.
4. All applicants must be eligible to enter college level Math and English courses as determined by SUNY Adirondack ACCUPLACER Test, or have earned college level Math and English credit.
5. A grade of C+ (77) is required in all nursing courses for the AAS in Nursing and in BIO 107, BIO 108, and BIO 223. Grades less than C+ (77) in the above courses cannot be used to fulfill the program requirements.
6. Students have up to two attempts to receive a C+ or greater in BIO 107, BIO 108, and BIO 223, and onl courses with a grade of C+ or better within the past five years of being accepted into a nursing cohort, will be eligible to meet program requirements. Successful science course completions prior to admittanc into the Nursing AAS program, will remain in place for continuously enrolled students in the Nursing AA program.
7. Admission in this program is conditional upon meeting all college and hospital specific requirements. These include, but are not limited to: annual physical examination in which the provider attests to the student's ability to care for patients in the hospital setting; documented proof for all vaccination requirements; TB testing; Healthcare Provider CPR (must include hands on demonstration); current

nursing student malpractice insurance; completion of felony conviction information in Banner; proof of medical insurance; and completion of criminal background check in CastleBranch. All items must be completed by the due date (August 1 for fall cohort & January 3 for spring cohort). Students not meeting the requirements will not be allowed in the clinical setting; this will result in an "unsafe" for the clinical da – two unsafes result in a failure for the course.

8. All students admitted to the Nursing Program must attend a mandatory Nursing Program Orientation. At the Orientation all nursing students will be given a Student Nursing Handbook which contains important Nursing Program Policies which will be reviewed with the students. All students are required to sign the final page of this handbook acknowledging that they have received and understood the policies that they are bound to as a nursing student at SUNY Adirondack. The signed form will be kept in the student files and acknowledges understanding of the policies outlined in the handbook and consequences of a breach of this contract.

9. All students admitted to the nursing program must attend the cohort registration informational session (scheduled prior to registration) and the Nursing Program Orientation (traditional students) or register and take the LPN transition course (LPN/Transfer students) prior to the start of the semester entering th nursing program. During the orientation/LPN transition course, students will receive the HSD Nursing Student Handbook – it includes the nursing specific policies and expectations. The faculty will review the Handbook with the students and students will be expected to sign the attestation form acknowledging that they have received and understood the policies that they are bound to as a nursing student at SUN Adirondack. The signed form acknowledges the student's understanding of the policies outlined in the Handbook and consequences of a breach of this contract. The form will be kept in the student Nursing file.

   Admission and continuation in this program are conditional upon annual physical examination in which the provider attests to the student's ability to care for patients in the hospital setting; maintaining currenc with all vaccinations, Healthcare Provider CPR, and nursing student malpractice insurance; and remaining in compliance with the policies and procedures as noted in the SUNY ADK Student Handbook and the Health Sciences Division Nursing Student Handbook. Forms are available from the Office Specialist in the Health Sciences Division office. Students not in compliance will not be allowed in the clinical area and will receive an unsafe for the clinical experience missed.

10. A deferment from acceptance into the Nursing Program is only granted for extenuating circumstances and is not guaranteed. To qualify for a deferment, you must submit a request PRIOR to the start of the semester that you were accepted for. A deferment is only given for one (1) academic semester and only one (1) time. If a student does not start the Nursing Program after the completion of their deferment terms, they will be removed from the list and the student must reapply to the Nursing Program for future consideration.

IA. Supplemental Admission Information for Graduates of Practical Nursing Programs

1. Graduates of practical nursing programs may be granted advanced standing in the Nursing Program. A minimum cumulative GPA of 2.8 or higher is needed for entry if enrolled in college courses. Applicants must be eligible to enter BIO 108 and must have a "C+" or better in BIO 107 in two attempts or less, within the past five years of being accepted into the nursing cohort. LPN students who receive advanced placement in the Nursing Program and credit for NUR 100 will be required to take the one-day noncredit LPN Transition Course that will be offered prior to the start of the entering cohort (fall or spring semester). The cost for this course will be set by the college and will be the responsibility of the student. Satisfactory completion is required for LPN students to receive credit for NUR 100 and advanced

placement in the Nursing Program. Students must complete the Nursing program in 4.5 semesters from enrollment in the first nursing course.

IB. Supplemental Admission Information for Students from another Accredited Nursing Program

1. Students, with prior enrollment from another accredited nursing program, wishing to transfer into the SUNY ADK Nursing Program must meet the 2.8 GPA to enter the Nursing program and have a grade of C+ (77) or better in BIO 107, BIO 108, BIO 223, and any transfer nursing courses. Students may have up to two attempts to receive a C+ or greater in BIO 107, BIO 108, and BIO 223, and only courses with a grade of C+ or better within the past five years of being accepted into a nursing cohort, will be eligible to meet program requirements. Transfer nursing courses will be considered if the grade is C+ or greater – acceptance of nursing courses from other programs will be considered on a case-by-case basis Student must submit a letter of good standing from the Program Director for consideration of transfer to the Nursing Program. Transfer nursing students are required to take the one-day, noncredit LPN Transition course that is offered prior to the start of the fall and spring semesters. The cost for this course will be se by the college and will be the responsibility of the student. Satisfactory completion is required for transfe students to receive credit for NUR 100 and advanced placement in the Nursing Program. Students must complete the Nursing program in 4.5 semesters from enrollment in the first nursing course.

II. Information for Continuance in the Nursing Program

1. Students must receive a C+ or greater for each required nursing course. If the student does not receive C+ or greater for a required nursing course, they may repeat the nursing course, however, only one nursing course may be repeated during the student's enrollment in the nursing program.

2. Students must receive a C+ or greater in BIO 107, BIO 108, and BIO 223. Students may repeat the required BIO courses once to attain a C+ or better; prior BIO W or X grades are not considered a repeat but may negatively impact continuance in the program. Only courses with a grade of C+ or better within the past five years will be eligible to meet program requirements. Students are expected to have a C+ or greater in BIO 107 by the end of the first semester (traditional students) and before entering the program for advanced placement students. Students are expected to have a C+ or greater in BIO 108 by the time they have completed NUR 102, 103, and 104. Students are expected to have a C+ or better in BIO 223 before or by the time they complete the final semester of nursing courses. Failure to meet the requirements may prevent the student from progressing in the program.

3. Students who fail a nursing course are not guaranteed continued enrollment in the Nursing program. If a student fails or withdraws from NUR 100 their status in the Nursing Program will be reevaluated by the nursing faculty and continued enrollment will not be guaranteed.

4. Students are eligible for one withdraw from a required nursing course during their enrollment in the nursing program.

5. Traditional students must complete the Nursing program in six semesters from enrollment in the first nursing course.

6. A student who will not be enrolled continuously in the Nursing Program must request a Leave of absenc per the policy in the Nursing Student Handbook. A student will only be granted a Leave of Absence for a period of one (1) semester. Only one Leave of Absence will be granted during the student's enrollment i the nursing program. During the Leave of Absence, the student will be moved from nursing to undeclared.

7. Nursing electives can be chosen from any NUR course not required in the curriculum.

8. Clinical experiences are provided in area health care facilities during day and evening hours and are dependent on availability of placements. PLEASE NOTE: Students may be required to travel an hour or more to a clinical site and must provide their own transportation.

9. Clinical sections may be taught by adjunct faculty.

10. Unsatisfactory or unsafe application of theory in the clinical experience/laboratory may result in the student being withdrawn from the Nursing program.

11. Basic Drug calculation skills will be taught in NUR 100. Evaluation and demonstration of proficiency of this skill will be tested at the completion of this unit in NUR 100 and at the beginning of each major nursing course with a clinical component. Students will be provided with drug calculation practice web sites and resources which will be posted on Learning Management System to prepare for the applicable math proficiency test. Students who receive 100% on the math proficiency test will be marked as complete on the Clinical Evaluation Tool for that course. A student who fails to meet the 100% requirement for a math proficiency test after three (3) attempts will be required to participate in remediation activities and demonstrate math proficiency per policy for each nursing course.

12. All students are required to take the HESI Medical/Surgical Exam after completing NUR 102, 103, and 104 and the comprehensive HESI Exit Exam prior to graduation. Students completing NUR 202 are strongly urged to take the pre-paid NCLEX-RN Review Course offered by the college (January or May) to aid in their success with the NCLEX-RN examination. Repeat Review Course fees are borne by the student.

13. The State University of New York (SUNY) and SUNY Adirondack is committed to protecting the safety and wellbeing of children who participate in college-related programs and activities, whether on or off campus. A New York State Child Abuse Background Check may be required by a clinical agency at the beginning of the student's Behavioral Health Clinical experience. If issues are identified, it can take up to six (6) months for a student to receive clearance. It is the student's responsibility to pursue any issues that may be identified in the background check and get clearance and their participation in this clinical experience will be deferred until clearance is received.

14. Articulation agreement(s) are in place that provide for a seamless transition for SUNY Adirondack nursing students from an AAS to a B.S. program of study.

15. Admitted students who have failed clinical or have been dismissed from the Nursing Program because of clinical failure may appeal the decision using the grievance procedure outlined in the Nursing Student Handbook. A student who reapplies and restarts the Nursing Program after a period of two (2) years is treated as a new nursing student application.

16. Admitted students who have been dismissed from the Nursing Program due to failing NUR 100 or two nursing courses may petition to reenter at a later date using the procedure outlined in the Nursing Student Handbook.

17. Admitted students who have been dismissed from the Nursing Program due to failing NUR 100 or two nursing courses may petition to be reinstated back into the program using the procedure outlined in the Nursing Student Handbook. Students reinstated back into the program must successfully complete all core nursing courses, on the first attempt, without any withdrawals, to remain in the program. A student who reapplies and restarts the Nursing Program after a period of two (2) years is treated as a new

nursing student. All decisions made by the Health Sciences Division relative to reinstatement to the Nursing Program will be final.

18. Any student who has been dismissed from the Nursing program will be automatically reassigned to undeclared. Further changes of major will be the responsibility of the student.

19. Students seeking re-entry into the Nursing Program must retake Nursing Courses older than two years and required Science Courses older than 5 years.

20. Beginning with nursing students admitted to the Fall 2018 academic semester, all admitted nursing students will be required to undergo a national criminal background check and submit mandated annual requirements through the college designated compliance agency. The cost of this background check an compliance tracker will be the responsibility of the admitted student. The compliance agency will notify the Division Chair of the Health Sciences Division for any positive criminal activity that is identified through this background check. This 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 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. The College reserves the right to require an additional background check while a student is enrolled in the Nursing Program or when returning from an approved Leave of Absence. The cost of the background check will be the responsibility of the student.

21. For compliance with SUNY Policy #3200 – Admissions of Persons with Prior Felony Convictions, nursing students with prior felony convictions will be required to report to the Dean for Student Affairs and may be subject to review and evaluation by the campus Felony Review Committee.

22. In the event that a Nursing Policy is changed/updated in the Nursing Student Handbook mid academic year, the approved, updated policy in the Nursing Student Handbook will supersede the policy in the College Catalog.

23. Nursing Students are required to take a full semester of nursing courses once accepted into the Nursing Program. They may not elect to take just one seven (7) week course each semester. Exceptions may be allowed for those with a prior approved leave of absence.

24. Upon graduation, SUNY Adirondack nursing graduates will be prepared to take the NCLEX-RN. However, eligibility to take the NCLEX-RN is not guaranteed. Students are responsible for reading and understanding the RN licensure requirements in the state they hope to practice in following graduation o if considering relocation.

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

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

	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

Accessibility Services Policy

Policy: SUNY Adirondack's nursing program follows the SUNY Adirondack's Accessibility Services policy.

1. The Accessibilities Services Office provides equal educational opportunities to students with disabilities by ensuring full access to all programs, activities and facilities of the college. Our office works in conjunction with faculty and administrative staff to guarantee that all qualified students are afforded the same collegiate opportunities available to the general college population, that no student be denied the benefits of any college program or activity and that no student be subjected to discrimination.
2. The Accessibility Services Office strives to maintain the quality and integrity of SUNY Adirondack's academic standards and programs while providing accommodations in compliance with the Americans with Disabilities Act of 1990 and section 504 of the Rehabilitation Act of 1973. As defined under these provisions, a student with a disability is a person who has a physical or mental impairment, a record of such impairment or is regarded as have such an impairment that significantly impacts one or more major life activity, which may include walking, seeing, hearing, speaking, breathing, learning, concentration or the ability to care for oneself.
3. The Accessibilities Services Office provides equal access to the college's programs, services and activities for individuals with documented physical, learning and psychological disabilities. To receive accommodations, an individual must self-identify with the Accessibility Services Director and provide appropriate documentation. This information is confidential and is securely maintained in the Accessibility Services Office.

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

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 contract 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

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.

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

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

Background Check Policy:

Policy: SUNY Adirondack nursing students often care for vulnerable clients and children in a variety of health care setting, 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

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.

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

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

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.

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

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

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
Revised 8/12, 5/14, 6/16, 8/2020, 1/2023, 8/2023

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

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	REMEDIATION
	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					

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

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_____

SUNY Adirondack – Simulation Remediation Tracking Form

Date	Student Name	Simulation	Needed Correction	Form Returned	Course Coord Notified

Developed 8/2022

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
Revised 8/2022

Academic Grading Policy

Academic Grading Scale:

A	=	94 - 100%	C+	=	77 - 79%
A-	=	90 - 93%	C	=	75 - 76%
B+	=	87 - 89%	C-	=	70 - 74%
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).

Withdraw from a course: Students may withdraw from one nursing course while enrolled in the nursing program. A second withdraw will result in dismissal from the nursing program. Rare exceptions may be considered on a case-by-case basis.

1. Full Semester Courses: Students who withdraw from full semester nursing courses 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.

2. 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. The student may have one nursing course failure (NUR 102, 103, 104, 200, 201, or 202) and 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 6/17
Revised 8/2020, 5/2021
Reviewed 8/2022, 8/2023

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), 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**

1. 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. failure to meet course objectives
        ii. late to clinical, laboratory, or simulation without prior notice to the applicable clinical/laboratory/simulation faculty
        iii. repeated mistakes
        iv. late submissions of assignments
        v. failure to 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.

2. Unsafe Clinical Practice
    a. Definition: An action is considered unsafe if the student not meet 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. Failure to follow and or practice in accordance with:
            1. SUNY Adirondack's *HSD Nursing Student Handbook*
            2. *SUNY Adirondack's Student Handbook*
            3. The rules and regulations of the health care agency

4. *ANA Scope and Standards of Practice* (most current version)
5. *ANA Code of Ethics for Nurses* (most current version)

ii. Failure to report to the scheduled clinical, laboratory, or simulation experience without prior notice to the clinical/simulation faculty
iii. Demonstrates a lack of accountability and responsibility
iv. Failure to respect the individual client, health care team members, faculty, and or self
v. Practices the profession while the ability to practice is impaired by one or more of the following:
    1. alcohol
    2. drugs
    3. physical disability
    4. mental disability

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.

3. A student may be subject to clinical probation and/or dismissal from the nursing program if he/she:

    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 practiceclinical

4. Any student subject to dismissal will have his/her records reviewed by the nursing faculty.

8. 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
Implemented: 5/15/98
Reviewed: 8/2016, 8/2020, 8/2021, 8/2023

SUNY Adirondack - Unsatisfactory Clinical Practice Form

Directions: The Course Coordinator and or clinical faculty/simulation 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: _____ ___ _____ ___ _____
Last Name (print) First Name (print) Banner Student ID#

Date of event: _____ Faculty Name: _____

Course #: _____ Clinical Location: _____

Course Objective(s) that were not met

_____

_____

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

_____

_____

_____

_____

_____

_____

Student Comments

_____

_____

_____

_____

_____

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

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

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 wil 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

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

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

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

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 review the form and notify the student via email of their Program Probation. The form and correspondence with the student will be placed in the student's nursing file.
4. The Course Coordinator will discuss the Program Probation status of the student during the next scheduled Health Science Division meeting or during a special meeting should there be an extended time between the student's probation and next Division meeting to determine next steps.
5. The Division Chair will meet with the student and communicate the outcome of the meeting in writing or via email to the student within five (5) business days of the meeting.
6. If a student on Program Probation receives additional Academic or Clinical Probations while enrolled in the Nursing Program, the student will be required to meet with the Course Coordinator for the course as well as the Division Chair. The student may be dismissed or additional stipulation(s) may be applied to the Program Probation for continuation in the Nursing Program.
7. Violation of any of the terms and conditions specified in the student's Program Probation will result in dismissal from the Nursing Program.
8. 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.

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

SUNY Adirondack – Nursing Program Probation Form

Page 1 of 2

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 recived both Academid and Cinical 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.		

SUNY Adirondack - Program Probation Form

Page 2 of 2

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

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 star 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

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 results 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 Accessbility Services. The student must present the faculty with the letter from Accessibility Services at the start of each semester. The information his 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

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 for each nursing course by the fourth attempt. Failure to meet the requirement will result in a failure for the course.

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. A student not meeting the proficiency on the first attempt is required to meet with their course faculty member and the nurse support coach for remediation prior to the next attempt during week 2 of the course.
5. A student not meeting the proficiency on the second attempt is required to meet with the nurse support coach and show evidence to the course faculty of the meeting and the student's progress towards meeting the proficiency requirement. The faculty will work with the student to schedule the third attempt.
6. A student not meeting the proficiency on the third attempt is required to meet with the college math tutor and show evidence to the course faculty of the meeting and their progress towards meeting the proficiency requirement.
7. The student will be provided a fourth attempt to receive a 100% profiency. The faculty will work with the student to schedule the fourth attempt. If the student does not meet the 100% proficiency requirement on the fourth attempt, they will receive an unsafe clinical practice and a F grade for clinical The F grade will result in a failure for the course.

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.
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 Competency 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
Reviewed 8/2021

Drug Calculation Test Results

Student Name: _____ Banner ID #_____

Nursing Course: _____

I understand that the Drug Competency Policy for the Nursing Program at SUNY Adirondack requires that I receive 100% competency within four attempts, to pass the current nursing class. I understand it is my responsibility to seek assistance from the Lab Coordinator, Nursing Support Coach or Course Faculty.

Student Signature_____ Date: _____

Drug Competency Test #1 SCORE_____ Date: _____

Drug Competency Test #2 SCORE_____ Date: _____

Drug Competency Test #3 SCORE_____ Date: _____

I understand that the Drug Competency Policy for the Nursing Program at SUNY Adirondack requires that I receive 100% competency within four attempts, to pass the current nursing class. I understand it is my responsibility to meet with the college math tutor. I understand the consequences of not receiving 100% competency on the final attempt will result in Clinical and Course Failure.

Student Signature_____ Date: _____

Drug Competency Test #4 SCORE_____ Date: _____

Student Outcome: _____

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

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 f**or 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 850, however the recommended level of performance is 900 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
Reviewed 8/2020, 8/2022, 8/2023
Revised 5/2021

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.

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

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
Approved 2/16/15
Revised 8/2/2016

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
Revised 8/2020, 5/2021

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 Secretary 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

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
Revised 8/2023

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 Calender.
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

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
Approved 1/25/19
Revised 8/2020, 5/2021, 8/2022, 8/2023

Health Science Division: Request for Leave of Absence Form

Student Name: _____ _____ _____
Last (print) First (print) Middle Initial (print)

Banner Student ID#: _____ Phone #: _____

Address: _____ SUNY Email: _____

_____ Alternate Email: _____

_____

Semester Entered into the Nursing Program:	Fall_____ Spring _____ 20_____
Semester Requesting Leave of Absence:	Fall_____ Spring _____ 20_____
Current nursing courses:	

Briefly state the reason for requesting a Leave of Absence from the SUNY Adirondack Nursing Program

_____

_____

_____

_____

PLEASE NOTE: Students receiving financial aid MUST contact the Office of Financial Aid before withdrawing from any current classes. It is the student's responsibility to formally withdraw from any current classes. A Leave of Absence does NOT withdraw you from your current classes.

Student Signature_____ Date_____

To be completed by the HSD Chair

Leave of Absence Status:	Approved_____ Not Approved_____
Term of Leave of Absence:	Fall_____ Spring _____ 20_____
Expiration of Leave of Absence	_____

HSD Chair Signature_____ Date_____

cc: Office of Registration and Records at: registrar@sunyacc.edu; Student Success Advisor; Nursing Database Support; HPOG Grant staff; AHI Grant staff; Student Nursing File

Revised. 12/18; 8/2020, 5/2021
Approved 1/25/19

Health Science Division: Request to Return from Leave of Absence Form

Student Name: _____ _____ _____
Last (print) First (print) Middle Initial (print)

Banner Student ID#: _____ Phone #: _____

Address: _____ SUNY Email: _____

_____ Alternate Email: _____

_____

Semester Entered into the Nursing Program:	Fall_____ Spring _____ 20_____
Semester Requesting to Return from Leave of Absence:	Fall_____ Spring _____ 20_____
What nursing course(s) are you requesting to register for?	

Student Signature_____ Date_____

To be completed by the HSD Chair

Return from Leave of Absence Status:	Approved_____ Not Approved_____
Return Semester:	Fall_____ Spring _____ 20_____
Permission Granted to register for (nursing course[s]):	

HSD Chair Signature_____ Date_____

cc: Office of Registration and Records at: registrar@sunyacc.edu; Student Success Advisor; Nursing Database Support; HPOG Grant staff; AHI Grant staff; Student Nursing File

Revised. 12/18; 8/2020
Approved 1/25/19
Revised 5/2021

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

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 after two years.

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 (tradtional 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
Reviewed 8/2023

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

LPN to RN Advanced Challenge Policy

Nursing Faculty at Adirondack Community College believe that an individual's prior education and experience can provide a foundation for successful learning in the SUNY Adirondack Nursing Program.

The advanced challenge process is designed to provide qualified applicants an opportunity to earn five to ten credits for second semester nursing courses (NUR 102 and/or NUR103 or NUR 104). The challenge exam process for each course consists of a written comprehensive exam and a clinical performance exam. Applicants who pass both parts of the challenge process will receive credit for the course(s) challenged.

Procedure

CHALLENGE ELIGIBILITY

- Each applicant must apply to take the advanced challenge exam.
- Applicants must first be granted advanced standing for NUR 100.
- Both parts of the challenge exam (written and clinical exam) must be taken.
- Potential applicants must discuss their eligibility with a Nursing faculty member.
- Call the Health Sciences Division Office Specialist at (518) 743-2265 to schedule an appointment.
- Applicants will submit a letter of intent to the Health Sciences Division Chair which clearly states which course(s) are to be challenged. This letter must also include documentation of one year of employment as an LPN with a minimum of two days a week work schedule. Employment as an LPN must be in a practice area related to the course(s) that applicant wishes to challenge.
    - NUR 102 - acute care medical surgical
    - NUR 103 - acute care maternal/newborn
    - NUR 104 - acute care medical surgical
    - A photocopy of LPN license must be submitted with the intent letter.
    - Nursing faculty will review credentials and verify work experience and prior learning of each applicant in order to determine eligibility.
    - The written and clinical exams must both be successfully completed prior to advisement for the upcoming semester of planned entry.
    - Examination fees: $30.00/credit hour. Applicants obtain a "credit by exam" form at Registrar's office and pay at business office.

WRITTEN COMPREHENSIVE EXAM

- Applicants must first complete a written comprehensive exam for each course being challenged with a minimum grade of 77% (C+).
- The written comprehensive exam may be taken once.
- Applicants who are not successful on the written comprehensive exam will not be allowed to take the Clinical Performance Exam (CPE).

CLINICAL PERFORMANCE EXAM

- Applicants must satisfactorily complete a Clinical Performance Exam (CPE) for each course to be challenged. The CPE will be graded as satisfactory (S) or unsatisfactory (U) as determined by the nursing faculty member based on clinical outcomes for the course being challenged.
- The CPE will be administered in one of the following formats at the discretion of the Nursing faculty:
    - Patient care assignment in an acute care setting related to the course being challenged.
    - Simulation in the Nursing Lab.
- The CPE will be scheduled on an individual basis.
- The CPE will include a medication administration experience and any skills taught in NUR 100 and the course being challenged.
- Applicants are held accountable for maintaining universal competencies related to patient-centered care and safety throughout the CPE. Automatic failure will result if universal competencies are not met.
- Applicants may take the CPE once for each course being challenged.
- Applicants may register to take failed courses through the normal registration process.

A learning packet which contains syllabi, clinical evaluation tool and skills competencies is available for all applicants upon payment of necessary fees. Packets are available from the Health Sciences Division Secretary

Revised 7/7/05, 1/18/06, 3/30/12
Reviewed 8/2020, 8/2023

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.

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

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

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 **Sy**stem, 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 familily 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

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_____

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

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

AD Nursing Professional Organizational Links

Accreditation Commission for Educating Nurses (ACEN): https://www.acenursing.org/acen-home/
American Assembly of Men in Nursing (AAMN): www.aamn.freeyellow.com
American Nurses Association (ANA): https://www.nursingworld.org/
American Nurse Credentialing Center: www.nursingworld.org/ancc/
Council for Associates Degree Nursing in New York (CADN) – www.counciladnnys.org
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.nsna.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/
International Council of Nurses: http://www.icn.ch/index.html

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/
New York State Nurses Association (NYSNA)- www.nysna.org
Nursing Students' Association of NYS: http://nsanys.homestead.com/home.html
Nursing Times: http://www.nursingtimes.net

NURSING SPECIALTIES LINKS

Academy of Medical-Surgical Nurses (AMSN) – www.medsurgnurse.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): 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: www.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: www.ena.org
Hospice and Palliative Nurses Association (HPNA): www.hpna.org
International Association of Forensic Nurses: www.forensicnurse.org
National Association of Neonatal Nurses (NANN): www.nann.org
National Association of Orthopedic Nurses (NAON): http://naon.inurse.com
National Association of School Nurses: www.nasn.org
NYS Association of School Nurses: www.nysasn.org
Oncology Nursing Society: www.ons.org
Pediatric Nursing: www.pediatricnursing.com
Respiratory Nursing Society (RNS): www.respiratorynursingsociety.org
Society of Pediatric Nurses (SPN): www.pednurse.org
Society of Urological Nurses and Associates: www.suna.org
Society for Vascular Nursing (SVN): 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

CAREER/EMPLOYMENT LINKS

Adirondack Medical Center – www.amccares.org
Albany Medical Center – www.amc.edu
Albany VA Medical Center – www.va.gov/visns/visnor/albany.html
Amsterdam Memorial Hospital – www.amsterdammemorial.org
Ellis Medicine –http://www.ellismedicine.org/
Four Winds Saratoga – www.fourwindshospital.com
Glens Falls Hospital – www.glensfallshospital.org
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

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

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