

Revised 7/26/2012



Nazareth  
COLLEGE

***Department of Nursing Student Handbook  
2012-2013***

Revised 7/26/2012

**NAZARETH COLLEGE  
Nursing Department**

**Verification of Receipt of Nursing Student Handbook**

I, \_\_\_\_\_ (print first and last name), have received and read a copy of the **Nazareth College Nursing Department Student Handbook**.

I understand that I am responsible for the information contained within this document. I will abide by the policies, guidelines, and procedures as stated. I also understand that at any time the Nursing Department may adapt, delete, add and/or otherwise modify contents within this document. When content changes are made to the **Nursing Student Handbook** by the Nursing Faculty, I will be notified in writing and asked to replace the current information with new or revised information.

Concerning the **Nursing Student Handbook**, I also acknowledge that it contains information that is helpful to me as a new student in the Nursing Program, but that it also contains information about my academic and professional progress as a nursing student. Therefore, since this may be the only source of such information and will be referred to by Nursing Faculty, I will keep this **Nursing Student Handbook** safe but available for use throughout my enrollment in the Nursing Program.

This document is revised and updated on a regular basis. The most recent version of the document is always available on the world-wide web at <http://www.naz.edu/dept/nursing>.

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Signature

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Date

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## **WELCOME TO THE NAZARETH COLLEGE DEPARTMENT OF NURSING**

The Nursing Faculty would like to extend to you a warm welcome to Nazareth College and the Nursing Department. We expect that your time in this learning community will be enriching and challenging.

Earning a degree in nursing requires a great deal of effort, time and commitment. Given the complexity of today's health care, the need for a quality education in the nursing profession is greater than ever before in history. It is our hope that your days as a member of this learning community will be enjoyable. We hope that your enthusiasm for the profession will outweigh the challenges and that you will walk with Faculty and other nurses in the mutual exploration of truth and the development of caring skills. Good luck to you as you embark on this important journey.

This **Nursing Student Handbook** is intended as your guide to expectations of the Faculty in the Nursing Department and includes those areas of concern specific to nursing and which are not included in the Undergraduate Bulletin of Nazareth College or in the general handbook.

We know that no document ever contains all the answers. Furthermore, we appreciate that you have individual needs and questions. To meet your individual learning needs, you have been assigned a faculty advisor, who, along with the Nursing Faculty, is available to respond to your concerns and questions.

Best wishes as you set out on this most important journey.

<b>NURSING FACULTY AND STAFF</b>
----------------------------------

**Dr. Marie J. Bell** Assistant Professor

**Dr. Sharon R. Bidwell-Cerone** Associate Professor

**Dr. Lori A. Breitmaier** Lecturer

**Ms. Patricia J. Capellazzi** Clinical Laboratory Coordinator

**Dr. Colleen A. Carmody-Payne** Assistant Professor

**Dr. Debra I. Carr-Warner** Associate Professor

**Ms. Nancy J. Chernak** Clinical Assistant Professor

**Dr. Lynda J. Dimitroff** Lecturer

**Ms. Debra J. Finley-Cottone** Lecturer

**Ms. Lynn M. Eckl** Lecturer

**Ms. Sandra A. Fischer-Kierecki** Clinical Assistant Professor

**Ms. Deborah A. Forth** Clinical Assistant Professor

**Ms. Mary D. Freida** Lecturer

**Dr. Maureen M. Friedman** Professor

**Dr. Akhtar E. Ghassemi** Assistant Professor

**Ms. Julia L. Laco** Lecturer

**Ms. Rebecca K. Ledwin** Lecturer

**Ms. Helene M. Lovett** Secretary

**Dr. Mary Dahl Maher** Assistant Professor

**Ms. Joanne E. McMaster** Lecturer

**Dr. Jeanine T. Santelli** Professor and Chair

**Ms. Diane J. Shirley** Assistant Clinical Laboratory Coordinator

**Ms. Ruth S. Stork** Lecturer

**Ms. Marguerite A. Wirth** Lecturer

## NURSING PROGRAM

### MISSION

The mission of the Nazareth College Nursing Department is to educate students in the profession of nursing within a transcultural context and to advance students' abilities to integrate the liberal arts and sciences within the discipline. Students will be educated to provide the highest quality of nursing care to individuals, families, groups, communities, and institutions and to critically examine and effectively respond to changing health care needs. The faculty is committed to preparing students for culturally congruent nursing practice, leadership in service to the community, and commitment to a life informed by intellectual, ethical, and aesthetic values. To fulfill this mission in the undergraduate and graduate programs, the Nursing Department Faculty:

- provides curricula which challenge students to high academic achievement
- facilitates in students the intellectual development necessary for critical thinking, cultural competence, aesthetic understanding, effective communication, and lifelong learning
- prepares students to be effective and ethical professionals who provide culturally congruent nursing care
- fosters commitment to teaching which is complemented by recognition of the value of scholarship, professional development, and concern for the student as a whole person
- strives for an environment which welcomes diversity and respects the intellectual freedom of each individual
- encourages commitment to informed values by providing opportunities for cultural, ethical, legal, and spiritual exploration
- fosters an aesthetic sense in students
- develops in students an appreciation of the natural environment and respect for its resources
- encourages students to promote habits of healthful living in self and others
- prepares students to become active and informed leaders within their profession, as well as the local, national, and global communities
- sustains a dynamic collaboration between the department and the community for the extension and enrichment of the students' educational experience and the health of the surrounding community

## **GOALS**

The goals of the baccalaureate program for both the pre-licensure students and registered nurse students are to prepare professional nurse generalists who:

1. Provide culturally congruent nursing care to individuals, families, groups, communities, and institutions in and across all environments.
2. Possess a broad knowledge of the humanities, biological and social sciences, and nursing.
3. Are prepared for graduate study.

## **OUTCOMES**

In accordance with the mission of the Department of Nursing and the undergraduate program goals and the nine essentials from the Executive Summary of AACN (2008), the baccalaureate curriculum for both the pre-licensure students and registered nurse students provides educational opportunities which will enable the graduate to:

1. Discuss how knowledge from the arts, sciences, and humanities applies to the care of individuals and families throughout the health-illness continuum.
2. Demonstrate critical thinking in assessing, planning, implementing and evaluating nursing care.
3. Demonstrate effective communication skills with diverse populations across the life span.
4. Provide culturally competent nursing care to diverse populations in a variety of health care systems.
5. Utilize technology and informatics appropriately in professional nursing settings.
6. Collaborate and communicate effectively with all members of the health care team to promote quality and safe patient care in a variety of health care settings.
7. Demonstrate autonomy, integrity, and self assessment as part of the professional nursing role.

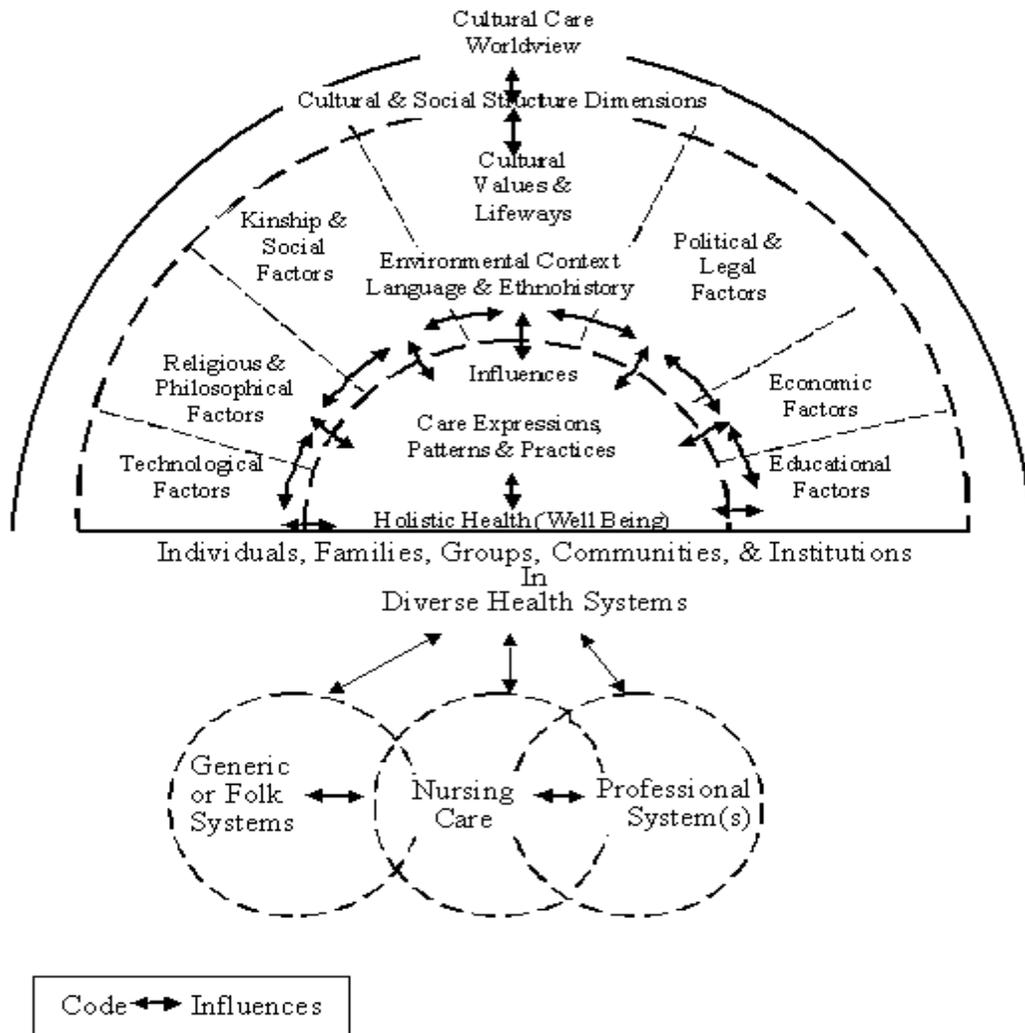
## **ORGANIZING FRAMEWORK**

In keeping with the mission of both the College and the Nursing Department, the faculty identify culturally congruent care as the cornerstone of the undergraduate and graduate nursing programs. The provision of culturally congruent and competent care by nurses improves the holistic health of individuals, families, groups, communities, and institutions. In order to achieve the goal of cultural congruent care the organizing framework for the undergraduate and graduate programs consists of Leininger's *Theory of Cultural Care Diversity and Universality* (2002) and Andrews and Boyle's *Conceptual Model for Understanding Cultural Influences on Nurse-Client Interactions* (2003). The Faculty support Leininger's assumptive premise that "care is the essence of nursing and a distinct, dominant, central, and unifying focus" (Leininger & McFarland, p.79).

The faculty define care as "an abstract or concrete phenomenon related to assisting, supporting, or enabling experiences or behaviors toward or for others with evidence for anticipated needs to ameliorate or improve a human condition or lifeway" (Leininger & McFarland, p.47). Culturally congruent nursing care is defined as those assistive, supportive, facilitative or enabling acts or decisions that include culture care values, beliefs, and lifeways to provide meaningful, beneficial, and satisfying care for the health and well-being of people, or for those facing death or disabilities (Leininger & McFarland, p.58). The development of cultural competence in students refers to the complex integration of knowledge, attitudes, and skills that enhance cross cultural communication and enables nurses to interact with others in appropriate and effective ways (American Academy of Nursing, 1995; Andrews & Boyle). The undergraduate and graduate goals of providing culturally congruent and competent nursing care are expedited by the organizing framework.

Andrews and Boyle's (2003) *Conceptual Model for Understanding Cultural Influences on Nurse-Patient Interactions* is included in the organizing framework. The faculty deem Leininger's theory as requiring further exegesis with respect to the nurse-patient interaction. The Andrews and Boyle's *Conceptual Model for Understanding Cultural Influences on Nurse-Patient Interactions* explicates this relationship.

The organizing framework is depicted through the Sunrise Model and the Conceptual Model for Understanding Cultural Influences on Nurse-Patient Interactions.



## **CONCEPTS**

**NOTE:** All concepts, unless otherwise indicated, are from Leininger and McFarland (2002).

### **Culture**

Refers to the patterned lifeways, values, beliefs, norms, symbols, and practices of individuals, groups, or institutions that are learned, shared, and usually transmitted intergenerationally over time (p.83).

### **Caring**

Refers to actions and activities directed toward assisting, supporting, or enabling another individual or group with evident or anticipated needs to ease, heal, or improve a human condition or lifeway or to face death or disability (p.47).

### **Worldview**

Refers to the way an individual or a group looks out on and understands their world about them as a value, stance, picture, or perspective about life or the world (p.83). The three worldviews addressed through the curriculum will be western, holistic/naturalistic, and magic/religious.

### **Cultural and Social Structure Dimensions\***

Refers to the dynamic, holistic, and interrelated patterns of structured features of a culture (or subculture), including religion (or spirituality), kinship (social), political (legal), economic, education, technology, cultural values, philosophy, history, and language (p.83).

### **Environmental Context\***

Refers to the totality of an environment (physical, geographic, and sociocultural), situation, or event with related experiences that give interpretative meanings to guide human expressions and decisions with reference to a particular environment or situation (p.83).

### **Culture Care**

Refers to the synthesized and culturally constituted assistive, supportive, and facilitative caring acts toward self and others focused on evident or anticipated needs for the clients' health or well-being or to face disabilities, death, or other human conditions (p.83).

### **Culture Care Diversity**

Refers to cultural variabilities or differences in care beliefs, meanings, patterns, values, symbols, and lifeways within and between cultures and human beings (p.83).

### **Culture Care Universality**

Refers to commonalities or similar culturally based care meanings (“truths”), patterns values, symbols, and lifeways, reflecting care as a universal humanity (p.83).

### **Communication\***

Is a system of interaction involving verbal and nonverbal expression. All human beings use communication to interact with others, express sentiments, and as a means of controlling the environment. Nursing uses communication in order to develop therapeutic relationships and provide nursing care.

### **Holistic Health\***

Refers to a state of well-being or restorative state that is culturally constituted, defined, valued, and practiced by individuals or groups that enable them to function in their daily lives (p.84) Health includes physical, psychological, developmental, social, cultural, and spiritual dimensions.

### **Individuals, Families, Groups, Communities, and Institutions**

Nursing serves individuals, families, groups, communities, and institutions.

### **Diverse Health Contexts**

#### **Professional care**

Refers to formally or informally taught, learned, and transmitted culturally based professional knowledge focused on human caring, healing, and wellness practices that are used to assist or facilitate well-being (p.147).

#### **Generic care**

Refers to the oldest or firstfolk, lay, naturalistic, and traditional cultural ways of assisting, helping, or facilitating the healing and caring process of human beings (p.147).

#### **Technology**

Is the practical application of science. Health care technology encompasses the drugs, devices, and procedures used in health care as well as the organizational and support systems within which such care is delivered.

#### **Leadership**

Involves interacting and responding in a web of relationships in such a way that influences the activities of either an individual or group in an effort to achieve goals in a given situation. The approaches to goal attainment encompass but are not limited to empowerment, cooperation, networking, and a willingness to act (Barker & Young, 1994; Collins, 2001; Hersey, Blanchard & Johnson, 1996).

## **Nursing Care Decisions and Actions**

### **Culture care preservation and/or maintenance**

Refers to those assistive, supporting, facilitative, or enabling professional actions and decisions that help people of a particular culture to retain and/or maintain meaningful care values and lifeways for their well-being, to recover from illness, or to deal with handicaps or dying (p.84).

### **Culture care accommodation and/or negotiation**

Refers to those assistive, supporting, facilitative, or enabling creative professional actions and decisions that help people of a designated culture (or subculture) to adapt to or to negotiate with others for meaningful, beneficial, and congruent health outcomes (p.84).

### **Culture care repatterning and/or restructuring**

Refers to the assistive, supportive, facilitative, or enabling professional actions and decisions that help clients reorder, change or modify their lifeways for new, different, and beneficial health care outcomes (p.84).

### **Critical thinking\***

The critical thinker is habitually inquisitive, well-informed, trustful of reason, open-minded, flexible, fair-minded in evaluation, honest in facing personal biases, prudent in making judgments, willing to reconsider, clear about issues, orderly in complex matters, diligent in seeking relevant information, reasonable in the selection of criteria, focused inquiry, and persistent in seeking results which are precise as the subject and the circumstances of inquiry permit.

### **Scholarly Inquiry\***

Encompasses the search for knowledge, understanding, and wisdom. Scholarly inquiry utilizes multiple methods and is used to test theory, create new theories, and expand knowledge. Research is one form of scholarly inquiry that is “diligent systematic inquiry or investigation to validate and refine existing knowledge and generate new knowledge” (Burns & Grove, 2001, p.3).

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\* Horizontal concepts (threads) addressed throughout the entire curriculum.

## References

- Andrews, M. & Boyle, J. (2003). *Transcultural concepts in nursing care* (4<sup>th</sup> ed.). Philadelphia: Lippincott, Williams & Wilkin.
- Barker, A.M., & Young, C. E. (1994) *Transformational leadership: The feminist connection in post modern organizations*. *Holistic Nursing Practice*, 9(1), 16-25.
- Burns & Grove (2001). *The practice of nursing research: Conduct, critique, & utilization*. (4<sup>th</sup> ed.) Philadelphia: W.B. Saunders.
- Collins, J. (2001). *Level 5 leadership: The triumph of humility and fierce resolve*. *Harvard Business Review*, 67-76
- Hersey, P., Blanchard, K.H. & Johnson, D.E. (1996) *Management of organizational behavior: Utilizing human resources*. (7<sup>th</sup> ed.). Upper Saddle River, N.J.: Prentice-Hall.
- Leininger, M. & McFarland, M. (2002). *Transcultural nursing: concepts, theories, research & practice*. (3<sup>rd</sup> ed.). New York: McGraw-Hill.

## **LEVEL OUTCOMES**

### **Level I (Courses at the 100 Level)**

Upon Completion of Level I, the student will begin to:

1. Communicate in a scholarly form, both orally and in writing.
2. Develop critical thinking skills necessary for a deeper understanding of the arts and sciences.
3. Develop a broad knowledge of the humanities, biological, and social sciences.

### **Level II (Courses at the 200 Level)**

Upon completion of Level II, the student will begin to:

1. Develop introductory technological skills for use in the humanities, biological, and social sciences.
2. Practice professional verbal, nonverbal, and written communication skills.
3. Integrate knowledge of the humanities, biological, and social sciences.
4. Utilize critical thinking skills.
5. Examine the Nurse Practice Act, Nursing Standards, and the Nursing Code of Ethics.
6. Analyze the components and meaning of Leininger's Theory of Culture Care Diversity and Universality.

### **Level III (Courses at the 300 Level)**

Upon completion of Level III, the student will begin to:

1. Provide direct and indirect care to diverse individuals, families, and groups utilizing the nursing process.
2. Demonstrate cultural competence while interacting with diverse individuals, families, and groups.
3. Provide nursing care based on current knowledge, theory, and research.
4. Identify members of an interdisciplinary health care team.

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5. Access and evaluate health information relevant to diverse individuals, families, and groups.
6. Identify the role of the nurse as a patient advocate.
7. Apply a systematic process to rationalize and prioritize nursing assessment of individuals across the lifespan and from various cultures.
8. Demonstrate professional writing skills following the guidelines of the American Psychological Association.

**LEVEL IV (Courses at the 400 Level)**

Upon completion of Level IV, the student will begin to:

1. Provide direct care to diverse individuals, families, and groups with complex health care needs and problems.
2. Design, manage, coordinate, and evaluate care provided to individuals, families, and groups in the community with complex health care needs and problems.
3. Evaluate nursing practice based on degree of cultural competence, current knowledge, theory, and research about complex health care needs and problems.
4. Assume responsibility and accountability for the nursing practice provided to diverse populations with complex health care needs and problems.
5. Evaluate health information relevant to diverse individuals, families, and groups with complex health care needs and problems.
6. Advocate for diverse individuals, families, and groups in the community with complex health care needs and problems across health care systems.
7. Participate in political and regulatory processes to shape the health care delivery system for diverse populations.
8. Participate in activities that promote the advancement of the profession.

## STUDENT POLICIES AND PROCEDURES

### GENERAL POLICIES

#### E-MAIL

Nazareth email is the official means of communication. Students are expected to check their Nazareth email accounts on a daily basis. If you have an outside Internet mail provider such as Frontier, Yahoo, AOL, etc. and you would like to read all of your email, including list serves, in one account you can have your Nazareth email automatically forwarded to your outside provider. Instructions for forwarding email can be found at <http://www.naz.edu/its>.

#### REGISTRATION PROCEDURE AND ADVISEMENT

All students matriculated in nursing are to seek academic advisement during the designated time periods with their assigned faculty member to insure a place in subsequent clinical courses. Failure to register can result in being closed out of a course thereby extending the length of one's program. A nursing faculty advisor is assigned to each student.

#### RN/LPN LICENSES

All licensed nursing students (RNs/LPNs) are to maintain a copy of their current license on file in the department.

#### COLLEGE NONDISCRIMINATION POLICY AND PROCEDURES

##### Statement of Respect and Diversity

We, the Nazareth community, embrace both respect for the person and freedom of speech. The College promotes civility and denounces acts of hatred or intolerance. The free exchange of ideas is possible only when concepts, values and viewpoints can be expressed and challenged in a manner that is neither threatening nor demeaning.

It is the policy of Nazareth College, in keeping with its efforts to foster a community in which the diversity of all members is respected, not to discriminate on the basis of race, religion, color, sexual orientation, gender identity or expression, national or ethnic origin, sex, age, marital or veteran status, disability, carrier status, genetic predisposition or any other protected status. Respect for the dignity of all peoples is an essential part of the College's tradition and mission, and its vision for the future.

### **Nondiscrimination Policy**

It is the policy of Nazareth College of Rochester not to discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, age, marital or veteran status, disability, carrier status, genetic predisposition or any other protected status in the admission of students to the college; in any of the rights, privileges, programs, and activities generally accorded or made available to students at the college; in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other programs administered by the college; or in the employment practices of the college.

### **Sexual Harassment**

It is the policy of Nazareth College of Rochester, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when the behavior falls within the following definition:

Sexual harassment of employees and students at Nazareth College is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- B. submission to or rejection of such conduct is used as the basis for employment or other decisions affecting that individual; or
- C. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

### **Other Discriminatory Harassment**

Harassment or intimidation of another person, limiting another person's right to equal opportunity or otherwise denying another person equal treatment because of his or her race, color, religion, sex, sexual orientation, national or ethnic origin, age, marital or veteran status, disability, carrier status, genetic predisposition or any other protected status is prohibited.

## **Grievance Procedures for Discrimination, Harassment, and Victimization Complaints**

Faculty, staff and students who want further information or assistance in discussing or filing a complaint of harassment or discrimination on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, marital or veteran status, disability, carrier status, genetic predisposition or any other protected status should contact any of the Advisors for Concerns of Discrimination and Victimization. Advisors will assist in trying to resolve the problem informally and/or explain the steps of the formal grievance procedure. You may also contact the Department of Human Resources for assistance.

### **NOTIFICATION OF DISABILITIES**

Students who know, or suspect, that they have a learning or a physical disability should alert the Nursing Faculty, so that they can be responsive to their needs. There must be documentation of a diagnosed disability and substantiation by the college of an individualized program that takes the disability into consideration. Further details about the College's policy can be found in the *Students with Disabilities Handbook* (revised June 2006 ).

### **COLLEGE SUPPORT SERVICES**

#### **Professional Nursing Skills Laboratories**

Certain nursing courses require clinical skills practice and testing in the nursing lab. Student participation in simulation experiences are also required for some courses. Students may have the opportunity for additional practice in the lab during open lab hours.

#### **Computer Labs**

Computer labs with computers, printers, and helpful staff are available to students. Some assignments will be given that must be carried out in the lab or at home on a personal computer (PC) with Internet access.

#### **Scholarships and Financial Aid**

There are a number of scholarships available to nursing majors from both external and internal sources. Announcements of hospital scholarships, minority scholarships, and general scholarships can be found in the Department. Some of these are available to nursing majors who meet certain criteria (e.g., a specific cumulative grade point average), and some are available only to accelerated track nursing majors (also based on cumulative grade point average criteria). These lists are updated regularly and students

are advised whenever new scholarship funding is available. Students must have completed all forms required by the Office of Financial Aid to receive any scholarships.

### **Career Services**

Career Services offers an ongoing program designed to enhance employment related skills such as interviewing for jobs and writing resumes. These services are open to Nazareth students at any level. Each year, the college arranges multiple job fairs for students.

### **Health Services**

Health Services is located in Carroll Hall. It is open 8 hours a day, Monday to Friday, during the academic year and during intersession and summer sessions.

### **Counseling Center**

The Counseling Center is located in Carroll Hall next to Health Services. The Counseling Center provides, free of charge, the following services: personal counseling, vocational counseling, growth groups, psychological testing, consultation, stress management, relaxation, and test anxiety programs.

### **Mathematics Lab and Writing Center**

The Mathematics Lab and Writing Center are available to students for additional help in these areas. Students are encouraged to seek help when needed or when directed by faculty.

## **STUDENT'S RIGHTS AND RESPONSIBILITIES**

Copies of the *Nazareth College Code of Students' Rights, Responsibilities, and Conduct* and the *Family Education Rights and Privacy Act of 1974* are available upon request in the office of the Nursing Department.

The National Student Nurses' Association (NSNA), Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006).

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.

3. Each institution has a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, life style, disability, or economic status.
5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.
8. The student should have the right to have a responsible voice in the determination of his/her curriculum.
9. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
11. Students should be allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.
13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.

14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.
15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.
16. Students have the right to belong or refuse to belong to any organization of their choice.
17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.
18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.
19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.
20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.
21. Students should have a clear mechanism for input into the evaluation of nursing faculty.

In addition to the Nazareth College policies listed in the undergraduate handbook, students in the Nursing Department are responsible for adherence to the *American Nurses Association's (ANA) Code of Ethics* and the principles articulated in the *ANA Nursing's Social Policy Statement: The essence of the profession (2010)*.

Students are expected to demonstrate appropriate and civil patterns of behavior consistent with safe and ethical professional nursing practice in classroom and clinical settings. Students who are not appropriate and civil are subject to immediate removal from the classroom, office, or clinical setting, which may result in failure for the nursing course and dismissal from the nursing program. The student will be referred to the judicial process of Nazareth College.

### **AMERICAN NURSES ASSOCIATION CODE OF ETHICS**

- The nurse provides services with respect for human dignity and the uniqueness of the client, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- The nurse safeguards the client's right to privacy by judiciously protecting information of a confidential nature.
- The nurse acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical or illegal practice of any person.
- The nurse assumes responsibility and accountability for individual nursing judgments and actions.
- The nurse maintains competence in nursing.
- The nurse exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
- The nurse participates in activities that contribute to the ongoing development of the profession's body of knowledge.
- The nurse participates in the profession's efforts to implement and improve standards of nursing.
- The nurse participates in the profession's effort to establish and maintain conditions of employment conducive to high quality nursing care.
- The nurse participates in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
- The nurse collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.

### **GOVERNANCE**

#### **Shared Governance Opportunities**

It is a central belief of the board, administration, and Faculty of Nazareth College that students have both the right and the obligation to share in academic governance at all levels.

#### **Opportunities within the Department**

Faculty in the Nursing Department seek student participation in policy decisions affecting their education and their school. Representatives from all levels and programs are invited to participate in Department governance by attending select faculty and committee meetings as well as clinical course meetings.

### **Opportunities within the College**

A discussion of the opportunities to participate in college student organizations and activities is available in the *Undergraduate Studies Bulletin* and *College Student Handbook*. Students are strongly encouraged to participate in a variety of College committees.

### **Student Activities**

There are many opportunities for Nazareth students to actively participate in academic, social, cultural, and community service activities. This college is committed to the college's initiative for volunteerism.

### **Pi Psi Chapter of Sigma Theta Tau International Honor Society of Nursing**

Sigma Theta Tau International is committed to the support of nurse scholars, researchers, and leaders. Since its inception, the nursing honor society, Sigma Theta Tau International, has focused on academic and professional enrichment programs and informational resources for professional nursing education.

Nazareth College's chapter, Pi Psi, was chartered in April 2000. Sigma Theta Tau International is a member of the American College of Honor Societies. Membership requires outstanding academic achievement and ability in nursing. Students are invited to join this prestigious group by the chapter who determine eligibility requirements and conditions of membership. Credentials demonstrating academic achievement and leadership are required.

### **National Student Nurses' Association**

The Nursing Department has sponsored membership in the National Student Nurses' Association for all students enrolled in upper level nursing courses.

### **Nazareth College Nursing Club**

The Nursing Club is a Nazareth College Undergraduate Association supported club. All nursing majors are encouraged to join and participate in club activities.

### **SUGGESTION BOX**

A suggestion box is kept in Smyth 283 and checked by the Program Evaluation Committee at the end of each semester. This committee will evaluate suggestions submitted and forward them to relevant committees for further consideration if

warranted (e.g., Curriculum, Progression and Retention, Program Evaluation), or the Department Chairperson.

## **CLINICAL POLICIES**

### **HEALTH REQUIREMENTS**

Students who are scheduled to take clinical courses that involve contact with patients and/or clients of any type and in any setting must meet personal health requirements. These requirements are set by health care facilities in the community and are non-negotiable. In addition to taking responsibility for meeting personal health requirements, students must insure that documentation of their health status reaches Nazareth Health Services before clinical courses begin. Lack of documentation will be interpreted as meaning that health requirements have not been met, and access to clinical instruction will be denied as a result. The health requirements must be satisfied each semester prior to participation in clinical activities.

#### **Deadlines for submission of health requirements are as follows:**

Fall semester	August 15
Spring semester	December 15
Summer semester	April 15

**All students enrolled in clinical nursing courses must comply with the following requirements. Failure to comply will delay registration and participation in clinical nursing courses.**

1. All students entering the College for the first time are required to complete the Nazareth College Student Health Services Immunization and Health form and submit it to Student Health Services. If it is not received in the admissions packet, the form may be obtained on-line at [www.naz.edu/dept/health\\_services/forms.cfm](http://www.naz.edu/dept/health_services/forms.cfm)
2. Proof of measles, mumps and rubella immunity demonstrated by receipt of two MMRs after the first birthday and 30 days apart OR laboratory report of adequate titers (copies must be submitted).
3. Hepatitis B series of 3 immunizations.
4. PPD (Mantoux) is required every 12 months. The first time this is done, a 2 step Mantoux is required. OR if able to submit proof of a negative PPD within the past year, the student only needs to have one PPD placed. If the student has a positive PPD, a chest x-ray report must be submitted.

5. An annual health review is required for all current Nazareth Nursing Students. To obtain that form go to [www.naz.edu/dept/nursing/](http://www.naz.edu/dept/nursing/)
6. Complete annual certification in CPR at a level *comparable* to CPR for the Professional Rescuer by the American Red Cross. This must include AED training. Submit proof of course completion to the Nursing Department Secretary.
7. Each student must have health insurance. Information about the college's plan is available at the Student Health Services website.
8. HIPAA, OSHA Bloodborne Pathogens Standard and Infection Control Training will be provided for all students.

Questions regarding immunizations may be directed to Student Health Services at 585-389-2500. Once forms are submitted to Student Health Services, students will be able to print submitted immunizations from their NazNet Accounts. Other concerns should be directed to the Nazareth Nursing Department at 585-389-2709.

#### **CRIMINAL BACKGROUND CHECKS**

Be advised that some health-related facilities require a criminal background check on students before permitting them access to patients. Students should be prepared to pass such a check at any point during the Nursing program. The New York State Education Department asks the Nursing Department to verify the moral integrity of graduating students. NYS may not grant a Nursing license if moral integrity is found to be lacking even if degree requirements are met at an institution of higher learning.

#### **INFECTION CONTROL POLICIES**

1. Students are expected to follow the specific infection control policies and procedures of the agency or institution to which they are assigned.
2. The faculty and students will practice appropriate infection control procedures at all times and teach infection control procedures to ancillary health care workers (e.g.: PCA, HHA, Homemaker), the client, primary caregivers, and others as needed.
3. Appropriate supplies and equipment for students and faculty are supplied by the Nursing Department. Clients and/or caregivers must provide supplies and equipment as needed for their own use.
4. Students will be expected to follow the specific infection control policies and procedures of the agency or institution to which they are assigned.

## **UNIFORM POLICIES**

Uniforms are required for all clinical courses. Students are expected to be in complete uniform at ALL times in the clinical area, unless otherwise indicated by the faculty member. Students in uniform with a Nazareth College name tag are considered individual representatives of the College; therefore, students' dress and behavior should reflect that professional level of responsibility.

All uniforms should be neat, clean, opaque, wrinkle free, and properly fitting with appropriate undergarments. Pants should be no shorter than ankle length and should not drag on the ground. Nazareth name tags must be worn with every uniform.

Students who wish to request adaptations to the uniform for cultural and/or religious reasons need to visit with the Clinical Laboratory Coordinator prior to entering the first clinical. In all clinical settings, the clinical instructor will make the final decision about each student's professional appearance. If your attire is not professional, you will be asked to leave the clinical unit and it will be considered a clinical absence.

### **Hospital Uniform**

The Nazareth College nursing student uniform must be purchased directly from Meridy's Uniforms [www.meridys.com](http://www.meridys.com). (Code: NAZ1058). Students should select a white top (zippered or v-neck) with a purple and yellow stripe on the sleeve embroidered with the Nazareth College nursing logo and "Student Nurse" and purple pants. Pants can be purchased locally through any vendor who sells Cherokee pants (including Uniform Village) as long as the correct color purple is selected. White nurses' shoes or athletic/walking shoes are acceptable and must be all white without any significant additional color. Canvas or plastic shoes, Crocs® or sandals are not acceptable. Shoes must be kept clean and socks should be color coordinated. For fall semesters, the deadline to order and pay for uniforms is July 16. For the spring semester, the deadline to order and pay is November 19.

### **Community Uniform**

Students are required to purchase a purple polo shirt with the official Nazareth College logo from the College Bookstore. The student may wear the polo shirt with slacks or mid-knee length skirt (no jeans, shorts, cropped pants, or short skirts) in black, gray, navy, or khaki, with a closed-toe and closed-heel shoe. The student is advised to consult the faculty member in charge of the clinical experience to determine the appropriate uniform.

### **Equipment**

- Wrist watch with second-hand (NO digital watches)
- Pens - black ink, ballpoint only (no gel pens)

- Stethoscope (available in the College Bookstore or Meridy's Uniforms)

Students are required to purchase a stethoscope for use in the physical assessment and clinical courses at Nazareth College. We recommend that you consider this a long-term investment and purchase a high-quality piece of equipment. Use of beepers, cellular phones, iPods, and MP3 players is not permitted in the clinical area. Some agencies will allow students to use PDA's to access reference materials; however. No agency will allow any cell phone use. At the beginning of clinical courses, specific uniform requirements will be explained.

### **Appearance**

Hair should be neat and off the face and collar. Beards and mustaches are permitted but must be neatly trimmed.

Heavy makeup, strong perfume, and the smell of cigarettes should be avoided in the clinical area.

Nails should be short, and no acrylic nails can be worn. Only clear nail polish may be worn.

Jewelry is limited to a plain wedding band and one pair of earrings no larger than a dime. Body art, tattoos, and body-piercing jewelry other than earrings may not be visible. Tongue bars, brow, or nose jewelry may not be worn during clinical experiences.

### **TRANSPORTATION**

Clinical experience in a variety of health care settings is an essential component of the education of nursing students. Numerous agencies in Rochester providing clinical laboratory facilities are selected for use based on their excellence and ability to provide clinical educational opportunities. You are expected to arrange your own transportation to the clinical agencies to which you are assigned. You may try to car-pool with other students in the program.

### **CNET EXAM**

The hospitals in the Rochester area require that students who will be administering medications as part of their clinical courses pass the CNET medication math test before they start clinical practice. This is the same test that graduate nurses must pass before they are allowed to administer medications at these hospitals. The Nursing Department will administer this test and retain a record of your score for College-related clinical assignments. Some hospitals will accept a passing score on the test we administer and not require you to repeat it upon graduation, whereas others will require you to retake

it if they hire you. If you wish a report to be sent to a hospital, you must request, in writing and prior to graduation, that you authorize Nazareth College to release your C-Net score. Records will be retained for one year after graduation.

## **PROGRESSION & RETENTION POLICIES**

### **PROGRESSION (APPROVED 3/30/12)**

1. Students must pass prerequisite courses at each level, (freshman, sophomore, etc.) before they can begin nursing courses at the next level. Nursing students must achieve a final grade of C or above in all required science courses in order to progress into nursing courses (NSG). Because nursing courses build on one another, they can only be taken in the sequence specified by the department.
2. Students who have attended, but not graduated from another nursing program may bring in a limited number of nursing transfer credits. The decision to accept or reject transfer nursing courses is made by the Nursing Department.
3. Students must achieve a final grade of C or above in each nursing course in order to pass that course and enter the next courses in the sequence. The weights assigned to tests/papers and other assignments making up the course grade are determined by the instructor of each course and set forth in the course syllabus. In clinical courses the course coordinator determines the assignments that must be completed to calculate the clinical grade.
4. In order to practice nursing in a safe and appropriate way, students must be able to apply knowledge from the natural sciences, as well as knowledge from each nursing course, to clinical situations. The ability to think critically about clinical issues is a learned skill that must be practiced. The skill can be evaluated by paper and pencil tests, as well as by being observed in clinical settings (real or simulated). A student is not ready to practice as a nurse until s/he is able to consistently demonstrate an ability to think critically using an appropriate science base. To ensure that students are developing this skill, the following are required:
  - a. Students are expected to practice all skills in the on-campus Skills Lab before trying to execute them on clients. To develop clinical skills students will need to schedule additional time in the Skills Lab, beyond the hours scheduled for their nursing courses. It is the responsibility of the student to make arrangements for skill practice.
  - b. Clinical courses require students to demonstrate selected procedures correctly before being cleared for clinical practice. In nursing these practical exams start at the junior level.

- c. Students are required to attend all scheduled practica.
- d. All prerequisite nursing courses and corresponding clinical courses must be successfully completed before enrolling in NSG 433 and NSG 435L. NSG 406, NSG 406L, NSG 425, and NSG 427L can be taken concurrently with NSG 433 and NSG 435L.
- e. Nursing courses (NSG) can be repeated only once. If the repeated course is failed the student will be dismissed from the program.
- f. Students who fail two NSG courses will be dismissed from the nursing program, but may continue studies at the college in another major.
- g. Students accepted into the nursing program must maintain an overall GPA of 2.75 or above in order to take any course in the nursing sequence. If a student falls below that standard they will not be allowed to progress in the nursing program. Students have two semesters to bring their GPA to or above the standard. If, after two semesters, they are unable to return to good academic standing they will be dismissed from the nursing program, but may continue studies in another major at Nazareth College.
- h. Students are expected to take exams when scheduled. If unable to do so, faculty must be notified no less than 2 hours in advance and grant permission for the student to miss the exam. Failure to do so may result in a grade of "0" for the exam.
- i. If students wish to withdraw from a course, it is mandatory they meet with the faculty teaching the course and receive their signature on a withdrawal form. If a student withdraws from a didactic course they must also withdraw from the associated clinical course and vice-versa.
- j. NSG 499 Nursing Comprehensive  
In the final semester, students must demonstrate the ability to apply concepts from all of their courses in the successful completion of a comprehensive review course and a comprehensive examination similar to NCLEX-RN examination (e.g., HESI examination).

### UNIFORM LETTER – NUMERICAL GRADING SCALE

#### Grading:

A	(4.0)	95-100	Superior work
A-	(3.7)	90-94	
B+	(3.3)	88-89	
B	(3.0)	85-87	Quality expected of professional
B-	(2.7)	80-84	
C+	(2.3)	78-79	
C	(2.0)	75-77	Minimum requirement for passing course
C-	(1.7)	70-74	
D+	(1.5)	68-69	
D	(1.0)	65-67	
D-	(0.7)	60-64	
F	(0)	59 or below	

### NATIONAL LEAGUE FOR NURSING ACHIEVEMENT EXAMS

#### **RN Exam Policy**

Although most nursing majors who transfer in with an associates' degree will earn a minimum of 60 semester credit hours at Nazareth College, under special circumstances, some students may be eligible to validate prior learning through satisfactory performance on a National League for Nursing Achievement Test.

Tests for which general elective credit may be earned by either diploma or associate degree graduates include:

Normal Nutrition	3 credits
Clinical Pharmacology	3 credits

Students must recognize that credit cannot be given in cases where credits have already been earned for similar course work. To determine his/her eligibility for credit by examination to validate prior learning in nursing, the student is required to obtain the permission of his/her advisor, Department Chair, and Transfer Credit Evaluator prior to applying for any NLN examination. It is the responsibility of the student to prepare for the examination. Ordinarily, the option of earning credit through external examination programs is not allowed for graduating seniors in their final semester.

### **RN Exam Procedures**

1. Student must obtain approval from advisor before enrolling for a specific exam.
2. Student will contact the Nursing Department Secretary to order an exam and schedule a date to take the exam. On the date the student orders the exam, the test fee payment will be due (\$55.00 for each exam).
3. The NLN exam order form will be filled out, accompanied by a check, and mailed by the Nursing Department's Secretary.
4. Upon receipt of the examination, the Nursing Department Secretary will notify the student, and the exam must be taken within 60 days to avoid a \$25 late fee.
5. Scoring for each exam usually takes 3-4 weeks. The student will be notified of his/her score by the Department Secretary when results are available. Notification will also be given to the Transfer Credit Evaluator so credit can be posted on the student's transcript.

### **LPN Challenge Exam Policy**

Nazareth nursing students who are licensed LPNs and who plan to work after graduation in the areas of Maternity or Pediatric Nursing should not take that particular challenge exam as this would not be helpful when pursuing a nursing position in that area.

Nazareth students who are licensed LPNs may challenge up to fourteen (14) credits through the (NLN) Nursing Acceleration Challenge Exams (NACE) by achieving a score of 75% or better on these standardized examinations. Such students need to study for the exams by using the content outline provided by the Nursing Department Secretary as a framework. If such students do not pass an exam, they will be required to take the appropriate course. Each exam score is revealed at the completion of the exam using the decision score.

- NLN Nursing Acceleration Challenge Exam, Foundations of Nursing, (5) credits in lieu of taking 301/301L (184 questions, timed at 276 minutes).
- NLN Nursing Acceleration Challenge Exam, Nursing Care of the Childbearing Family, (4) credits in lieu of taking NSG 407/407L (100 questions, timed at 150 minutes).
- NLN Nursing Acceleration Challenge Exam, Nursing Care of the Child, (5) credits in lieu of taking 341/341L (98 questions, timed at 155 minutes).

### **LPN Challenge Exam Procedures**

1. LPNs must pass the LPN licensing exam before they can take challenge exams.

2. LPNs must take the challenge in NSG 201. Otherwise, they relinquish the option to take the exams. If LPNs do not pass the challenge exams, or choose to not take the challenge exams, they must take the relevant clinical course.
3. LPNs may take each of the challenge exams only once.
4. All challenge exams must be taken during the same testing session, which may run one to two days.
5. Seventy-five percent (75%) is the lowest possible passing grade in each of the challenge exams.

Arrangements are to be made by contacting the Department Secretary, Helene Lovett at (585) 389-2709, or by email to [hlovett8@naz.edu](mailto:hlovett8@naz.edu).

The exam cost for each exam is \$55.00. Payment is due at the time you are to take your exam and we will accept cash or check payments. If paying by check, please make check payable to Nazareth College.

#### **ACADEMIC INTEGRITY AND PERSONAL AND PROFESSIONAL BEHAVIOR**

Nursing Department policies on integrity and behavior encompass those for Nazareth College (see Nazareth College Policies and Procedures on Academic Integrity), and the Nursing profession as articulated in the American Nurses Association Code of Ethics for Nurses, the Scope and Standards of Professional Nursing Practice, and the Nursing Social Policy Statement. Failure to maintain these policies may result in any of the following penalties depending on the nature and persistence of the infractions:

1. Academic Warning (See Academic Warning).
2. Clinical Warning (see Clinical Warning).
3. Clinical Dismissal (see Clinical Dismissal).
4. Academic Dismissal (see Academic Dismissal).
5. Failure - A grade of "F" for a course and/or assignment may be assigned to a student who engages in plagiarism, cheating or other infractions.
6. Suspension - Students may be removed from the classroom and/or clinical setting for a specified period of time if they engage in plagiarism, cheating or engage in other infractions.
7. Ejection - A student may be removed from the premises depending on the nature of the infractions.
8. Complaint - Civil authorities may be notified depending on the nature of the infractions.

#### **CLASS ATTENDANCE**

Students are expected to regularly attend the classes for which they are enrolled, as in most cases class attendance is essential to academic progress. Individual instructors

may include class participation in the determination of the final grade. Each instructor will announce his or her grading policies and requirements at the beginning of the semester in each course.

#### **CLINICAL ATTENDANCE**

Clinical experiences in the Nursing Department are critical. For any missed laboratory session, the student is required to:

1. Notify her/his clinical instructor and clinical agency of the absence before the start of a clinical session. Directions for this process will be distributed at the beginning of each clinical experience.
2. Submit documentation related to the absence on return to clinical as directed by the instructor.
3. The instructor will determine how clinical objectives will be met by the student based on the student's needs and the number of hours of clinical hours missed.

#### **ACADEMIC WARNING AND STUDENT ACCOUNTABILITY**

Nursing Department Faculty members, in conjunction with Academic Advisement, issue academic warnings at mid-semester when warranted. Faculty may choose to issue academic warnings at other times in the semester as well. However, even in the absence of such warnings students are expected to monitor their own academic standing in order to assure compliance with Nazareth College and Nursing program requirements. Students should seek guidance from instructors and advisors in order to succeed academically. Academic warnings may address matters such as grades and attendance, as well as personal and professional integrity and behavior.

#### **ACADEMIC PROBATION**

Academic Probation is a formal warning that a student is not making appropriate progress toward fulfilling all requirements of the Nursing program. A student may be placed on academic probation for any of the following reasons:

1. Cumulative GPA falls below 2.75;
2. Receives a final grade of below C in a Nursing (NSG) course;
3. Receives a final grade of below C in a required science course;
4. Withdraws twice from the same Nursing (NSG) course; and
5. Withdraws twice from the same required science course.
6. Fails to show improvement in personal or professional integrity or behavior after having been issued an Academic Warning. (See Academic Warning and Student Accountability).

Students must resolve academic deficits by the end of the next enrolled semester. Failure to meet timelines for resolving deficits will result in dismissal from the Nursing program. Students must immediately rectify personal or professional integrity or behavior deficits. Students may not enroll in subsequent Nursing (NSG) courses until the academic probation is resolved.

#### **CLINICAL PROBATION**

Students may be placed on Clinical Probation at any point in the semester if they do not carry out clinical activities with the degree of performance expected at that point in the curriculum (i.e., independence, initiative, judgment, clinical decision-making, interpersonal relations, leadership, safety, appearance, behavior, integrity, and grades of C or above).

The Clinical Probation process entails the following steps:

1. The faculty member providing instruction in the clinical setting places the student on Clinical Probation when performance is deemed unsatisfactory.
2. The course coordinator and chairperson of the Nursing Department are notified.
3. The faculty member meets with the student before the next clinical date to discuss the unsatisfactory performance and the Clinical Probation process. The course coordinator may participate in this meeting at his or her discretion.
4. The student signs a contract agreeing to a remediation plan, including steps for removing Clinical Probation.
5. A report describing the rationale for Clinical Probation, and the proposed remediation plan, is written by the faculty member and placed in the student's folder. The timetable for resolving Clinical Probation is by the end of the semester, if not sooner, depending on the issue at hand. Failure to resolve Clinical Probation by the end of the semester results in a non-passing grade for the course.
6. The Nursing Department chairperson may convene the Progression and Retention Committee in order to determine an appropriate course of action if the nature of the Clinical Probation warrants this, or if the student accumulates two separate episodes that qualify for Clinical Probation.

#### **CLINICAL DISMISSAL**

A student may be dismissed from a clinical setting at any time in the semester for serious performance, integrity or behavior deficits (i.e., requires direct instruction intervention to prevent acts of commission or omission that would physically, mentally or emotionally harm clients or put them at risk for such harm). Such an infraction is an order of magnitude greater than what would otherwise result in Clinical Probation. Such behavior will result in a grade of F for the clinical course, (i.e., lab). The student

will not be allowed to continue in the course that semester. The faculty member will notify the Nursing Department Chairperson who may refer the matter to the Progression and Retention Committee to render an opinion on whether the student may repeat the course or will be dismissed from the Nursing Program (see Academic Dismissal). Students who drop the course within the college's official drop period in order to avoid obtaining an F grade on their transcript will not be permitted to enroll in the course in a subsequent semester without prior review and consent of the Nursing Department chairperson, or review by the Progression and Retention committee at the chairperson's request.

#### **ACADEMIC DISMISSAL**

Reasons for dismissal from the Nursing program include the following:

1. Grade point average (GPA) below 2.75 that persists after the deadline for resolving Academic Probation (see Academic Probation);
2. Grades below C in two or more Nursing (NSG) courses;
3. Grades below C in two or more required science courses;
4. Failure to meet academic or clinical probation requirements (see Academic Probation, Clinical Probation);
5. Substandard clinical performance (see Clinical Dismissal);
6. Conduct violates Nazareth College general policies (see Nazareth College Code of Student Conduct);;
7. Conduct violates any Nursing Department policy; and
8. Conduct violates ethical and professional practice standards of the Nursing profession (see *American Nurses Association Code of Ethics for Nurses*, the *Scope and Standards of Professional Nursing Practice*, and the *Nursing Social Policy Statement*).

Examples of conduct that may be grounds for immediate dismissal from the Nursing Program include the following personal or professional integrity or behavior infractions, but are not limited to the following:

1. Engaging in behaviors that result in harm to the client or strong potential for harm;
2. Diverting client medication for inappropriate use;
3. Coming to class and/or the clinical site impaired by alcohol or drugs (prescribed or otherwise);
4. Engaging in sexual behavior with a client

5. Engaging in clinical procedures without the approval of the clinical instructor or agency nurse preceptor;
6. Stealing supplies from the Nursing Department or clinical site;
7. Falsifying official documents;
8. Fabricating client data that is related to care;
9. Documenting procedures that were not performed;
10. Cheating on papers, assignments or exams;
11. Engaging in unruly behavior that necessitates involvement of campus security or police; and
12. Being arrested and/or convicted of a criminal act.

#### **STUDENT GRIEVANCE PROCEDURE**

If a student has a grievance concerning issues other than grades s/he wishes to pursue, the following protocol should be followed:

1. Make an appointment to discuss the grievance with the faculty member responsible for the course.
2. If the grievance is not resolved, schedule an appointment with the Chair of Nursing.
3. If dissatisfaction persists, the student is to submit a letter outlining the specific outstanding issues to be resolved and make an appointment to see the Dean of the School of Health and Human Services.
4. If discussions at this level do not resolve the grievance, the student should make an appointment with the Vice President of Academic Affairs at Nazareth College. The decision of the VPAA is final.

#### **ACADEMIC REINSTATEMENT AFTER ACADEMIC DISMISSAL FROM THE NURSING PROGRAM**

Students who are dismissed from the Nursing program for academic or other reasons may petition the Nursing Department for reinstatement after a waiting period of two academic semesters, excluding the summer session. In addition, this is the time limit for making such a petition, and such a petition can be made only once. Petitioning students must present a compelling letter of appeal that includes a thoughtful educational plan with specific academic and career goals and strategies for achieving them. In addition, students should provide evidence of having resolved whatever issue(s) prompted the dismissal. Students will be expected to meet the following conditions, and possibly others not listed, as apply to their situation.

1. Completion of course work with acceptable grades at Nazareth College or other institution of higher learning that the college finds acceptable for transfer credits;
2. Achievement of a GPA of 2.75 or above through course work at Nazareth College or other institution of higher learning that the college finds acceptable for transfer credits;
3. Development of intellectual and academic preparedness through means other than traditional credit bearing courses, such as private tutoring, remedial course work, academic skills workshops, and work experience;
4. Development of maturity, responsibility, personal growth through work, community service, family care giving or other means;
5. Receipt of academic testing or personal counseling; and
6. Changes in personal circumstances that adversely affected prior performance.

Readmission is not guaranteed and is dependent on available space. Students who are readmitted must meet requirements in effect at the time of readmission, and develop a new plan of study with their faculty advisor. The Nursing Department Chairperson will notify the applicant of the decision.

#### **READMISSION AFTER WITHDRAWAL OR LEAVE OF ABSENCE**

Students who withdraw from the Nursing Program, or who take a leave of absence, may apply for readmission. The time limit for such an application is two academic semesters, excluding the summer sessions, after the withdrawal or leave of absence commences. An interview with the chairperson and/or the Progression and Retention Committee may be required if the student withdrew or took a leave of absence when academic probation, clinical probation or clinical dismissal was in effect (See Academic Probation, Clinical Probation, Clinical Dismissal, and Leave of Absence).

## GRADUATION POLICIES

### GRADUATION REQUIREMENTS

In order to be eligible to graduate with a Bachelor of Science in Nursing degree from Nazareth College the following criteria must be met:

1. Successful completion of a minimum of 120 credits of which at least 50% must be of the liberal arts and sciences.
2. Grade of C or better in all nursing and required science courses.
3. GPA of 2.75 or higher.
4. Grade of Satisfactory in NSG 499.

### COMPREHENSIVE EXAMINATION POLICY INFORMATION

#### POLICIES RELATED TO THE CAPSTONE AND COMPREHENSIVE COURSES (NSG 476/NSG 499)

During the last semester in the Nursing major students will register for the capstone (NSG 476) and comprehensive (NSG 499) courses, which will be taught in a combined manner.

Students must pass both the capstone and comprehensive courses with grades of 75% or above, or its equivalent. For NSG 476, a letter grade will be assigned based on written assignments outlined in the syllabus. For NSG 499, a Satisfactory or Unsatisfactory grade will be assigned based on assignments outlined in the syllabus, which will be mathematically calculated and then converted to Satisfactory (75% or higher) or Unsatisfactory (less than 75%).

Students who are unsuccessful in either NSG 476 or NSG 499 must re-register to repeat the course in a subsequent semester. Costs are associated with repeating these courses and will be the responsibility of the student.

Students who are unsuccessful in NSG 499 a second time must register for an NCLEX preparation program of study that is approved by the faculty and paid for by the student.

#### PROCEDURE (RN STUDENTS)

1. Each student will complete the comprehensive examination during his/her senior year in the semester he/she intends to graduate.
2. To complete the comprehensive examination the student submits a paper addressing the following criteria, within a **twelve**-page limit of text excluding the title page and the references:

- a) identify and describe a health related issue or problem
  - b) describe why this issue or problem is significant to nursing
  - c) select and describe how one or more of the seven cultural and social structural dimensions from Leininger's Sunrise Model of Cultural Care, Diversity and Universality (2001) influences the issue/problem selected.
  - d) review literature from the last five (5) years on the issue/problem and include a summary of current research articles on the issue/problem and or research on nursing interventions.
  - e) propose nursing interventions consistent with the social/cultural dimension identified as most pertinent in **section c** and provide support for the proposed interventions with nursing references.
  - f) All papers must be prepared according to the APA 5<sup>th</sup> edition and include a title page, running head, page numbers, appropriate style of citations within the text and accurate formatting of citations in the reference pages. The reference pages should only contain those cited in the text. Papers must use appropriate grammatical style and word use for formal manuscripts.
3. The nursing department will distribute the due date for the semester.
  4. Students must submit two copies of the paper by the designated due date.
  5. When submitting the paper, the student must include, on a separate sheet of paper, the statement that, "The written paper that is submitted for fulfillment of the comprehensive examination is my own work," and sign the statement.
  6. Each semester the Nursing Dept. Chairperson will appoint one faculty member as Primary Reader for the students completing the exam that semester. Students can confer with the primary reader about the topic and about submitting a draft of the paper for review. The Chairperson will also assign one or more faculty members as Second Readers. The two faculty assigned readers will determine if the paper is satisfactory or unsatisfactory.
  7. Ten working days after the submission of the paper, the students will receive written notification of the results. A copy of the completed Comprehensive Examination Checklist and one of the copies of his/her paper will be returned to the student. A clean copy of the paper will be retained in the student's record with a copy of the results.

## **Evaluation**

This comprehensive exam will be evaluated on a Satisfactory/Unsatisfactory/Incomplete basis. Satisfactory completion is defined as the fulfillment of the criterion in an acceptable fashion. Unsatisfactory completion is when there is erroneous information for a particular criterion or insufficient coverage of a criterion. Incomplete means that the student has addressed some of the criteria but the area is incomplete. Papers may be returned to students without faculty comments if the manuscript does not follow APA format. Students must meet **ALL** of the criteria satisfactorily in order to pass the examination. Satisfactory completion of the examination is a requirement for graduation.

### **Repeating the Comprehensive Exam**

If a student receives an unsatisfactory grade for any of the five criteria of the comprehensive exam, she/he will be notified, provided the rationale for the decision, and will have a two-week time period to rewrite the paper to rectify the deficiencies with consultation from the primary reader. If a student fails the second attempt, she/he can retake the exam during the next exam cycle (subsequent semester). If the student fails this exam, supportive work in conjunction with a faculty member will be instituted.

## **PINNING**

Each May the Nursing Department celebrates nursing graduates in a Pinning Ceremony. All Nursing students who are eligible to walk in the May Commencement are eligible to attend the Pinning Ceremony. Nursing Students who graduate in August or December are invited to attend the Pinning Ceremony the following May.

During the Pinning Ceremony, the following awards are presented:

### **AWARDS**

#### **The Pi Psi Chapter Of Sigma Theta Tau Award**

This award recognizes the student who emulates the Sigma values of leadership, scholarship and clinical practice.

#### **The Spirit of Nursing Award**

This award is presented on behalf of the US Army Nurse Corps Spirit of Nursing Award to the student who has demonstrated outstanding academic achievement, leadership, and contributions he/she makes to Nazareth College and the community.

**The Mary M. Lynch Memorial Award**

This award is given in recognition of the graduating senior's outstanding clinical performance, outstanding application of the nursing process, leadership ability, self-direction, responsibility for own learning, and professional and personal growth. The award is made in memory of Mary Lynch RN, a member of the class of 1984 who died three weeks before graduation after a long battle with cancer. Ms. Lynch was awarded her Bachelors degree posthumously, Magna Cum Laude.

**The Faculty Award for Clinical Excellence**

This award is given in recognition of a student's exceptional dedication and cultural competence. Recipients excel in the application and integration of knowledge in the direct provision of patient care. The award celebrates students who have consistently exhibited qualities of compassion and understanding in patient care interactions.

**The Karen Sue Pusey Award**

This award is given in memory of a beloved faculty member, Karen Sue Pusey, to perpetuate her legacy of dedication to the profession and Nazareth College's Department of Nursing.

**The Faculty Role Transition Award**

This award acknowledges the student who has demonstrated personal growth and commitment in a fashion that inspires those who work with them to always strive for excellence.

**The Madeleine Leininger Award**

This award recognizes the student who has the ability to successfully combine college study with other adult responsibilities of family, job, career and community service.

**The Lucretia Richter Scholarship (Honorable Mention)**

This award is presented on behalf of the Lucretia Richter Scholarship Organization and is given to local nursing students in recognition of their performance in an exceptional manner and who makes a significant contribution to the local community.

**The Daisy Award**

Recognizes a nursing faculty member who has an exceptional impact on students and has an inspirational influence on their future.

**APPLICATION FOR PROFESSIONAL LICENSURE**

New York State Requirements for Registered Professional Nurse Licensure

Graduates of the nursing program meet the *education requirements* for admittance to the licensure exam. There is an application fee for this test. The State also requires the applicant to be of “good moral character”. On the application for the test, the applicant is required to truthfully answer the following questions:

Have you ever been convicted of a crime (felony or misdemeanor) in any state or country?

Have you ever been convicted of professional misconduct, unprofessional conduct or negligence in any state or country?

Are charges pending against you for professional misconduct, unprofessional conduct or negligence in any state or country?

If the answer to any of the questions is yes, the applicant must offer full explanation and establish his/her good moral character with the NY State Education Department.

Graduates of the program meet the State Education requirements for continuing education regarding infection control and knowledge regarding New York State Mandatory Child Abuse Reporting.

## **NCLEX-RN REGISTRATION PROCESS OVERVIEW**

For information on the full registration process, please access the NCLEX Candidate Bulletin at [www.pearsonvue.com/nclex](http://www.pearsonvue.com/nclex) or [www.ncbsn.org/nclex.htm](http://www.ncbsn.org/nclex.htm). Information on program codes is also available at [www.pearsonvue.com/nclex](http://www.pearsonvue.com/nclex). If the code for your program is not listed, please contact your board of nursing.

Registration process for the NCLEX is as follows:

1. Submit an application for licensure to the board of nursing where you wish to be licensed.
2. Meet all of the board of nursing’s eligibility requirements to take the NCLEX.
3. Register for the NCLEX with Pearson VUE.
4. Receive Acknowledgement of Receipt of Registration from Pearson VUE.
5. The board of nursing makes the candidate eligible to take the NCLEX.
6. Receive Authorization to Test (ATT) letter from Pearson VUE.
7. Schedule your exam with Pearson VUE.

## **CANDIDATE ELIGIBILITY**

1. Prior to graduation, student program evaluations are reviewed by the Registrar and the Nursing Department Chair.
2. Following graduation, a list of eligible candidates is generated by the Nursing Department and verified by the College Registrar prior to being sent to the State Board of Nursing.
3. The State Board of Nursing processes candidate names for NCLEX-RN Eligibility.

**NURSING ADVISEMENT FORM — FOUR-YEAR STUDENT**

Licensure-Qualifying BS Program in Nursing

Approved 4-year plan (effective Fall 2012)

	<b>Fall</b>		<b>Spring</b>	
<b>Freshman</b>	ENG 101	3	ENG 102	3
	NSG.F 101	3	BIO 150/150L	4
	ACS 101	1	PEQ #2 CHM 140/140L/155	4
	PEQ #1 Math (as prereq for MTH 207)	3	PEQ #3 Psych 101 (as prereq for PSY 221)	3
	BIO 103/103L	4	NSG 104 Application of Technology in Health Care	1
	NSG 103 Health Care Terminology	1		
		<b>15</b>		<b>15</b>
<b>Sophomore</b>	PEQ #4 (History?)	3	BIO 318/318L	4
	BIO 151/151L	4	PEQ #6 (Religion?)	3
	LA Elective (IS?)	3	NSG 209	3
	PEQ #5 Lit	3	NSG 105 Pharmacology Calculations for Nurses	1
	PSY 221 Dev Psych	3	NSG 208/208L (previously 329/329L)	3
		<b>16</b>		<b>14</b>
<b>Junior</b>	NSG 301/301L	5	NSG 304/304L	5
	MTH 207 Stats	3	NSG 341/341L	5
	NSG 336K	3	NSG 350	3
	PEQ #7 (Philosophy?)	3	LA Elective (IS?)	3
			Core milestone	0
		<b>14</b>		<b>16</b>
<b>Senior</b>	NSG 425/427L	5	NSG 406/406L	5
	NSG 404/404L	5	NSG 433	3
	NSG 407/407L (previously 337/337L)	4	NSG 435L	2
			NSG 476/499	3
			PEQ #8 (Fine Arts?)	3
		<b>14</b>		<b>16</b>

\* Nursing students will need to choose a second Writing Intensive course. CPR training meets PE requirement.

**NURSING ADVISEMENT FORM**  
RN to BS in Nursing Program

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Required Nursing Courses

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> NSG 323  | <input type="checkbox"/> NSG 425  |
| <input type="checkbox"/> NSG 327  | <input type="checkbox"/> NSG 426  |
| <input type="checkbox"/> NSG 329  | <input type="checkbox"/> NSG 427L |
| <input type="checkbox"/> NSG 329L | <input type="checkbox"/> NSG 433  |
| <input type="checkbox"/> NSG 336K | <input type="checkbox"/> NSG 434  |
|                                   | <input type="checkbox"/> NSG 476  |
|                                   | <input type="checkbox"/> NSG 499  |

Other Required Courses

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> PI-Philosophy | <input type="checkbox"/> PII-MTH 207 |
| <input type="checkbox"/> PI-Psychology | <input type="checkbox"/> ANT 101     |
| <input type="checkbox"/> PI-Literature | <input type="checkbox"/> SOC 352W    |
| <input type="checkbox"/> PI-Religion   |                                      |
| <input type="checkbox"/> PI-Fine Arts  |                                      |
| <input type="checkbox"/> PI-History    |                                      |
| <input type="checkbox"/> PI-Math       |                                      |

**NURSING ADVISEMENT FORM**  
Nursing BS Program  
Approved transfer plan (effective Fall 2012)

<b>Semester One</b>	<b>NSG 201</b>	<b>3</b>
	<b>NSG 103 Health Care Terminology</b>	<b>1</b>
	<b>NSG 104 Application of Technology in Health Care</b>	<b>1</b>
	<b>NSG 105 Pharmacology Calculations for Nurses</b>	<b>1</b>
	<b>NSG 208/208L (previously 329/329L)</b>	<b>3</b>
	<b>NSG 209</b>	<b>3</b>
		<b>12</b>
<b>Semester Two</b>	<b>NSG 301/301L</b>	<b>5</b>
	<b>NSG 336K</b>	<b>3</b>
	<b>NSG 350</b>	<b>3</b>
	<b>LA Elective (IS?)</b>	<b>3</b>
		<b>14</b>
<b>Semester Three</b>	<b>NSG 304/304L</b>	<b>5</b>
	<b>NSG 341/341L</b>	<b>5</b>
	<b>LA Elective (IS?)</b>	<b>3</b>
	<b>Core milestone</b>	<b>0</b>
		<b>13</b>
<b>Semester Four</b>	<b>NSG 425/427L</b>	<b>5</b>
	<b>NSG 404/404L</b>	<b>5</b>
	<b>NSG 407/407L (previously 337/337L)</b>	<b>4</b>
		<b>14</b>
<b>Semester Five</b>	<b>NSG 406/406L</b>	<b>5</b>
	<b>NSG 433</b>	<b>3</b>
	<b>NSG 435L</b>	<b>2</b>
	<b>NSG 476/499</b>	<b>3</b>
		<b>13</b>

\*CPR training meets PE requirement.