Health Sciences Division

Student Handbook

Fall 2016 - Spring 2017

SUNY ADIRONDACK
Health Sciences Division
Nursing Program Student Handbook

Nursing Program Faculty List

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Nursing Program Curriculum

SUNY Adirondack Vision & Mission

VISION:
We are the educational provider of choice and pathway to success.

MISSION:
SUNY Adirondack is a teaching-and learning-centered community college, which fosters a diverse, equitable, inclusive learning environment and campus community; offers innovative instructional and student support programs; responds to the educational needs of its community; and serves as a stimulus for economic development, partnerships and leadership.

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.

Adopted 3/12/99
Revised 6/2011

Nursing Program Philosophy

The faculty of the Health Science Division believe that well educated and caring nurses are vital to the health of our communities. Nursing's goal is to provide 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.

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 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
Adopted 7/25/11

Graduate 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

Nursing Program Outcomes

1.   90% of SUNY Adirondack nursing graduates will demonstrate first time passage of the National Council Licensure Exam.

2.   95% of SUNY Adirondack Nursing Program graduates will be employed as a Registered Nurse within six to nine months of graduation.

3.   90% of SUNY Adirondack Nursing Program graduates will complete the Nursing Program within six semesters of starting the Nursing Program.

4.   80% of SUNY Adirondack Nursing Program graduates will demonstrate commitment to individual professional development.

5.   80% of SUNY Adirondack Nursing Program graduates will express satisfaction with the Nursing Program.

Definitions

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

Completion/Graduation Rate: requirements for the nursing curriculum at SUNY Adirondack within six (6) consecutive semesters of entering the Nursing Program.

Job Placement Rate: Job placement rate refers to the percentage of alumni from graduating class obtaining a position as a Registered Nurse within six to nine months of graduation.

NCLEX -RN Pass Rate: NCLEX-RN pass rate refers to the percentage of first time writers who successfully pass the NCLEX-RN Exam for a given graduating class.

Professional Development: Individual professional development refers to the percentage of alumni who demonstrate a commitment to professional growth through formal and informal continuing education.

Revised 6/15/2000, 4/9/99, 6/27/11

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 individual, environment and health interact in an open system with nursing. 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 and commitment. (Boykin, 1994) Through the use of the Nursing Process, the nurse demonstrates caring, creativity, and critical thinking, and dialogues with the individual and health team members to meet mutual goals.

- Boykin, A. (ed). 1994. *Living a caring –based program.* New York, N.Y.: National League for Nursing. LN Press.

    Pub.

- Boykin, A, Schoenhofer, s.o. (2001). *Nursing as caring*: *A model for transforming practice* (2nd edition) Sudbury,

    MA: Jones & Bartlett Publishers, Inc and National League for Nursing.

Caring Conceptual Model

Vertical Threads

Evidence-based Practice
Communication
Safe Practice
Teamwork and Collaboration

Horizontal Threads

Nursing Process   Patient-centered Care   Health Promotion   Informatics

Revised 6/27/11
Adopted 7/25/11

Vertical and Horizontal Threads

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

Horizontal Thread	**Vertical Thread**
Nursing Process	Evidence-based Practice
Assessment	Scientific principles of nursing care
Diagnosis	Best clinical practice
Planning	Spirit of Inquiry
Intervention	
Evaluation	
Critical thinking	
Patient Centered Care	Communication
Social background	Therapeutic communication skills
Community values	Patient and family education
Spiritual health	Conflict Resolution
Cultural Diversity	Group process
Ethical practice	
Health Promotion	Safe Practice
Health –illness continuum	Psychomotor skill development
Risk factors	Clinical judgment
Disease Prevention	Application of national patient safety resources
Life Span Considerations	Quality improvement
Informatics	Teamwork and Collaboration
Information management	Scope of practice
Technology skills	Delegation and prioritization
	Leadership and management theories

Revised: 9/5/95, 6/11/03, 6/27/11
Adopted: 7/25/11

Glossary of Terms

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.

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.

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.

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

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.

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.

Revised 9/5/9

Nursing Program Academic Requirements

Note: Please Review the back of this form for additional information

Catalog: 2015-2016				Effective Date: 9/01/2015					
CR	**COURSE**	**COURSE TITLE**	**SUNY GEN ED**	**TR**	**SEMESTER**				
3	SUNY GEN ED Basic Communication ENG 101 or ENG 100A & B	*Introduction to College Writing* or *Writing Reading Workshop A/B*	GEBC						
3	SUNY GEN ED Basic Communication Choose from: ENG 102-ENG 110		GEBC						
4	BIO 107 (Prereq Required)	*Human Anatomy & Physiology I*	GENS						
4	BIO 108 (Prereq Required)	*Human Anatomy & Physiology II*	GENS						
4	BIO 113 (Prereq Required)	*Microbiology*	GENS						
3	PSY 101	*General Psychology*	GESS						
3	SOC 101	*Principles of Sociology*	GESS						
3	PSY 222 (Prereq Required)	*Developmental Psychology*							
6	NUR 100 (Prereq Required)	*Foundations of Nurse Caring I*							
5	NUR 102 (Prereq Required)	*Principles of Nursing Caring II*							
5	NUR 103 (Prereq Required)	*Principles of Family Nursing Caring*							
10	NUR 104 (Prereq Required)	*Principles of Nurse Caring III*							
4	NUR 200 (Prereq Required)	*Principles of Nurse Caring IV*							
4	NUR 201 (Prereq Required)	*Principles of Mental Health Nurse Caring*							
2	NUR 202	*Professional Issues and Leadership in Nursing*							
1	Nursing elective								
64	**Minimum credits required for graduation**								

❖ COURSE PREREQUISITES:

BIO 107	Within the last 5 years BIO 103 (or Regents Biology 80) <u>and</u> CHM 103 (or Regents Chemistry 80); or BIO 103 with C or better and CHM 103 with C or better; or permission of instructor	**NUR 100**	BIO 107 (with C+ or better - pre or corequisite)
BIO 108	BIO 107	**NUR 102**	NUR 100 (with C+ or better) and BIO 107 (with C+ or better) and BIO 108 (with C+ or better - pre or corequisite)
BIO 113	Within the last 5 years BIO 103 (or Regents Biology 80) <u>and</u> CHM 103 (or Regents Chemistry 80); or BIO 103 with C or better and CHM 103 with C or better; or permission of instructor	**NUR 103**	NUR 100 (with C+ or better) and BIO 107 (with C+ or better) and BIO 108 (with C+ or better - pre or corequisite)
PSY 222	PSY 101	**NUR 104**	NUR 100 (with C+ or better) and BIO 107 (with C+ or better) and BIO 108 (with C+ or better - pre or corequisite)
		NUR 200	NUR 102 (with C+ or better) and NUR 103 (with C+ or better) and NUR 104 (with C+ or better)
		NUR 201	NUR 102 (with C+ or better) and NUR 103 (with C+ or better) and NUR 104 (with C+ or better) and Child Abuse/Endangerment clearance
		NUR 202	Successful completion of three semesters of clinical nursing courses and continued enrollment in the nursing program

❖ RECOMMENDED SEQUENCE:

FIRST YEAR

First Semester		Second Semester	
3	ENG 101 or ENG 100 A & B	3	ENG 102 – ENG 110
4	BIO 107	4	BIO 108
3	PSY 101	10	NUR 102 and NUR 103 OR NUR 104
6	NUR 100		

SECOND YEAR

Third Semester		Fourth Semester	
4	BIO 113	3	SOC 101
3	PSY 222	4	NUR 200
10	NUR 102 and NUR 103 OR NUR 104	4	NUR 201
1	Nursing elective	2	NUR 202

❖ **DEFINITION OF COURSE REQUIREMENTS:** See http://catalog.sunyacc.edu/academics/degreerequirements

❖ **FINANCIAL AID RECIPIENTS:** A student **must** choose courses that are within their degree program. Students are encouraged to visit the Advisement and Career Services Center in Warren Hall for any questions about course selection and degree program requirements. Please visit the Office of Financial Aid for any aid-related questions.

❖ **SUNY GEN ED KNOWLEDGE AREAS**: See http://catalog.sunyacc.edu/academics/generaleducation

❖ Mathematics (GEMA)	❖ Other World Civilization (GEOC)
❖ Natural Sciences (GENS)	❖ Humanities (GEHU)
❖ Social Sciences (GESS)	❖ The Arts (GETA)
❖ American History (GEAH)	❖ Foreign Languages (GEFL)
❖ Western Civilization (GEWC)	❖ Basic Communication (GEBC)

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 or Summer consideration and between August 15 and September 15 for Spring consideration.

2. A GPA of 2.8 or better is required to enter the Nursing Program.

3. A grade of C+ (77) is required in all nursing courses for the AAS in Nursing and in BIO 107, BIO 108, and BIO 113. Grades less than C+ (77) in the above courses cannot be used to fulfill the program requirements.

4. Admission and continuation in this program are conditional upon annual completion of the required physical examination, TB test, CPR certification, and personal professional liability insurance. Hepatitis B, Tetanus and Varicella vaccines are also required for all students. Forms are available from the faculty secretary's office in the Health Sciences Division. Students not in compliance will not be allowed in the clinical area and will receive an unsafe for the clinical experience missed.

5. 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 or its equivalent. Applicants must be eligible to enter college level Math and English courses to be determined by SUNY Adirondack Accuplacer Test, or have earned college level Math and English credit. Applicants who do not demonstrate competency in Math will be required to take Math 167 (Math 097 acceptable) prior to or concurrent with first semester nursing courses. Please contact the secretary of the Health Sciences Division for further information. LPNs and GPNs must register for Nursing Process (NUR150) in their first semester of enrollment in nursing classes.

6. Transfer students 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 113, and any transfer nursing courses. Transfer nursing students may be required to take Nursing Process (NUR 150) in their first semester of enrollment in nursing courses.

II. Information for students' continuation in the Nursing Program

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

8. Required nursing courses for the AAS in Nursing may be repeated once. Students who do not achieve a C+ when repeating a required nursing course will be withdrawn from the Nursing program. Additionally, only one nursing course may be repeated. Also, students who do not achieve a C+ in the required Biology Courses may only repeat them once to attain the required C+.

9. Students must successfully complete the nursing courses in the semester they are currently in prior to beginning another semester in nursing.

Continued

10. 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.

11. Students may only withdraw from a required nursing course one time.

12. Students must complete the Nursing program in seven semesters from enrollment in the first nursing course

13. All required nursing theory courses include a one hour seminar each week.

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

15. 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.

16. Clinical sections may be taught by adjunct faculty.

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

18. Consideration of a January class will be determined on a year to year basis depending on enrollment.

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

20. All students will be required to take a Comprehensive Mid-Curricular and a Comprehensive Exit exam prior to graduation.

21. Applicants to the Nursing Program who have been found guilty of a crime and/or have pending criminal charges (misdemeanor or felony) should contact the State Education Department Office of the Professions at 89 Washington Avenue, Albany, NY 12234-1000 to determine eligibility for licensure. Students with a pending or founded Code of Conduct Violation **MUST** report this to the Health Sciences Division Chair. Failure to disclose this may be means for dismissal from the Nursing Program.

22. 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.

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

Continued

24. The State University of New York (SUNY) and SUNY Adirondack is committed to protecting the safety and well-being of children who participate in College-related programs and activities, whether on or off campus. Students admitted to the Nursing Program at SUNY Adirondack will be required to submit a clearance for child abuse and endangerment through a New York State Child Abuse Background Check. This is the responsibility of the student to obtain and pay for this clearance and acceptance to the Nursing Program will be contingent upon this clearance. This background check will be required again at the beginning of the student's Behavioral Health clinical experience. If issues are identified, it can take up to six 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 acceptance will be deferred until clearance is received. Students will not be allowed in any clinical experience without this clearance.

25. Nursing students may be required to undergo a background check based on affiliating clinical agency policy. Failure to meet this requirement may preclude a student from participating in clinical experiences with that affiliating agency. The school may not be able to accommodate clinical placement in an alternative site. Success in a nursing course and progression in the curriculum is dependent on successful completion of the clinical experiences. The cost of this background check will be the responsibility of the student.

26. Per affiliating Agency Contracts, a student nurse in a clinical facility is treated the same as an employee in that agency. If an agency is performing random drug testing on any given day, a student may be asked to participate in this testing.

Revised 5/18/16

Nursing Student Policies & Procedures

Academic Grading Policy and Procedure

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.

If a student believes that he/she was graded unfairly, the issue should:

a)   First be discussed with the instructor who granted the grade. If the matter is not resolved satisfactorily at this level, then

b)   It should be discussed with the Health Sciences Chairperson.

c)   If necessary, the final step would be to confer with the Dean of the College.

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.

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.

Students dismissed from the nursing program for academic reasons, who later seek readmission, must appeal the Health Sciences Division Chair in writing. This appeal should include evidence of growth in the areas of deficiency determined by faculty at the time of dismissal. Readmission will be dependent upon recommendation of faculty. 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 6/14

Clinical Grading Policy and Procedure

1. Clinical practice is graded as (S) satisfactory or (U) unsatisfactory for each nursing course.

2. Students must receive a minimum clinical grade of S 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 anecdotal recordings which are shared with and signed by students at mid-term and end of semester.

4. Preparation time for each clinical experience is NOT always included in the clinical hours for each course. It may be necessary for the student to obtain his/her clinical assignment prior to the assigned clinical hours, and to prepare for the clinical experience with written work, such as a care plan. **Under NO circumstances should a student be in a clinical setting without the prior knowledge and approval of the nursing faculty**

5. Unsatisfactory practice in the clinical area is defined as failure to meet course objectives.

6. Students who have an unsatisfactory weekly clinical performance will receive a written evaluation of that performance. This written evaluation will be attached to the student's anecdotal record.

7. A student may be subject to dismissal from the nursing program if he/she:

   a) receives two (2) overall unsatisfactory weekly clinical performance evaluations within one (1) semester.
   b) receives one (1) overall unsatisfactory weekly clinical performance evaluation within a seven (7) week course.

   c) received four (4) overall unsatisfactory weekly clinical performance evaluation while enrolled in the nursing program.

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

9. Students dismissed from the nursing program for unsafe or unsatisfactory clinical performance may appeal the decision, using the Health Sciences Division Grievance Procedure.

Revised   12/6/99
            5/15/98
Reviewed 8/2016

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:

➢ provides direction and guidance to help the student(s) in their orientation to a new environment.

➢ acts as a facilitator to assist student(s) to meet objectives for the experience.

➢ serves as a resource for student questions.

10/5/98
Reviewed 8/2/2016

Attendance Policy and Procedure

➢ Attendance in class and clinical is mandatory. Any student arriving late for class or leaving early will be considered absent.

➢ Students should schedule physician appointments, advisement and other activities when they will not conflict with class or lab/clinical attendance.

➢ 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 Health Sciences Division programs reviewed by the Program faculty for which they are enrolled.

➢ Late assignments may result in a lower grade.

➢ Individual faculty may have additional attendance requirements in their course syllabus.

➢ Theory Absence: Phone the professor at his/her extension or notify the Health Sciences Division Secretary to leave a message. It is recognized that students may occasionally have a legitimate emergency. Students are expected to contact their professor 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.

➢ Clinical Absence: Call the specific floor where you are assigned and obtain the name of the person you have spoken to and note the time of the call when notifying your instructor of a clinical absence. Clinical absences must be reported prior to the start of the scheduled clinical experience. Failure to follow the procedure for reporting a clinical absence will be noted as Unsafe.

➢ Absence from a College laboratory or Clinical session must be made up at an assigned time or a student may be given an equal assignment in another clinical area or in the Simulation lab.

➢ If a student reports to the clinical setting with an illness, which may jeopardize patient health/safety or which may interfere with that student's clinical performance, he/she will be sent home from that day's clinical experience.

➢ A medical excuse is required for absences beyond one week.

➢ 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

Statement of Confidentiality

SUNY Adirondack Nursing Program is committed to protecting the confidentiality of information concerning students, faculty and any patients a student may care for within a clinical facility, community agency or school setting.

I agree that, as a SUNY Adirondack Nursing Student, I have the legal, moral and ethical responsibility to protect the confidentiality of privileged information obtained by me through the daily work in the nursing program. This includes, but is not limited to, health information contained in individual patient medical records or information related to me by my patients in a hospital or community observational experience. Under no circumstances should photographs and/or videos be taken of patients or snap shots of medical records in any clinical facility or community agency.

I understand that the improper communication of confidential information is strictly prohibited and grounds for disciplinary action and/or dismissal from the Nursing Program at SUNY Adirondack.

I understand that this contract remains in effect for the entire time I am a student at SUNY Adirondack and indefinitely.

_____   _____

Student Signature   Date

Accepted 4/6/16

Confidentiality and Social Networking Policy

The Nursing Program at SUNY Adirondack maintains a high standard of ethical conduct and integrity for all students in the program. It is the policy of the division that all information related to patient assignments remains confidential and follows HIPAA regulations. Patient information from the electronic medical records cannot be downloaded and removed from any hospital or health care agency.

The Health Sciences Division recognizes the increased use of social networking sites by students and by the Nursing Program. The policy of the division is that anyone posting a message or picture on a social network site that could cause injury or potential injury to another person or the Nursing Program is subject to disciplinary action and may be dismissed from the Nursing Program. Discussion of clinical issues is unethical and HIPAA regulations would be violated even though specific names and patient identifiers are not mentioned.

Approved 8/16/1
Adopted 5/11/12

Dress Code Policy and Procedure

1.   Complete uniform includes top, slacks, name pin, white stockings, and clean white shoes. All white sneakers are acceptable. A plain white turtleneck, mock turtleneck or plain white T-shirt may be worn under the uniform.   Black pen, scissors, stethoscope and a watch with sweep hand are required.

2.   Uniforms are worn only in the clinical situation, when in the student role. Wearing the student uniform in any other employment or social situation is unacceptable.

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 and SUNY Adirondack patch.

4.   Students should have a clean and neat appearance when they come to the clinical setting.

> **Fingernails:** short, clean, no colored polish, no artificial nails or tips.
>
> **Body piercing:** will be confined to the ears with a small single earring or post.
>
> **Jewelry:** a plain wedding band. Rings with stones can cause injury to patients.
>
> **Make-up:** minimal, if worn at all.
>
> **Hair:** no unnatural hair color; clean, neatly arranged, off collar and face.
>
> **Perfume:** Perfume, scented hair, after shave lotions etc. can result in respiratory problems when patients are allergic to the scents. Please use odorless personal items whenever possible.
>
> **Tattoos: MUST** be covered.
>
> **Smoking:** acceptable per agency protocol in designated areas only. Students should not smell of cigarettes upon coming to the unit.

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 clinical experience.

Revised: 1/8/06
6/09
Reviewed: 8/2/2016

Drug Free Policy and Procedure

POLICY

The American Nurses Association (ANA) Code for Nurses 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 in Class or Nursing Laboratory

When the faculty has observed "reasonable suspicion" **behavior** that a nursing student is under the influence of alcohol/drugs while in the classroom or nursing laboratory, the faculty should contact Security who will escort the student to the Dean for Student Affairs who will follow the Code of Conduct Protocol on campus.

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

When the clinical instructor 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:

Relieve the student of his/her patient assignment and reassign their patient care.

Meet with the student and Hospital Nursing Supervisor on duty to confront the student with "reasonable suspicion" **behavior.**

Let the student know that they must comply with a 10 Panel Urine Drug Screen.

Have the Hospital Nursing Supervisor escort the student to the lab for the drug screen. Notify the Division Chair of the incident and the actions taken.

The cost of this drug screening will be the responsibility of the student.

The student must sign a release of information to have the results of the drug screen sent to the Health Sciences Division Chairperson.

<div align="right">

Revised 2/6/12
Adopted 2/10/12

</div>

Drug Free Policy and Procedure continued

POLICY

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 reported.

Inform the student that he/she will be called to meet with the Nursing Instructor, Division Chair and the Dean of Student Affairs when the results of the drug screen are reported. Document the incident and the actions taken.

Assure that the student will get home safely by calling their Emergency Contact or a cab for transportation home.

Positive test results will be reviewed by the Medical Review Officer at the Hospital; a repeat drug screen may be requested by the Medical Review Officer.

Positive drug screen results or refusal to comply with the drug screen will result in dismissal from the Nursing Program.

Revised   2/6/12
Adopted 2/10/12

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

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 necessary for safe and effective nursing care	Observe client responses and changes in condition
		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 regional Education Board Council on Collegiate Education for Nursing (March 1993; Reviewed 2013)

Approved 9/2015

Academic Honesty and Code of Conduct Policy

The SUNY Adirondack Health Sciences Division, the American Nurses Association and the New York State Office of the Professions licensing division all recognize the importance of the Registered Nurse being of good moral character. Trust, honesty, integrity and accountability are attributes essential to professional nursing and therefore the Health Sciences Division faculty consider academic dishonesty to be a serious violation of professional nursing behavior.

Instances of academic misconduct will be addressed according to the SUNY Adirondack Code of Conduct violations procedure in the Student Handbook (pages 31-35) and may result in termination from the nursing program.

The nursing student shall not participate in any of the following behaviors including, but not limited to:

- Copying another students answers on an examination or assignments
- Communicating answers with another student during an examination
- Turn in any other person's work as their own (including, but not limited to assignments, papers, case studies)
- Plagiarism
- Using unauthorized information, concealed or otherwise, during an examination
- Allowing another student to copy off of one's paper or scantron during an examination
- Forging any document such as peer review sign offs
- Unauthorized use of lecture material, exam or quiz questions, or other instructional materials
- Multiple submission of a paper (turning in the same paper for another course or a repeated course)
- Fabricating reports or papers from outside assignments
- Drug or alcohol use, or under the influence of drugs or alcohol while in class, lab or Clinical.

If any student observes an incidence of academic misconduct, it is the student's responsibility to report such to the appropriate professor or the Health Sciences Division chairperson. The reporting student's anonymity will be protected.

By signing this statement, I confirm I understand that violating the academic honesty policy will result in penalties including a failing grade for the course, and that the incident will be reported for appropriate disciplinary actions and may result in termination from the nursing program.

Signature: _____ Date: _____

Name [print clearly]: _____ Student ID: _____

Revised 5/7/12

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. Please 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 provide you with an Exam Pass Code that will give you access to your exam and will let you know how much time you will have to complete the exam. At the completion of your exam, at faculty discretion you may be provided with your exam score and allowed to review the questions that you answered incorrectly.

Test Construction: Printed Exams

I. 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." Student Signature

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, 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. Pagers, cell phones, cameras etc. must be in the OFF position and out of sight and reach of the students.
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. Talking once the exam is distributed is prohibited.

Test Administration Continued

8.   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 faculty of an exam absence will result in a grade of F.

9.   Test debriefing will be provided at the discretion of the individual faculty up to the time of the next exam.

10.   Voluntary collaborative testing (group testing) may be used at the discretion of the faculty. Limited bonus points may be awarded for this activity.

11.   Reasonable accommodations will be made for students who qualify for special testing accommodations. At the beginning of the semester the student must present the faculty with the testing Accommodations Plan. This will remain confidential and the faculty will work with the Center for Accommodations on campus to insure that the student receives all accommodations they are entitled to.

HESI Comprehensive Exams and NCLEX Review Course

Policy Purpose: The Purpose of this Policy 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 students 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 and a comprehensive exit exam. A live NCLEX review course is also offered twice a year. Your student fees cover the costs of the exams and review course. The exams and review course are designed to assist you in preparation for the NCLEX exam.

Medical/Surgical Specialty Exam
This exam is required of all students and will be offered at the end of the **third semester** of 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.

Live Review Course

A three day live NCLEX 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 end of the Live Review Course for the HESI Exit Exam. Failure to complete remediation will constitute a meeting with the Division Chair.

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. Students who do not receive the required score of 850 MUST make an appointment to meet with a nursing faculty member to review results and develop a personalized plan for remediation.

Revised 8/2//2016

Clinical Simulation Experiences

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 expertise. 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. Participation in assigned simulation experiences for a course is mandatory. A student cannot pass a course if they have not satisfactorily completed the required simulation(s) for that course. Each student will receive either a complete/incomplete or pass/fail for each simulation experience.

Students may be required to complete all pre-assignments and pre-tests to participate in their assigned simulation. Remember that a student who comes to a simulation unprepared affects the learning experience of the whole simulation team they are working with. Please be respectful of your peer's and your own learning and come prepared.

The simulations will be scheduled in 2-3 hour time blocks. Students must sign up for their selected session. The schedule will be posted in advance of the simulation experiences for your course.
To be granted a 'Complete' the student must:

- ➢ Report to the Simulation Lab on time for the simulation.
- ➢ Come prepared. This includes completion of all pre-assignments. Wear their SUNY Adirondack student nurse uniform and ID badge and comply with the dress code policy and procedure described in the student handbook.
- ➢ Exhibit professional behavior at all times. This includes interactions with the simulated patient and other participants.
- ➢ Speak to the mannequin as if he/she were a real person at all times.
- ➢ Actively participate in their assigned role.

At the end of the simulation experience students will receive an individual simulation evaluation indicating one of the following:

- ➢ No further action
- ➢ Recommendation to return to lab to improve skill
- ➢ Mandatory remediation in the lab
- ➢ Must reschedule simulation

Adopted 9/09
Reviewed/Revised 8/12, 5/14, 6/16

100 Level Simulation Evaluation

SLO	UNIVERSAL COMPETENCIES/SAFETY	STUDENTS 1st half		STUDENTS 2nd half	
		Primary RN	Secondary RN	Primary RN	Secondary RN
1, 8, 10	Introduces self (name, title)				
	Uses 2 patient identifiers				
	Uses standard precautions (hand-wash, glove, PPE)				
	Assesses pain/comfort				
	Provides privacy				
	Provides for patient safety (call light, bed safety)				
	ASSESSMENT				
1, 4	Obtains pertinent subjective data				
	Obtains pertinent objective data				
	Performs follow-up assessments as needed				
	Assesses in a systematic and orderly manner using the correct technique				
	COMMUNICATION				
1, 5,6,7,10	Communicates effectively with MD (medical terms, SBAR)				
	Communicates effectively with patient and S. O. (verbal, nonverbal, teaching)				
	Communicates and collaborates with nurse team				
	Writes documentation clearly, concisely and accurately				
	Promotes realism/professionalism				
	CLINICAL JUDGMENT				
1, 2,4,10	Interprets vital signs				
	Initiates appropriate interventions in priority order				
	Delegates appropriate tasks when needed				
	Interprets subjective/objective data (recognizes relevant from irrelevant data				
	DIRECT PATIENT CARE				
1, 3,8,10	Administers medications safely (6 rights, 3 checks)				
	Manages equipment, tubes and drains correctly				
	Performs procedures correctly				
	Nursing interventions completed in a timely manner				

100 Level Simulation Evaluation KEY

0= Student did not meet objectives. Student must remediate in lab

1=Student partially met objectives. Recommendation to remediate in in lab 2=Student met objectives. No recommendations

200 Level Simulation Evaluation

SLO	UNIVERSAL COMPETENCIES/SAFETY	STUDENTS 1st half		STUDENTS 2nd half	
		Primary RN	Secondary RN	Primary RN	Secondary RN
1, 8, 10	Introduces self (name, title)				
	Uses 2 patient identifiers				
	Uses standard precautions (hand-wash, glove, PPE)				
	Assesses pain/comfort				
	Provides privacy				
	Provides for patient safety (call light, bed safety)				
	ASSESSMENT				
1, 4	Obtains pertinent subjective data				
	Obtains pertinent objective data				
	Performs follow-up assessments as needed				
	Assesses in a systematic and orderly manner using the correct technique				
	COMMUNICATION				
1, 5, 6, 7 10	Communicates effectively with MD (medical terms, SBAR)				
	Communicates effectively with patient and S. O. (verbal, nonverbal, teaching)				
	Communicates and collaborates with nurse team				
	Writes documentation clearly, concisely and accurately				
	Promotes realism/professionalism				
	CLINICAL JUDGMENT				
1, 2, 4, 10	Interprets vital signs				
	Initiates appropriate interventions in priority order				
	Delegates appropriate tasks when needed				
	Interprets subjective/objective data (recognizes relevant from irrelevant data				
	DIRECT PATIENT CARE				
1, 3,8,10	Administers medications safely (6 rights, 3 checks)				
	Manages equipment, tubes and drains correctly				
	Performs procedures correctly				
	Nursing interventions completed in a timely manner				

200 Level Simulation Evaluation KEY

0= Student did not meet objectives. Student must repeat a simulation
1=Student met objectives. No recommendations

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

*Two weeks prior to the end of the semester, the Health Sciences Division Secretary will set up the Faculty Evaluation in the Angel repository for each course under "Lessons".

*Classroom faculty and clinical faculty each have a different Banner Course ID and so have a separate repository.

*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.

*Classroom faculty will also remind students of their professional responsibility to complete the evaluation with constructive feedback.

*Faculty will remind students at the final exam to complete the evaluation on the computer while they are in the computer lab for their final exam, if they have not already done so.

*After the final grades are posted in Banner, the faculty secretary will download the evaluations and develop a report on each course and clinical section.

*The reports will be given to the Health Sciences Division Chair for review and then provided to Course Coordinators and then all faculty.

12/12/2015 Draft
12/18/2015 Accepted revised

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". The student must identify the date they intend to return to the program and receive faculty approval for this date. 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.

A "Request for Leave of Absence" form should be submitted to the Division Chair. "Request for Leave of Absence" forms are available through the college web site or from the faculty secretary. If a student is receiving financial aid they must contact the Office of Financial Aid.

Students are required to submit a "Request to Return to the Nursing Program" form to the Division Chair sixty (60) days prior to the first day of the Registration Period for the semester into which they wish to return. This allows the administration time to plan for clinical sections. The "Request to Return to the Nursing Program" form is available on the college web site or from the faculty secretary. If the student fails to request to return the Nursing Program and the Leave of Absence expires, the student will be withdrawn from the Nursing Program.

Leave of Absence Procedure

Students requesting a Leave of Absence from the Nursing Program should follow the following procedure:

1. Complete the **Request for Leave of Absence** form. This form is available on the college web site or from the Faculty Secretary,
2. Request for Leave of Absence form should be submitted to the Division Chairperson.
3. The Request for Leave of Absence will be reviewed by the Division Chair and the student will be notified of the Action on the request within one (1) week of submission.
4. If a student is receiving financial aid they must contact the Office of Financial Aid in Warren Hall.
5. The Request for Leave of Absence form will be kept on file in the student's educational record in the Division Chairs office.

Request for Leave of Absence Form

Student Name: _____   _____   _____
<div align="center">Last   First   Middle Initial</div>

Banner ID# _____

Student Address_____

       _____

Phone Number _____

E-mail _____

Semester Entered into the Nursing Program _____

What Course are you currently enrolled in _____

Semester(s) requesting Leave of Absence   Fall _____   Spring _____   20 _____

What Semester do you expect to return to the Nursing Program?   Fall _____   Spring _____   20 _____

Please briefly state the reason for requesting a Leave of Absence from the Nursing Program

_____

_____

_____

_____

_____

_____   _____

Student Signature   Date

To be completed by the Division Chair

Leave of Absence: Approved _____   Not Approved _____

Terms of Leave of Absence: Fall _____   Spring _____   20 _____

Expiration of Leave of Absence: _____ (not to exceed one (1) academic year)

_____   _____

Signature of Division Chair   Date

<div align="center">8/16/11</div>

Request to Return to the Nursing Program after Leave of Absence Procedure

Students requesting to return to the Nursing Program after a Leave of Absence must follow the following procedure:

1. Complete a **Request to Return to the Nursing Program after a Leave of Absence** form. This form is available from the college web site or from the faculty secretary.
2. The completed request must be submitted to the Division Chair sixty (60) days prior to the start of the Registration Period for the semester the student wishes to reenter the program.
3. Students will be notified of the action on their request within 2 weeks of submission.
4. If a student fails to request to return to the Nursing Program prior to the expiration of the Leave of Absence, the student will be withdrawn from the Nursing Program by the Division Chair. A student would then need to re-apply to the Nursing Program and must meet all admission requirements. Re admission is considered at the discretion of the Nursing Faculty and is NOT guaranteed.

Request to Return to the Nursing Program after a Leave of Absence Form

Student Name: _____   _____   _____
                                    Last   First   Middle Initial

Banner ID# _____

Student Address_____

_____

Phone Number _____

E-mail_____

What semester are you requesting to return to the Nursing Program? _____ 20 _____

What Nursing Course are you requesting to register for? _____

_____   _____

Student Signature   Date

To be completed by the Division Chair

Request to Return to the Nursing Program:

Approved _____   for _____ Semester

Not Approved _____   for _____ Semester

Permission granted to register for: _____
                                          Nursing Course

_____   _____

Division Chair Signature   Date

8/16/11

Student and Faculty Policy for Reporting Health related Issues and Communicable Disease Exposure

It is the policy of the Health Sciences Division to maintain documentation of all faculty and student medical records in HIPPA protected files. All records must be updated annually and include evidence of the following information:

1. Annual health assessment
2. Annual PPD (Mantoux) skin testing for tuberculosis or chest x-ray if indicated
3. MMR Vaccination or demonstration of immunity to rubella and measles
4. Varicella screening with positive titer or/ verifiable history of varicella/or varicella vaccine
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 immunization or signed declination on file
7. Evidence of TDAP every 10 years

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. The Division Chair will then report this to the assigned Hospital Occupational Health Office, the Public Health Department and the Center for Disease Control (CDC) for compliance with current guidelines for monitoring quarantine.

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 CDC Guidelines.

If a student shows any signs or symptoms of a communicable disease including but not limited to fever, vomiting, diarrhea, rash, cough, oral herpes blisters, they MUST report their illness to their clinical instructor and clinical attendance may be deferred until they are free of symptoms for a minimum of 24 hours.

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 official letterhead from their MD clearing them to return to the clinical area without restrictions.

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

Accepted 12/15/14
Reviewed 8/2/2016

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

Probation Policy and Procedure

POLICY

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

PROCEDURE

1. Any student experiencing academic or clinical difficulty will be placed on probation by the Health Sciences Division faculty any time during a semester.

2. A probation form must be filled out and will include behaviors needing improvement and the time frame for completion.

3. The Division Chairperson and Faculty Data Base Facilitator will be advised of all students placed on probation.

4. A meeting with student, academic and/or clinical program faculty and/or Division Chairperson may be scheduled.

5. The student has a right to bring any unresolved issues to the Division Chairperson.

6. Records of students receiving more than two (2) clinical probations or three (3) probations overall will be reviewed by program faculty for possible dismissal from program.

Academic Probation Form

Student: _____

Course: _____

Reason for Probation: _____

Additional Comments: _____

Time frame for completion: _____

Student's comments (optional): _____

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_____
_____
_____

Faculty Signature: _____   Date: _____

Student's Signature: _____   Date: _____

Clinical Probation Form

Course: _____   Date: _____

Student: _____   Faculty: _____

Reason for Probation _____
_____
_____
_____
_____
_____

Clinical performance behaviors which need improvement: _____
_____
_____
_____
_____
_____

Additional comments: _____
_____
_____
_____
_____
_____

Allotted time frame for completion: _____
_____
_____
_____
_____
_____
_____

Student comments (optional _____
_____
_____
_____
_____
_____

Faculty Signature: _____   Date: _____

Student Signature: _____   Date: _____

Unsatisfactory Weekly Clinical Evaluation Form

Student: _____   Faculty: _____

Course: _____   Date of Experience: _____

Summary of Clinical experience:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Specific Course Objectives which are unsatisfactory:

_____
_____
_____
_____
_____
_____
_____

Student Comments:

_____
_____
_____
_____
_____
_____
_____

Faculty Signature: _____   Date: _____

Student Signature: _____   Date: _____

Attach completed form to Clinical Evaluation Tool.

Unsafe Policy and Procedure

POLICY:

Unsafe practice in the clinical area may result in a grade of F for the course regardless of the student's grade on the theoretical portion of the course. Any action is considered Unsafe when the patient, patient's family, student, faculty, health care agency, or college are placed in jeopardy.

Possible examples of Unsafe practice include:
1. Failure to practice within the guidelines of:
   a. the individual program's practice act.
   b. the Health Sciences Division or
   c. the rules and regulations of the health care agency.

2. Failure to practice within the standards of the individual program's Code of Ethics and Standards of Practice.
3. Lack of accountability and responsibility.
4. Failure to respect the individual client, health team member, faculty, and self.
5. Practicing the profession while the ability to practice is impaired by alcohol, drugs, physical disability or mental disability.

PROCEDURE:

1. Students will be informed verbally by their clinical instructor or academic coordinator at the time of an Unsafe action.
2. A written statement describing Unsafe action will be reviewed with the student within one week.
3. A student may be dismissed from a Health Sciences Division program if she/he receives
   a) two (2) Unsafes in one semester.
   b) one (1) Unsafe in a clinical course that is a half semester or less or one summer session.
   c) three (3) Unsafes while enrolled in Health Sciences Division program.

Revised: 6/13/96
Revised: 5/8/98
Reviewed 8/2/2016

Unsafe Performance Form

Student: _____   Faculty: _____

Course: _____   Date: _____

Included for documentation of student's unsafe action is the following information:

1. Date of unsafe action
2. Clinical area of unsafe action
3. Description of unsafe action

4. Student and instructor signatures
5. Date of review with the student

Unsafe Action:

_____

Student Comments:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Faculty Signature: _____   Date: _____

Student Signature: _____   Date: _____

General Reinstatement Policy

Students dismissed from the nursing program for academic reasons must fulfill the following criteria:

A written request to the division chair must be submitted demonstrating evidence of growth in the area(s) deemed to be deficient. Additionally, an explanation of any extenuating circumstances that may have hindered academic performance is required.

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

Reviewed 12/15/14
Accepted 12/15/14

Student Re-Entry into the Nursing Program

1.   Core courses taken within the Nursing Program should be no older than two (2) calendar years.

2.   Science courses needed for the major should be no older than five (5) calendar years.

3.   Review and acceptance of all courses will be done on an individual basis by Nursing Program faculty.

Approved 7/10

Grievance Procedure

The Committee for reviewing student grievances should consist of a chairperson, one program faculty member from each level, who is not involved in the grievance, and one faculty member from outside Health Sciences Division. Chairperson of the committee and outside faculty member to be appointed by the Vice President for Academic and Student Affairs.

Step I: If a student wishes to request a formal grievance hearing, (s) he must request in writing to the *Health Sciences Division Chairperson* a formal review of the incident(s), setting forth in detail why (s)he feels further review is justified. This request must be received no more than five (5) working days after attempted resolution.

Step II: At least five (5) working days prior to the grievance hearing all parties will be asked by the grievance chairperson to submit all documents related to the grievance.

Step III: The chairperson of the grievance committee conducts the hearing, providing each person involved and the committee members the opportunity to respond to the presented information. Once the committee has deliberated, the decision is forwarded within five (5) days, in writing, to all parties, the *Health Sciences Division Chairperson* and the Vice President for Academic and Student Affairs. All matters discussed at the hearing shall remain confidential.

Additional Information:

1.   A full record of the hearing must be kept on file by the Division Chairperson.

2.   This procedure should be used only for matters affecting unsatisfactory or unsafe clinical performance, or professional integrity of the program. All other matters should follow the Code of Conduct provisions.

3.   Students may appeal a determination of suspension or dismissal to the President of the College. Such an appeal shall be in writing, setting forth the reasons why, in the opinion of such student, the determination of the committee should not be carried out.

Revised: 6/13/96
5/8/98
6/11

LPN to RN Advanced Challenge Policy

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 Secretary 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.
    - o NUR 102 - acute care medical surgical
    - o NUR 103 - acute care maternal/newborn
    - o 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.

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.

LPN to RN Advanced Challenge Policy - Continued

➢ The CPE will be administered in one of the following formats at the discretion of the Nursing faculty:
  o Patient care assignment in an acute care setting related to the course being challenged.
  o Simulation in the Nursing Lab.

➢ The CPE will be scheduled on an individual basis.

➢ The CPE will
  o Include a medication administration experience and may include 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

Scholarships

Scholarships: 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 who plan on returning to SUNY Adirondack at least half-time the following fall semester may submit a Scholarship Week application to the Financial Aid Office. Each Scholarship carries a predetermined award ranging from $100 to full tuition. The SUNY Adirondack Student Affairs Committee reviews the applications and makes final decisions regarding scholarship recipients in April.

The Nursing Faculty will select the recipient of the Beverly Ross Memorial Scholarship and the Sandra Schupp Memorial Nursing Scholarship based on specified requirements:

Beverly Ross Memorial Scholarship will be awarded annually to a student enrolled in the SUNY ADIRONDACK Nursing Program who best meets the following requirements:

> ➢ be a second year nursing student with a minimum of 28 credit hours

> ➢ be enrolled as a full-time student (12 or more credit hours)

> ➢ has a minimum Grade Point Average of 3.0
> ➢ has truly demonstrated, as expressed in the SUNY ADIRONDACK *Nursing Pledge*, a commitment to "value caring as the basis of their professional nursing practice."

Sandra Schupp Memorial Nursing Scholarship
This award is given to a student who demonstrates excellence, caring and compassion in clinical nursing.

> ➢ be a second year nursing student with a minimum of 28 credit hours

> ➢ be enrolled as a full-time student (12 or more credit hours)

> ➢ has a minimum Grade Point Average of 2.5

> ➢ has truly demonstrated, as expressed in the SUNY ADIRONDACK *Nursing Pledge*, a commitment to "value caring as the basis of their professional nursing practice."

Award nominees are notified in late spring and are invited to an awards ceremony on campus in their honor and will be recognized during the spring Pinning Ceremony.

Revised: 6/10

Academic Excellence Awards

Academic Excellence Awards: Each year, 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.

Revised:	5/16/2000
	12/3/01
Reviewed:	8/2/2016
Revised	8/2/2016

A.N.A Code for Nurses

Academic Calendar

Nursing Links

A. N. A. Code for Nurses

American Nurses' Association

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: 8/30/16

A. N. A. Standards of Nursing Practice
American Nurses' Association

Standard	**Rationale**
1. The collection of data about the health status of the client/patient is systematic and continuous. The data are accessible, communicated and recorded.	Comprehensive care requires complete and ongoing collection of data about the client/patient to determine the nursing care and needs of the client/patient. All health status data about the client/patient must be available for all members of the health care team.
2. Nursing diagnoses are derived from health status data.	Nursing actions are planned to promote, maintain, and restore the client's/patient's well-being.
3. The plan of nursing care includes goals derived from the nursing approaches or measures to achieve the goals derived from the nursing diagnoses.	The client/patient and family are continually involved in nursing care.
4. Nursing actions provide for client/patient participation in health promotion, maintenance, and restoration.	Nursing actions are designed to promote, maintain, and restore health.
5. The nursing actions assist in the client/patient to maximize health capabilities.	The quality of nursing care depends upon comprehensive and intelligent determination of nursing's impact upon the health status of the client/patient. The client/patient is an essential part of this determination.
6. The client's/patient's progress or lack of progress toward goal achievements is determined by the client/patient and the nurse.	The nurse process remains the same, but the input of new information may dictate new or revised approaches.
7. The client/s/patient's progress or lack of progress toward goal achievements directs reassessment, reordering of priorities, new goal setting, and revision of the plan of nursing care.	

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Adopted 9/09

Fall 2016

Move In Day	September 6
Faculty Professional Development Day	September 7
First Day of Classes	September 8
Drop/Add Late Registration	September 8 - 14
First Day of 2nd Half Classes	October 27
Thanksgiving Break	November 23 - 25
Last Day of Classes	December 16
Study Day	December 19
Exams	December 20 - 22

Winter 2017

First Day of 4 Week Online Classes	December 23
Drop/Add, Late Registration 4 Week Online	December 23
First Day of Regular Classes	January 3
Drop/Add, Late Registration Regular Classes	January 3
Martin Luther King, Jr. Day	January 16
Last Day of Regular Classes/Exams	January 19
Last Day of 4 Week Online Classes/Exams	January 19

Spring 2017

Move In Day	January 20
First Day of Classes	January 23
Drop/Add Late Registration	January 23 - 27
Spring Break	March 13 - 17
First Day of 2nd Half Classes	March 20
Last Day of Classes	May 5
Study Day	May 8
Exams	May 9 - 11
Commencement Ceremony	May 18

Summer 8-Week Session 2017

First Day of Classes	May 22
Drop/Add Late Registration	May 22 - 26
Memorial Day	May 29
Independence Day	July 4
Last Day of Classes/Exams	July 13

Summer I 2017

First Day of Classes	May 22
Drop/Add Late Registration	May 22

Summer I 2017

Memorial Day	May 29
Last Day of Classes/Exams	June 30

Summer II 2017

First Day of Classes	July 10
Drop/Add Late Registration	July 10
Last Day of Classes/Exams	August 18

NURSING POSITIONS / SPECIALTY AREAS

AIDS Care Nurse	Nurse-Midwife
Ambulatory Care Nurse	Nurse Practitioner
Cardiac Care Nurse	Occupational Health Nurse
Chemical Dependence Rehab Nurse	Obstetric Nurse
Community Health Nurse	Oncology Nurse
Critical Care Nurse	OR (Preoperative) Nurse
Correctional Nurse	Orthopedic Nurse
Emergency Room Nurse	Palliative Care Nurse
Flight Trauma Nurse	Pediatric Nurse
Forensic Nurse	Perinatal Nurse
Geriatric Nurse	Psychiatric Nurse
Home Care Nurse	Rehabilitation Nurse
Hospice Nurse	Respiratory Care Nurse
Infection Control Nurse	Research Nurse
IV Therapy Nurse	School Nurse
Long-Term Care Nurse	Subacute Care Nurse
Managed Care Nurse	Triage Nurse
Military Nurse	Trauma Nurse
Nephrology Nurse	Urology Nurse
Neonatal Nurse	Veteran's Affairs Nurse
Neuroscience Nurse	Wound Care Nurse
Nurse Anesthetist	

Nursing Organizational Links

National League for Nursing - www.nln.org

Accreditation Commission for Education in Nursing - www.acenursing.org

New York State Nurses Association - www.nysna.org

National Student Nurses' Association - www.nsna.org

Council for Associates Degree Nursing in New York – www.counciladnnys.org

National Council of State Boards of Nursing - www.ncsbn.org

Nursing Organizations Continued

American Assembly for Men in Nursing: www.aamn.freeyellow.com

New York State Nurses Association (NYSNA): www.nysna.org

Nurse.Com – Community for Nurses: www.nurse.com

Minority Nurse.Com: www.minoritynurse.com

All Nurses.Com: www.allnurses.com

American Nurses Association: www.nursingworld.org

National Student Nurses Association: www.nsna.org

Nursing Students' Association of NYS: http://nsanys.homestead.com/home.html

The International Council of Nurses: http://www.icn.ch/index.html

National Institutes of Health: www.nih.gov

American Academy of Nurse Practitioners (AANP): www.aanp.org

HEALTH SCIENCES; EDUCATION LINKS

NYS Office of the Professions: www.OP.nysed.gov

NYS Department of Health: www.health.state.ny.us

American Nurse Credentialing Center: www.nursingworld.org/ancc/

National Council of State Boards of Nursing: www.ncsbn.org

NCLEX Exam Preparation Sites: http://www.cp-tel.net/pamnorth/nclex.htm

National Federation of Licensed Practical Nurses (NFLPN): www.nflpn.org

National Institute of Nursing Research (NINR): www.nih.gov/ninr

Johnson & Johnson: Discover Nursing: http://www.discovernursing.com/

NURSING SPECIALTIES LINKS

American Board of Forensic Nursing: www.acfe.com

Association of Operating Room Nurses: www.aorn.org

Emergency Nurses Association: www.ena.org

Oncology Nursing Society: www.ons.org

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

Pediatric Nursing: www.pediatricnursing.com

American Organization of Nurse Executives: www.aone.org

Association of Air Medical Services: www.aams.org

International Association of Forensic Nurses: www.forensicnurse.org

US Administration on Aging: www.aoa.gov

American Geriatrics Society: www.americangeriatrics.org

Association for Professionals in Infections Control: www.apic.org

National Association of School Nurses: www.nasn.org

NYS Association of School Nurses: www.nysasn.org

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 College of Nurse-Midwives (ACNM): www.acnm.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

NURSING SPECIALTIES LINKS, CONTINUED

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

Oncology Nursing Society (ONS): www.ons.org

Association of Rehabilitation Nurses (ARN): www.rehabnurse.org

Association of Women's Health, Obstetric, and Neonatal Nurses (AWHONN): www.awhonn.org

Hospice and Palliative Nurses Association (HPNA): www.hpna.org

National Association of Neonatal Nurses (NANN): www.nann.org

National Association of Orthopedic Nurses (NAON): http://naon.inurse.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

CAREER/EMPLOYMENT LINKS

NYS Department of Labor: www.labor.state.ny.us

Nurse Practitioner Central: www.nurse.net

Nursing Jobs Directory: www.nurse-recruiter.com

Hospital Jobs Online: www.hospitaljobsonline.com

Nursing Spectrum Online: www.nursingspectum.com

Glens Falls Hospital – www.glensfallshospital.org

Saratoga Hospital – www.saratogacare.org

Hudson Headwaters Health Network – www.hhhn.net

Four Winds Saratoga – www.fourwindshospital.com

Bellevue Woman's Hospital – www.bellevuewoman.org

CAREER/EMPLOYMENT LINKS, CONTINUED

Albany Medical Center – www.amc.edu

Sunnyview Rehabilitation Hospital – www.sunnyview.org

Wesley Health Care Center – www.wesleyhealth.com

St. Peter's Health Care Services – www.mercycare.com

Albany VA Medical Center – www.va.gov/visns/visnor/albany.html

Adirondack Medical Center – www.amccares.org

Northeast Health (Samaritan, Albany Memorial) – www.nehealth.com

Ellis Hospital – www.ellishospital.org

St. Clare's Hospital – www.stclares.org

Nathan Littauer Hospital (Amsterdam) – www.nlh.org

St. Mary's Hospital (Amsterdam) – www.smha.org

Amsterdam Memorial Hospital – www.amsterdammemorial.org

NYS Department of Health – www.health.state.ny.us

Rutland Regional Medical Center – www.rrmc.org

Vermont Association of Hospitals and Health Systems – www.vahhs.org

Vermont Department of Health – www.state.vt.us/health

Women's Health Institute - http://www.womenshealthinst.com/

NURSING RESOURCES LINKS

Men in Nursing Message Board: http://clubs.yahoo.com/clubs/meninnursing

All Nurses.Com www.allnurses.com

RN Central: http://www.rncentral.com/

The Florence Project: http://www.florenceproject.org/

Care Plans.Com: http://www.careplans.com/

Virtual Nurse: http://virtualnurse.com/

Nursing Times: http://www.nursingtimes.net

Cyber Nurse: http://www.cybernurse.com/

American Association for the History of Nursing (AAHN): www.aahn.org

Nursing Student Handbook Acknowledgement

I have received a copy of the Nursing Student Handbook.

I have read, understand and agree to abide by the policies therein.

Please sign and return this form to your course coordinator within the first week of classes.

_____

Student signature   Date

_____

Name Printed