NURSING STUDENT HANDBOOK Spring 2024

SUFFOLK COUNTY COMMUNITY COLLEGE
SCHOOL OF NURSING

USING THIS HANDBOOK

The Nursing Student Handbook is an official document provided to each nursing student with explicit information on the policies, procedures and guidelines established by nursing faculty. Each student is held responsible for complying with the policies in the Student Policy Manual, the procedures the Student Handbook, and all specific requirements found in the course outline and course resources. The student handbook is updated prior to each semester, and on an as needed basis. Students will be informed via email when updates have been made. Refer to the *Nursing Student Policy Manual* for a full description of all nursing student polices. The Manual is located on the School of Nursing website www.sunysuffolk.edu/nursing.

The nursing programs are registered by the New York State Education Department
The nursing programs are accredited by the Accreditation Commission for Education in
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MISSION STATEMENT

The Suffolk County Community College School of Nursing is committed to providing high educational standards based on quality, safety, healthcare's shifting paradigms, and utilizing best practices in nursing. We will teach students to anticipate the dynamic healthcare needs of the community through promoting intellectual discovery and a commitment to social and ethical responsibility and cultural awareness. Our goal is to prepare students to function safely and effectively as nurses in today's complex healthcare environment, and to prepare graduates for academic advancement.

END OF PROGRAM STUDENT LEARNING OUTCOMES

Graduating students will be able to:

Practical Nursing Certificate Program
1. Provide safe, quality, diverse relationship care that promotes health and is concurrent with evidence and standards of care.
2. Function in a collaborative role to provide safe care in multiple settings.
3. Function within the Practical Nurse Scope of Practice in a professional and ethical manner.
4. Incorporate health promotion and maintenance needs into a plan of care.

Associate Degree Program
1. Deliver patient and family-centered nursing care in a culturally sensitive and holistic manner across the life-span.
2. Provide safe, effective and competent nursing care that promotes the health of patients and families.
3. Participate as an effective member of the interprofessional team.
4. Demonstrate professional and ethical behaviors consistent with the standards of practice and regulatory frameworks of the registered professional nurse.
5. Develop a plan of care that integrates health promotion and maintenance needs.
6. Utilize evidence-based information and technology in the clinical decision-making process.

SAFETY AND TECHNICAL STANDARDS REQUIRED FOR STUDENTS ENROLLED IN THE NURSING PROGRAM

All students must meet safety and technical standards with or without reasonable accommodations. These standards include personal and professional attributes essential to the profession in the following areas:

Cognitive: Must possess the ability to collect, analyze and synthesize data, problem solve, calculate, measure and make clinical judgments to promote patient outcomes including but not limited to:

- Processing information accurately and thoroughly to prioritize care
- Performing accurate math calculations for medication dosages
- Safely demonstrating application of knowledge in the clinical setting

Sensory: Must possess functional use of the senses: including but not limited to:

- **Vision**-ability to detect skin changes, drawing up correct quantity of medication into a syringe, and collect data from equipment, devices, displays, and monitors.
- **Hearing**-ability to listen to lung and breath sounds using a stethoscope, respond to audible alarms and monitors, and communicate clearly in telephone conversations.
- **Touch** -ability to have tactile sensation to assess skin temperature changes and perform physical assessments.
- **Smell** - ability to detect presence of bodily odors or drainage and the presence of smoke.

Motor and Physical Endurance: Must possess the ability to perform fine and gross motor movements and also possess the physical strength to provide care including but not limited to:

- Manipulate equipment requiring dexterity such as preparing medication injections.
- Transfer, turn and position patients.
- Rapid response to emergency situations, including the ability to perform CPR.
- Perform required duties during clinical rotations such as lifting/moving objects, bending, turning and reaching (above shoulder height).

Communication: Must possess the ability to communicate through speaking, reading, understanding and writing in the English language including but not limited to: Interpret medical records.

- Document pertinent observations legibly in English.
- Interact effectively with health care team members**.**
- Give clear and concise oral report.

Emotional/Behavioral: Must possess emotional stability and the ability to function effectively under stress. This includes the ability to be flexible, use sound judgment and adapt to change in all nursing program areas. Examples of these attributes include, but are not limited to,:

- Demonstrate professional and ethical behavior.
- Deal with unexpected incidents.
- Ability to think and act rationally a during crisis.
- Accept constructive criticism.

ADDITIONAL EXPENSES FOR NURSING STUDENTS

Nursing students must incur additional out-of-pocket expenses beyond that of the College tuition and fees necessary for program success. Approximate costs for the additional expenses are posted on the School of Nursing website www.sunysuffolk.edu/nursing.

REGISTRATION

Students are admitted to the nursing program with a specific curriculum code which designates a campus and program option (day, advanced placement). Students must remain within their original curriculum code. Students are not permitted to self-register for nursing courses on a different campus and may not switch between program options. It is the student's responsibility to review their Degree Works report each semester and register for all pre and/or co-requisite non-major courses. Refer to the college catalog for program requirements. Nursing students may only take one (1) clinical component of a nursing course at a time.

INTERNSHIP INSURANCE/ PROFESSIONAL LIABILITY COVERAGE

Nursing students are charged for Internship Insurance/Professional Liability coverage when registering or a clinical course. The coverage is designed to protect students against torts and third-party property damage (i.e. a student inadvertently injures a patient, damages equipment, or the clinical facility receives a complaint about student misconduct or negligence). The liability coverage does not include personal health coverage while in the clinical facility.

PERSONAL HEALTHCARE COVERAGE

It is highly recommended that students in the Nursing Program secure personal healthcare insurance for the entirety of the program. The Internship Insurance/Professional Liability coverage (as above) DOES NOT provide any personal healthcare coverage for illness/injury or other circumstances that occur during classroom, lab or clinical experiences and may result in the student incurring assessment and treatment fees. The College is not liable nor will refund students associated healthcare costs.

NURSING STUDENT RECORDS

A cumulative file is maintained for each student in the nursing program. Files (digital and hardcopy) are kept in a secure location and confidential among the nursing faculty/staff and are not disclosed to any persons outside of the School of Nursing/College (with the exception of the background check report, DOB, SSN and immunization status and titers to the requesting clinical site). Nursing student records are maintained for two years after graduation or program withdrawal in accordance with the College Record and Retention Disposal Schedule. The following documents are contained within the file:

Hard Copy File
- ➢ Skills Lab Critical Elements
- ➢ Program Completion Forms
- ➢ Original, Signed Clinical Evaluations
- ➢ Counseling Forms
- ➢ Exam Improvement Forms
- ➢ Request to be Placed on Waitlist Form

Digital File

Students are required to purchase CastleBranch (CB), an online document submission/verification platform. Required clinical, program and health documents will be submitted by the student. Items will be reviewed by CB staff and School of Nursing faculty/staff on an ongoing basis for compliance with program requirements.

The following items are to be submitted to CB upon program entry and as required thereafter:
- ➢ AHA BLS CPR Certification
- ➢ Annual Seasonal Influenza (Flu) Vaccination Verification Form (If Applicable)
- ➢ Annual Tuberculin Screening QuantiFERON Blood Test
- ➢ Annual Tuberculin Screening QuantiFERON Form
- ➢ Authorization To Release Information
- ➢ Background Check
- ➢ Campus Card Application (SBUH)
- ➢ Clinical/Lab Assumption of Risk & Release
- ➢ Confidentiality Agreement
- ➢ COVID 19 Vaccination Status Verification Form (If Applicable)
- ➢ COVID Vaccination Documentation
- ➢ Influenza Vaccination Documentation
- ➢ Nursing Student Fitness for Clinical Duty Verification From
- ➢ Nursing Student Mandatory Immunity Verification Form
- ➢ NYS Moral Character Statement
- ➢ Required Immunization Titers
- ➢ Student Handbook/Policy Acknowledgement
- ➢ Student Hepatitis B Immunity Status Verification Form
- ➢ Universal Hospital Orientation Graded Post-Test

STUDENT HEALTH POLICIES AND REQUIREMENTS

Students are required to comply with the health requirements of the College and the Nursing Program to continue in the program and provide direct patient care in the clinical area. Students obtain clearance to attend clinical by using the Castle Branch online document submission/verification platform. The incurred cost of the clearance will be the student's responsibility. Additional requirements may be needed depending on the clinical site. Students who do not comply with these policies will not be permitted in the clinical area and will be assigned a failed clinical day for each day that they are in non-compliance (two failed clinical

days result in a failed final clinical evaluation and a failed final course grade). All required forms are found on CastleBranch. It is the student's responsibility to make sure the health records are complete and maintained throughout the program. If student is not fully cleared in CastleBranch and does not meet all Nursing Program requirements, a registration hold will be placed on the students account with the designation "NR". Students will be unable to register for nursing courses until CastleBranch compliance is reviewed by the School of Nursing administration and the hold is removed.

CPR Requirement

All students will be required to complete an American Heart Association *Basic Life Support (BLS) for Healthcare Providers* course for adult, child, and infant prior to beginning the nursing program. Current certification must be maintained at all times throughout the program. Students who are not able to show proof of completion or whose BLS certification has lapsed during the semester are ineligible for direct patient care and will earn a failed clinical day.

Students may seek certification at any available site that offers AHA *BLS (Basic Life Support) for Healthcare Providers 2-year* certification. Fully online CPR classes are **NOT** accepted, classes must include in-person testing of skills. Some suggested sites are:

CPR Training NY - Smithtown
631-724-3537
http://www.CPRTrainingNY.com

Long Island Rescue Services –
Ronkonkoma 631-737-4313
http://www.lirescue.org

PROFESSIONAL ATTIRE

All students in the Nursing Program at Suffolk Community College are expected to behave and dress in an appropriate and professional manner. Students must wear the complete school uniform in the clinical area unless a particular clinical agency indicates otherwise. The uniform may be worn on campus only when permission is given by nursing faculty. When in uniform, students should be aware that they represent both the school and the profession. Student must change out of uniform or work scrubs once worn during patient care before returning to campus. These guidelines are in addition to any additional dress code requirements imposed by clinical agency affiliates.

Clinical Rotation Uniform and Grooming Requirements:

Compliance with the School of Nursing uniform and grooming requirements is mandatory to reduce the risk of pathogen transmission and to ensure the safety of both the student and the patients. No additional items/article of clothing may be worn.

Lack of adherence with the uniform and grooming requirements will result in ineligibility to receive a direct patient care assignment, resulting in the inability to meet the clinical

objectives, and thus earning a failed clinical day. Two failed clinical days results in a grade of F for the course.

If a student believes they are entitled to an exemption/accommodation from the clinical uniform and grooming requirements below for religious, cultural, or medical reasons, submit a request in writing to the Academic Chair prior to the start of the clinical experience. Requests for accommodation must not interfere with the clinical agency policies, pose a risk for transmission of pathogens, safety, or identification as a student nurse. Approval may require official accommodation from the clinical site and the College Office of Disability Services. Supporting documentation may be required.

Uniform
- SCCC embroidered blue scrub top.
- White uniform pants or skirt that permits ease of movement for patient care.
- Students may be required to change out of the SCCC uniform after arrival to the hospital/facility when directed by the clinical instructor to wear hospital-issued scrubs as regulated by their specialty area protocols (i.e., labor and delivery unit).
- Only essential and approved items may be placed in the scrub top pockets (pen, notepad/paperwork, and optional penlight and bandage scissors).

Jacket/long sleeve shirts
- Long-sleeved white shirts underneath uniform top is not permitted unless directed by the clinical instructor to comply with the clinical agency requirement for covering tattoos.
- The optional snap front blue jacket with embroidered SCCC logo on front is the only approved covering for uniform.
- The optional snap front blue jacket with embroidered SCCC logo will require removal when cleaning hands to elbows is required by clinical unit or patient care.

Undergarments
- Undergarments must be worn and should not be visible externally or through your uniform.
- Neutral or flesh-toned undergarments help prevent visibility through the uniform fabric.

Footwear
- Closed toe, white, clean, comfortable, and well fitted nursing shoes or plain white leather (or synthetic leather) sneakers.
- Ensure that the laces tie a secure knot and are not too long that may pose a tripping hazard.
- Crocs, slides, or clogs are strictly prohibited.
- White pantyhose or socks.

Identification
- Photo ID badge holder with SCCC ID or hospital/facility-issued student nurse badge worn on the upper part of the uniform, near the collarbone.
- Picture and name must face outward.
- Ensure that the ID badge is not obstructed and clearly visible without requiring adjustment of your uniform.

Hair
- Hair should be neatly groomed.
- Long hair must be secured with simple hair ties/clips away from the face and neck, above the collar of the uniform. Loose hair can be a source of contamination and may interfere with tasks requiring close contact with patients.
- Creating braids or ponytails is a practical way to keep hair neat and secure during clinical activities.
- Headbands and hairnets are prohibited.
- Surgical caps/hats and bouffant may not be worn unless provided by the clinical facility and directed to wear by instructor for patient care.
- Facial hair (moustache and beard) must not prevent a secure fit when it is required to wear a face mask.
- Eye lash extensions or false eyelashes are strictly prohibited.

Cleanliness and Hygiene
- Uniforms should be clean and well-maintained.
- Washing the uniform after the clinical experience is essential to prevent the spread of contaminants.
- Free from body odors. No perfume or smoke/vaping odors.
- No chewing gum.

Fingernails
- Nails must be kept short, not more than ¼" beyond fingertips and clean.
- No artificial nails, gel nails (powder or polish, wraps.
- Clear or natural shade nail polish only
- Chipped nail polish is prohibited.

Jewelry
- Wedding bands and minimal non-dangle (stud) earrings are permitted.
- No bracelets or necklaces are to be worn in the clinical areas except for medical alert tags.
- Visible body piercing (facial, tongue, eyebrow, nose, etc.) is not permitted.
- A wristwatch with a second hand may be worn for taking vital signs and other time-sensitive tasks.
- Wearable technology (i.e., smartwatches) is prohibited.

PROFESSIONALISM

SCCC nursing students are expected to exhibit the following professional behaviors and adhere to the SCCC Student Code of Conduct policies at all times and in all settings:

1. Students are required to activate and check their SUNY Suffolk e-mail on a regular basis.
2. Professional communication is expected of nursing students including on <u>any</u> form of social media. Any communication which can cause harm or injury to another or disrupts the teaching-learning process may result in charges of misconduct which will be addressed through Office of the Dean of Student Services.
3. Students are not permitted to text or call/answer cell phones during class, clinical, or lab unless explicit permission is granted by a faculty member for emergency purposes.
4. Students must adhere to HIPAA guidelines and not discuss their clinical experience, health care facility information, and patient's names or conditions anywhere at any time outside of clinical conferences. Taking of photos or copying/printing of patient information is prohibited at any time in the clinical setting. This includes all forms of electronic media and social networking. Students may not accept or be in possession of printed copies of any part of the medical record.
5. Students must maintain a professional relationship with assigned patients and families. This relationship terminates at the completion of each clinical experience. If the clinical agency uses titles (Mr., Miss, Mrs., or Ms.), then students are expected to follow those agency practices rather than use first names.
6. Any student who appears in the clinical area suspected to be impaired by alcohol or drugs will be dismissed from the clinical area. This may result in dismissal from the program.
7. SCCC is a smoke-free campus. Students must follow smoking policy of clinical agency.
8. Students are not permitted in the clinical area in the role of nursing student unless under the supervision of a faculty member or unless assigned specifically by a faculty member to a specialty unit or community setting as permitted by clinical agency.
9. There is to be no electronic/digital recording or taking photos either in the lab, lecture, or clinical setting.
10. Students will not participate in any form of harassment, incivility and/or bullying directed toward students, faculty, SCCC staff, or agency staff.

GRADING

All course assignments are to be submitted by the due date/time/method as determined by faculty. Refer to the School of Nursing Student Policy Manual for information regarding late submission of assignments. Successful completion of a course consists of receiving an overall course grade of C+. Refer to the School of Nursing Student Policy Manual for further clarification.

PROGRAM RIGOR

The nursing program is rigorous, and students should expect to spend a considerable amount of time everyday studying outside of class. Students should minimally plan for 3 hours of at-home

study for every 1 hour of in-class lecture. Students are expected to read all material in the textbooks and other resources as listed in course lecture schedule and as directed by faculty. Success in the program is dependent on dedication and commitment to all aspects of the program. Please see a counselor or faculty member if you need assistance with time-management or study skills.

SCHOOL OF NURSING THEORY

The faculty have based the curriculum and instructional processes in both the practical and associate degree program to reflect the principles of Reflective Learning. Reflective learning is practiced individually and in groups throughout both programs where students engage in the examination of their learning and have many opportunities to make personal and educational improvements. Students are consistently encouraged to dialogue with faculty and peers in lecture, lab, and clinical with the idea that actively sharing experiences and ideas promotes expansion of knowledge, beliefs and seeing things from varying perspectives. The faculty believe this introspective, self-reflective learning method will decrease gaps in nursing knowledge and improve preparedness for future courses and entry-level practice. Additionally, the program supports and practices the idea of second chance learning where when noted clearly in the course outline and course rubrics, students are provided opportunities to retake certain required course items for additional points or to be permitted to remain in the course. The faculty believe that this offers students a chance to reflect and remediate material while gaining course knowledge and insight into their own educational practices.

COMPLAINT PROCEDURE

If a student has a concern in a nursing course, they should initiate communication first with the instructor (lab, lecture, clinical). If the complaint is not resolved, then the student should initiate communication with the Academic Chairperson. If still not resolved, then initiate communication with the Associate Dean of School of Nursing. Refer to the College Catalog Student Code of Conduct and Student Judicial Process or the SCCC Student Policy Manual.

GRADE GRIEVANCE

A course grade grievance procedure is available to resolve student grade grievances regarding a grade recorded on the transcript. This procedure shall apply when a student believes that there has been a violation of a specific policy or procedure as stated in the college catalog or course syllabus which adversely affects the student's final grade. Refer to the School of Nursing Student Policy Manual for additional information regarding grade grievance.

SERVICES FOR STUDENTS WITH DISABILITIES

Suffolk County Community College provides reasonable accommodations to registered students with disabilities who have self-identified and been approved by the Office of

Disability Services. Requests for direct patient care duty accommodations must be evaluated and approved through SCCC Office of Disability Services. www.sunysuffolk.edu/experience-student-life/disability-services. Some requested accommodations may not be reasonable in a given clinical setting and patient care requirements, and therefore may not be approved. Once approved for reasonable accommodation, such students will be provided with an Accommodation Letter describing the specific accommodations. Students must present this letter to each of their professors before accommodations can be provided. Students are encouraged to email this letter to their faculty member in a timely manner so proper arrangements for accommodations can be made.

Students who have, or think they may have, a disability are invited to contact Disability Services for a confidential consultation. Students are encouraged to contact the office by email this semester.

Disability Services Contact Information:
Ammerman Campus
Call the Disability Services Office at 631-451-4045 or email the Office at disabilityA@sunysuffolk.edu

Eastern Campus
Call the Disability Services Office at 631-548-2527 or email the Office at disabilityE@sunysuffolk.edu

Michael J. Grant Campus
Call the Disability Services Office at 631-851-6355 or email the Office at disabilityG@sunysuffolk.edu.

GENERAL TESTING GUIDELINES

The terms "exams", "assessment" and "test" may be used interchangeably in all School of Nursing communications and documents. Before taking an exam, students should be aware of the following testing responsibilities and guidelines:
- The Academic Integrity Statement of Understanding must be signed for each exam that is taken.
- All student possessions (bags, backpacks, cellphones, food, drinks, school supplies, coats, jackets, bulky sweatshirts, hats, etc.) cannot be at the student's desk. Wearable technology, including but not limited to electronic ear buds and smartwatches, are to be placed in bags/backpacks and cannot be accessed.
- ATI assessments will be administered on the ATI platform. Unit exams are administered on the ATI platform or Brightspace. It is the student's responsibility to ensure their ATI access is maintained.
- Students who receive less than a 75 on an exam are strongly encouraged to meet with the course lecturer for an individual review of the exam.

- Students at risk of being unsuccessful will complete an "Exam Improvement Form" with the faculty in order to help them determine how they can improve their grade by reviewing study habits, identifying topics they are deficient in, and utilizing all available resources in the course and at the College.
- The "rounding rules" for calculations are as follows:
  o Parenteral doses less than 1 mL – Round final answer to the nearest hundredth decimal place.
  o Parenteral doses greater than 1 mL – Round final answer to the nearest tenth decimal place.
  o Conversion from pounds to kilograms or kilograms to pounds is rounded to the nearest tenth decimal place.
  o Weight-based advanced intravenous (IV) or medication calculation questions will have the weight provided in kilograms. In NUR 102, NUR 236 and PNU119 the weight may be provided in pounds and ounces and must be converted to kilograms.
- All quizzes or examinations will only provide the generic names of medications.
- In preparation for NCLEX examination, students should anticipate a wide variety of test question formats and scoring models on all exams within the School of Nursing
- The length of the unit exams will be 1.5 minutes per question.
- Extra credit or bonus questions are not permitted.
- Exam grades will be available to students on Brightspace within 10 school-calendar days from the test date.
- Students will not be allowed to take any notes, use tape recorders, or cameras during an exam review and violation of this will be interpreted as cheating.
- Students who arrive up to 15 minutes late to class may still sit for the exam. Students who arrive greater than 15 minutes late to class are unable to sit for the exam and will follow the Absence from Exam guidelines.
- If the student is eligible for special accommodations to take an exam, they must notify faculty prior to the exam date as per College policy including emailing the faculty the Accommodation Letter issued by SCCC. Faculty will examine the Accommodation Letter to ensure validity. Outside accommodation letters or doctor's notes are not accepted.
- Students need to make testing appointments, no less than one week prior to the exam date, with the Office of Disability Services (East), Office of Special Services (Ammerman), Center for Academic Excellence (Grant).
- As part of the Grade Grievance Procedure, students who disagree with a keyed answer at the discretion of the faculty may request to complete a Student Test Item Query Form a to explain the rationale for their chosen answer. If permitted, students must provide 3 scholarly references (within 5 years) in support of the rationales for their answer. Scholarly references can only be from an approved source such as the Joint Commission, Centers for Disease Control, required textbooks, or assigned readings. The form must be submitted to the course lecturer. Also see Student Policy Manual: Grade Grievance Policy 16.3

- See also discussing/posting/sharing of test items under Consequences of Academic Dishonesty in this Handbook.

ABSENCE FROM AN EXAM

- Students can miss a course exam only once and must notify the instructor regarding the absence; additional missed exams will receive a zero.
- A student who is a "no call/no show" for an exam will receive a zero on the exam unless the absence was due to extenuating circumstances preventing notification. Documentation from the student justifying an absence and inability to notify the instructor may be required by the College.
- A student who is absent from an exam will take a make-up exam during the makeup exam date determined by the faculty.
- All makeup exams will follow the exam blueprint but will be a different version (different test questions) than the original exam.

TESTING GUIDELINES: ONLINE REMOTE TESTING

Dosage Calculation Assessments, Course Unit exams and ATI Proctored Assessments will be administered remotely for courses approved for distance education (PNU 116, PNU 120, PNU 135) and depending on the course sequence/location may include NUR 116 and NUR 136. For face-to-face courses, ATI Proctored Assessments may be administered remotely at the discretion of the lecture faculty.

The SCCC SON Testing Guidelines apply to remote testing. Adaptations to the guidelines are as follows:
- Personal computers may be used for remote exams and assessments.
- Course unit exams and ATI Proctored Assessments administered remotely require the use of a secure online proctoring program Proctorio to facilitate remote proctoring and to preserve the integrity of the exam. The proctoring program will record the student by video and audio while taking the exam.
- The technical requirements for Proctorio are:
  - Microphone: either internal or external
  - Webcam: 320x240 VGA resolution (minimum) internal or external
  - Desktop or laptop computer with the ability to download Google Chrome (NO iPads, tablets, or phones are to be used)
- Plan to take any exam using the same the computer or networking environment that was used to complete the Webcam Check and System & Network Check in the Lockdown Browser.
- Students who cannot meet the technical requirements may request to borrow a laptop from the College.
- Students should notify their instructor as soon as possible to request a loaner laptop.

- The academic integrity statement must be signed and uploaded into Bright Space or as per faculty instructions for each exam that is taken.
- Students will be required to download Proctorio (the exam platform's lockdown browser) to personal computer. The Lockdown Browser will prevent student from accessing other websites or applications during the exam; student will be unable to exit the exam until all questions are completed and submitted.
- Students will be required to lift the webcam device or laptop camera and record a 360-degree view of the testing space. Students may request to take the exam at the campus Library if preferred.
- Course unit exams and ATI Proctored Assessments given remotely may be taken anywhere that has internet access and is private enough that no one will be in the room with you. Prior to sitting for the exam, ensure you're in a location where you won't be interrupted.
- SCCC photo identification is required for verification prior to administration of the exam.
- The following restrictions are to be observed when testing remotely:
  - Textbooks, class notes, study aids may not be in your test location.
  - As you are taking your exam, avoid looking around the room or anywhere other than your computer screen.
  - While testing students must remain in view of the camera.
  - There should be no one else in the room or around you as you take your exam.
  - No wearable technology or headphones are permitted during the exam.
  - Turn off all other devices (e.g., tablets, phones, second computers) and place them outside of your reach. Nothing should beep or ring during your exam.
  - Before starting the exam, know how much time is available for it, and that you've allotted sufficient time to complete it.

- Your instructor will receive time stamped video screen shots flagged with suspicious activity. Suspicious activity may include, but is not limited to, your face falling out of view, glare from another device, wandering eyes beyond the screen, consistent looking away from the computer screen, rustling pages or papers on audio, speaking or talking to someone during the exam, multiple faces on the screen during the exam.
- At no time is taking a photo or video recording of the exam permissible and will be recorded by the webcam. Use of scrap paper is at the discretion of Faculty.
- No speaking to oneself out loud is permitted during the exam unless approved by a reasonable testing accommodation through SCCC's Office of Disability Services. This will be interpreted as a break in integrity.
- To produce a good webcam video that avoids flagging, do the following:
  - Avoid wearing baseball caps or hats with brims.
  - Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed or other surface where the device (or you) are likely to move.

- If using a built-in webcam, avoid tilting the screen after the webcam setup is complete.
- Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window.

DOSAGE CALCULATION COMPETENCY FOR THE NURSING PROGRAM

To ensure consistently correct administration of medications in the clinical area, students must be proficient in basic math skills. Students are expected to enter the nursing program with these skills and maintain them throughout the program.

Associate Degree Program:
A dosage calculation assessment is given in each clinical nursing course. It is the responsibility of each nursing student to develop and advance their dosage calculation skills. This includes purchase of the required dosage calculation e-book in Coursepoint+ and completion of a self-tutorial of all chapters.
Level I students (NUR102) have **two** opportunities to pass the DCA. Passing score of 80% is on the first attempt and the subsequent retake requires a 90% to pass.

Level II students (NUR125, NUR133, and NUR136) have **two** opportunities to pass the DCA in each course. A score of 80% on the first attempt is required to pass and the retake requires a 90% to pass.
Level III/IV students (NUR 236, NUR 238 and NUR 240,) have **two** opportunities to pass the DCA in each course. A score of 90% is required to pass.

Retakes must be completed within a week of previous attempt. Each student must successfully pass the dosage calculation competency assessment. If a student does not pass the DCA exam on the second attempt, they are ineligible for direct patient care and will subsequently be unable to meet the clinical objectives. Inability to meet the clinical objectives will result in earning a failed clinical day. Two failed clinical days will result in a grade of F for the course.

Practical Nurse Program:. PN Level I students have two opportunities per exam to pass the DCAs prior to the start of class in PNU 120/128.   A score of 75% on the first attempt is required to pass and the retake requires an 75% to pass. PN Level II students have two opportunities per exam to pass the DCAs prior to the start of class in PNU 133/135. A score of 75% on the first attempt is required to pass and the retake requires a 75% to pass. Retakes must be completed within a week of previous attempt. If a student does not pass the DCA exam on the second attempt, they are ineligible for direct patient care and will subsequently be unable to meet the clinical objectives. Inability to meet the clinical objectives will result in earning a failed clinical day. Two failed clinical days will result in a grade of F for the course.

- All nursing students have access to math tutoring at any of the college campuses.
- Students are responsible for memorization of the following conversions:

1 liter (L)	1000 milliliters (mL)
1 gram (g)	1000 milligrams (mg)
1 milligram (mg)	1000 micrograms (mcg)
1 kilogram (kg)	2.2 pounds (lbs)
1 pound (lb)	16 ounces (oz)
1 cup	8 ounces (oz)
1 ounce (oz)	30 milliliters (mL)
1 teaspoon (t)	5 milliliters (mL)/1 teaspoon
1 tablespoon (T)	3 teaspoons (t)/15 milliliters (mL)

LECTURE ATTENDANCE

Lecture attendance is mandatory: course content taught during lecture is critical to providing safe clinical care during the clinical experience. Eligibility to receive a direct patient care assignment in the clinical setting is dependent on lecture attendance or the equivalent of student engagement in an asynchronous course. Failure to receive a direct patient care assignment result in the inability to meet the clinical learning objectives of the clinical experience and will result in a failed clinical day. Two failed clinical days results in a grade of F for the course.

All missed lecture content must be made up to be eligible to receive a direct patient care assignment: Students will not be permitted to receive a direct patient care assignment until the lecture make-up assignment is submitted and confirmed by the lecturer.

A make-up assignment will be issued by the course lecturer based on the learning outcomes comparable to those of the missed lecture. Students will only be allowed to "make up" the equivalent of one week of class meetings missed based on a 15-week schedule. If another absence occurs, it will be considered excessive.

Absences due to religious observance must still be made up to remain eligible receive a direct patient care assignment. Students will not be permitted to receive a direct patient care assignment until the lecture make-up assignment is submitted and confirmed by the lecturer. Students missing lecture due to a religious holiday should notify the instructor during the first week of the academic term so that a makeup assignment can be arranged in advance.

Excessive absence or lateness may lead to failure in, or removal from, the course. Refer to the School of Nursing Student Policy Manual, Policy 3.0 for further clarification.

LAB ATTENDANCE

Lab attendance is mandatory: course content taught during lab is critical to providing safe clinical care during the clinical experience. Eligibility to receive a direct patient care assignment is dependent on lab attendance.

All missed lab content must be made up to be eligible to receive a direct patient care assignment: Students will not be permitted to receive a direct patient care assignment until the lab make-up assignment is submitted and confirmed by the lab instructor. Failure to receive a direct patient care assignment result in the inability to meet the clinical learning objectives of the clinical experience and will result in a failed clinical day. Two failed clinical days results in a grade of F for the course.

A make-up assignment will be issued by the lab instructor based on the learning outcomes comparable to those of the missed lab. Students will only be allowed to "make up" the equivalent of one week of class meetings missed based on a 15-week schedule. If another absence occurs, it will be considered excessive.

Absences due to religious observance must still be made up in order to remain eligible to receive a direct patient care assignment. Students will not be permitted to receive a direct patient care assignment until the lab make-up assignment is submitted and confirmed by the lab instructor. Failure to receive a direct patient care assignment result in the inability to meet the clinical objectives. Students missing lab due to a religious holiday should notify the instructor during the first week of the academic term so that a makeup lab assignment can be arranged in advance.

Excessive absence or lateness may lead to failure in, or removal from, the course.

Failure to complete the make-up assignment: Failure to complete the make-up assignments prior to the next scheduled clinical experience may result in exceeding the clinical absence policy and subsequent failure in the clinical component of the course resulting in a final course grade of F. Refer to the School of Nursing Student Policy Manual, Policy 3.0 for further clarification.

CLINICAL ATTENDANCE

Clinical attendance is mandatory: Students are required to attend _**all**_ scheduled clinical sessions. The clinical instructor will record attendance. All missed clinical hours must be made up.

All missed clinical hours must be made up: Students will only be allowed to "make up" the equivalent of one week of class meetings missed based on a 15- week schedule. If another absence occurs, it will be considered excessive. All absences, including those due to religious holidays, must be made up. Students missing clinical hours due to a religious holiday should

notify the instructor during the first week of the academic term so that a makeup clinical experience can be arranged in advance.

Students who must unexpectedly miss a clinical experience must adhere to the notification requirements prior to the start of the scheduled clinical experience. Notification includes the date and time of the message, the date and time of the absence, and the emergency circumstances requiring absence from the clinical experience. The College may require documentation.

Students who are absent from clinical and fail to notify the clinical instructor (this is referred to by instructors as a "no call/no show") may receive a failed clinical day (two failed clinical days constitute a failed clinical evaluation and a course grade of F). Students that are absent from the clinical facility orientation may not attend subsequent clinical day/evening meetings until oriented. In some cases, make-up orientation to the facility may not be available to the absent student and the student may not be able to complete the course.

Failure to make-up missed clinical hours: Failure to make-up missed clinical hours will result in exceeding the clinical absence policy and will result in a subsequent failure in the clinical component of the course resulting in a final course grade of F. See below for Clinical Make-up and Lateness procedures. . Refer to the School of Nursing Student Policy Manual, Policy 3.0 for further clarification.

CLINICAL MAKE-UP

All missed clinical hours must be made up:
The clinical faculty in consultation with the lecture faculty will provide students with an approved clinical make-up experience based on learning outcomes comparable to those of the missed clinical hours. This may include attendance at another scheduled clinical day (must be at a facility where student has been oriented) or a simulated patient experience on campus. The make-up hours may be assigned to occur on any campus and on a different day than the regular scheduled clinical experience. **All make-up clinical hours will be the equivalent to the missed hours (i.e., a 12-hour missed clinical will require 12 hours of make-up that might have to occur over more than one day).**

CLINICAL LATENESS

Punctuality to the clinical setting is crucial; lateness to the clinical setting may result in missing pre-conference leading to inability to safely perform clinical duties. Students with patterns of lateness to clinical may be subject to failure of the clinical component of the course, resulting in a course grade of F.
1st Lateness: Verbal Warning
2nd Lateness: Written Warning
3rd Lateness: Results in a Clinical Failure

GUIDELINES FOR CLINICAL COMPONENT

The clinical component of each nursing course provides nursing students with the opportunity to apply nursing principles in a practice setting. Students will be assigned to a variety of clinical agencies through Suffolk County. Student's clinical performance is evaluated by the clinical instructor and is based on the student's ability to make clinical decisions for safe patient care. Such decision making reflects the ability of nursing students to apply nursing principles in a variety of situations. Meeting these criteria constitutes competent performance and a satisfactory clinical passing grade. See Student Policy 19.0 for additional information. On each clinical day, students must meet the minimum clinical objectives of the clinical evaluation tool. Upon receiving two failed clinical days the student fails the course with a final course grade of F. If a student incurs their first failed clinical day they will receive a written counseling document from their instructor and may be asked to complete the *Guidelines for Student Reflection* as outlined on the following page. Exceptions may occur for a single behavior, action or performance interpreted by the faculty to be egregious and may result in course failure or dismissal from the program.

CLINICAL ORIENTATION PROCEDURE

Each student is required to complete the appropriate clinical site orientation EVERY semester. Additionally, students must complete the Universal Hospital Orientation post-test and submit it to CastleBranch.

CLINICAL SKILLS POLICY

Students are responsible for all skills taught throughout the program. Students are expected to practice independently in the nursing skills lab to gain skill proficiency. **Students are NEVER to administer medications or treatments in the clinical setting without direct supervision of the SCCC clinical instructor.**

GUIDELINES FOR STUDENT REFLECTION

This is an additional assignment that may be given when the faculty identifies student decisions, actions, or behaviors that fail to meet the course objectives or standards of nursing practice. The assignment is made in the spirit of student-centered learning and continued professional development. Further discussion with the student or further action may or may not be necessary depending upon the insight demonstrated in the written reflection as well as the student's subsequent clinical practice.

Provide a written reflection of the critical incident to your instructor including:
1. What happened?
   - Describe the details of the incident.
   - What were your inappropriate decisions, actions, behaviors?
   - What were the actual and potential consequences?
2. What should have happened?

- Based upon your meeting with your instructor after the incident, and based upon the research you have done since the incident, what should have happened in this circumstance?
3. What practice(s) will you implement in the future to prevent the recurrence of similar incidents?

ILLNESS/INJURY OCCURRENCE AT THE CLINICAL SITE OR CAMPUS

In the event of illness/injury or medical occurrence at the clinical site, notify your instructor and follow the clinical agency protocols for reporting the occurrence and immediate exposure management (i.e eye rinse, washing skin) if applicable or follow the SON Laboratory Safety Manual for the post occurrence procedure.

If the student cannot continue to provide direct safe patient care, the student should contact their primary care provider's office to discuss the occurrence and receive medical advice. If the student is directed to leave the clinical site for assessment and treatment; it is recommended the student use alternative transportation (ride share, family member, etc). Medical expenses incurred related to assessment, treatment, and follow-up care as a result of the occurrence are the responsibility of the student.

In any situation where the student is being treated for an injury received during a clinical experience, it is important that the treating facility understand that the injury is related to an instructional experience and is not employment related. Medical expenses incurred related to assessment, treatment, and follow-up care as a result of the occurrence are the responsibility of the student.

Post-occurrence- the student should notify the SCCC College Health Services Department as an incident report may be required. The student will require a clearance to return to the skills laboratory or clinical site- refer to the procedure below.

CLEARANCE TO RETURN TO SKILLS LABORATORY/CLINICAL FACILITY AFTER ILLNESS/INJURY/HOSPITALIZATION OR OTHER CIRCUMSTANCE

Students in the skills lab and clinical site are expected to perform full nursing care activities comparable to that of a staff nurse providing direct patient care under the supervision of their lab or clinical instructor.

Students who experienced an illness, injury, pregnancy, childbirth, hospitalization, or other circumstance which resulted in either a physical or psychological limitation(s) or an absence from the classroom, skills laboratory or clinical experience must be evaluated by their health care provider for fitness for duty. The student must be free of any restrictions or limitations which may endanger the student's health or a client's safety in the clinical setting.

To obtain approval to return to the skills lab and/or clinical setting, submit the "**Nursing student fitness for clinical duty-return to classroom, skills laboratory and clinical verification form"** to the Academic Chair in advance of the return.

Students who do not comply with this policy will not be permitted in the skills lab and/or be eligible to receive a direct clinical assignment and will be assigned a **<u>failed clinical day</u>** for each day that they are in non-compliance. Two failed clinical days result in a failed final clinical evaluation, and a final course grade of F. Regardless of the healthcare provider clearance and/or recommendations/restrictions, clinical agencies have the final determination about allowing students to return to the facility following any illness, injury and significant alteration in a student's health status.

If a healthcare provider recommends an accommodation to attend clinical after a change in health status including but not limited to illness/injury/surgery/childbirth that is not determined to be reasonable by the College and/or clinical agency, the student may not be able to receive a direct patient care assignment or even be permitted to be present at the clinical site as a student nurse. Failure to receive a direct patient care assignment will result in the inability to meet the clinical learning outcomes and will earn a failed clinical day. Two failed clinical days will result in a course grad of F.

Some examples of restrictions that will lead to ineligibility to receive a direct patient care assignment, include but are not limited to use of assistive devices "wearing boot is required", limitation in the physical demands "no lifting items over 5 lbs", "no strenuous activity", or ambiguous restrictions "no standing for long periods"), active symptoms of illness, and non-compliance with dress code.

SUFFOLK COUNTY COMMUNITY COLLEGE SCHOOL OF NURSING
NURSING STUDENT FITNESS FOR CLINICAL DUTY-RETURN TO SKILLS
LABORATORY AND CLINICAL VERIFICATION FORM

Student Name: _____ SCCC ID #: _____

Instructions to Student: This form is required for all students who have experienced an illness, injury, pregnancy, childbirth, hospitalization, or other circumstance which resulted in either a physical or psychological limitation(s) or an absence from the skills laboratory or clinical experience. Submit this form to the academic chair in advance of return to allow time for review and approval. Requests for direct patient care duty accommodations must be evaluated and approved through SCCC Office of Disability Services. www.sunysuffolk.edu/experience-student-life/disability-services. Some requested accommodations may not be reasonable in each clinical setting and patient care requirements, and therefore may not be approved. Do not alter this form.

Instructions to the Health Care Provider (MD, DO, NP, PA): To provide direct patient care in the capacity of a student nurse, the above-named student must meet be fit for clinical duty as defined by the SCCC "Safety and Technical Standards" document with or without reasonable accommodations.

Please use the following information for professional consideration to determine if this student can return to the skills lab and/or clinical setting.
- Each clinical day may be up to 12 hours in length.
- Students are assigned to perform direct patient care activities comparable to a staff nurse.
- Physical demands in the skills lab/clinical area include transferring, turning and positioning patients, rotations such as lifting/moving objects, bending, turning and reaching (above shoulder height), squatting, bending, kneeling, reaching, and stair climbing.
- Duties also require constant use of sense of sight, hearing, touch, and speech.
- Environmental conditions include procedures that involve handling blood and body fluids using standard (universal) precautions.
- Students must be able to deal with unexpected incidents, think and act rationally during a crisis, use sound judgement to prioritize direct patient care.

I have examined the above-named student. Based on my assessment and professional judgement (check one box):

[ ]   The student is fit for clinical duty in the role of a student nurse, as defined by SCCC Safety and Technical Standards without restrictions.

[ ]   The student has the following restrictions (may require SCCC approval for accommodation): _____

HCP Stamp

Healthcare Provider Signature: _____ Date: _____

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CONSEQUENCES OF ACADEMIC DISHONESTY

Any violation of academic integrity will result in a zero on any exam/assignment. Any student found in violation of academic integrity will be referred to the Associate Dean of Students for SCCC Code of Conduct violation. In addition, students should refer to the SCCC catalog regarding academic integrity and the SCCC library site for documentation on avoiding plagiarism.

Suffolk County Community College School of Nursing Academic Integrity Policy

Academic integrity is a core value that ensures respect for the academic reputation of the School of Nursing, its students, faculty and staff, and for the protection of patients we care for.

A trusting environment is essential for learning. Academic integrity requires students to tell the truth, be accountable, refuse to collude in lying or cheating behaviors with others, and be accountable for the known actions of others (duty to report). Any deviation from the academic integrity policy will be interpreted as cheating. <u>Cheating results in a zero on the exam/assignment and an academic integrity violation process will be initiated</u>**.** The academic integrity policy includes compliance with the following:

Electronic Devices
The only electronic device allowed during an exam is the laptop or computer being used for the exam. Use of any other electronic devices during an is prohibited, including but not limited to, cell phones, wearable technology ear buds, headphones, tablets and smartwatches. All electronic devices, including cell phones, must be turned off and placed out of view. Communication with any other person (other than the instructor, proctor or Proctorio agent if applicable) while taking this exam is prohibited.

Calculators
Only calculators provided by the School of Nursing (either handheld or drop down in the exam platform) may be used during an exam.

Scrap Paper
Only scrap paper (if permitted) provided by the instructor for face-to-face exams/assessments may be used during the exam. Only the drop-down white board, if permitted, may be used during a remotely proctored exam. All scrap paper, if permitted, must be submitted with the exam.

Outside Resources
Use of outside aids or resources are prohibited during unit exams, "closed-book" ATI practice assessment, and ATI proctored assessments. Outside aids or resources include, but are not limited to, electronic or hand-written notes/templates, sticky notes, e-textbooks, hard copy textbooks. During a "closed book" ATI practice assessment, accessing resources by

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opening another web page is considered academically dishonest. This includes accessing public study platforms (Quizlet, etc.) and searching for questions and answers to answer ATI practice assessments.

Discussing/posting/sharing of test items
Discussing/posting/sharing of test items: Sharing, disseminating, or discussing recalled test/assessment questions with any other student including those who are in another section of a course is prohibited. Exam (practice or proctored) questions may not be posted online, emailed, texted, shared through social media, recorded, verbally disseminated or communicated in any way. This restriction includes discussing exam questions in hallway following an exam. Doing so is considered academic dishonesty and will lead to nullification of exam grades and possible initiation of Code of Conduct Violation Process.

All ATI practice and proctored assessment questions are the copyrighted property of Assessment Technologies Institute. Reproducing, recording, distributing, or disclosing assessment material by any means, in whole or in part to public study platforms, social media, or other communication methods is forbidden under federal copyright law to copy. A violation of this type can result in civil and criminal penalties. This includes memorizing questions and options and discussing these questions before, during or after an ATI assessment.

Emailing the instructor with a recollection of an exam question is prohibited. Any written form of a recalled question is considered a break in academic integrity. Posting any exam material including practice/proctored ATI assessment questions/answers on study platforms will be reported to the source platform and will result in charges of academic dishonesty.

Suffolk County Community College School of Nursing

NUR/PNU Course: _____ Exam: _____

Academic Integrity & Fitness For Testing Acknowledgement

Academic Integrity

My signature below constitutes my pledge that I will follow the College, SCCC School of Nursing, and ATI policies on academic integrity as well as specific instructions for this exam.

I affirm that I have removed from my person and personal space all smart technology, including but not limited to, cell phones, smart watches, and earbuds.

I affirm that my performance on this exam will represent my own work, without the use of any unpermitted aids or resources. Only calculators provided by the School of Nursing (either handheld or drop down in the exam platform) may be used during an exam.

I understand that there will be no tolerance towards academic dishonesty, and that cheating can and will lead to automatic failure from the class as well as a report to the Dean of Students.

I understand that I must report any testing environment concerns at the time of the test, not after the test is over.

Only answers recorded on answer key (paper or computer) will be accepted and count as the final answer.

I have not received any exam questions/answers related to this exam. I will notify the instructor immediately if during the exam I notice any questions/answers that appear similar to study materials that I thought were legitimate/allowable.

I am aware it is my responsibility to notify faculty if I choose to use approved reasonable testing accommodations issued SCCC's Office of Disability Services prior to this exam.

Cognitive Fitness for Testing

My current state of mind can provide the concentration to focus on the exam questions. My attention is not distracted by my emotions or concurrent life events/situations. My current physical well-being is not influencing my cognition. Once I start this exam, even if my cognitive state and physical wellbeing has changed, I forfeit the opportunity to reschedule, and my score will be calculated/valid when I stop testing and counted towards my final grade.

If I do not feel I can focus my attention or have physical symptoms that could impact my concentration, I must inform my instructor before opening/starting the exam to schedule an exam make-up.

Your instructor will provide you with one opportunity during the course to take a make-up exam on a mutually agreed upon date/time. Makeup exams will follow the exam blueprint but will be a different version (different test questions) than the original exam. I understand that if I miss more than one exam, I will be given a score of zero for the second missed exam.

Signature_____   Date_____

Print Name_____   ID#_____

WRITING POLICY

The current American Psychological Association (APA) format is the source for writing, citations and references. Information on APA can be obtained through the library website. http://www.sunysuffolk.edu/Students/library.asp.The College provides writing support services on all three campuses.

Ammerman Campus:
The Writing Center located in the Islip Arts Building Room 101 Telephone: 451-4150

Eastern Campus: Montauk Learning Center Telephone: 548-2594

Michael J. Grant Campus:
The Center for Academic Excellence located in the Sagtikos Building Room S-100. Telephone: 851-6795

STUDENT REPRESENTATIVES TO NURSING FACULTY MEETINGS

Student representatives attend nursing faculty meetings to facilitate communication and provide a liaison role between students and faculty. Students serving in this capacity are an integral part of the quality assurance and quality standards being set to improve the learning experience of every student enrolled in the nursing program.

Specific Responsibilities

- Attend faculty meetings or arrange for an alternate representative to attend.
- Advise classmates at least one week in advance of upcoming meeting and invite students to advise representative of any topics or issues that they wish to have addressed at meeting.
- Represent students at meeting by discussing any topic or issue that they have requested.
- Provide input to discussions at meeting.
- Provide classmates with feedback after the meeting regarding any topics or issues that they requested to be discussed or regarding any other agenda item from the meeting that is relevant to classmates.

THE NURSING CLUB

Upon acceptance into the nursing program at SCCC, all students automatically become club members. Class officers are elected to represent each level of nursing students in the day and evening programs in the beginning of the program. The purpose of the club is to create unity and camaraderie among nursing students as well as give students a vehicle to allow students to participate in SON decisions that impact students. Everyone is welcome to contribute their thoughts and ideas. There are faculty advisors for the nursing club on each campus. The nursing club participates in many college and community activities throughout the school year.

COMPUTER RESOURCES AND STUDENT RESPONSIBILITIES

Access to computers is offered on each campus in the college library and computer centers.

SCCC Email Account: The School of Nursing considers your SCCC email account the official means of communication while enrolled in the nursing program. Students are expected to check their SCCC email frequently.

School of Nursing Home Page www.sunysuffolk.edu/nursing contains important information about the nursing program. Students are expected to be familiar with its contents.

Online Course Materials:
Students have access to course materials on Bright Space via the Suffolk Online tab. Students are responsible for accessing these materials as directed by their course instructors.

Assessment Technology Institute (ATI)
To assist with student success, the School of Nursing requires all students to participate in the *ATI Comprehensive Assessment and Review* Program. This program is a complete package including practice and proctored assessments, printed materials, and electronic learning resources. Students must create and maintain an individual account with ATI.

The entire ATI program package must be purchased directly from ATI. Purchasing ATI materials from unauthorized sources such as Amazon.com, eBay, or former students is unacceptable and may result in forfeiture of course points. Detailed information will be provided in the first semester of the program.

CoursePoint + and Docucare
To assist with student success, the School of Nursing requires the Wolters Kluwer/Lippincott resources called CoursePoint+ (e-book, vSIM, adaptive quizzes) and Docucare (simulated electronic health record). Students must create and maintain an individual account with Wolters Kluwer/Lippincott and items must be purchased directly from the individualized SCCC URL located in each course outline. Purchasing CoursePoint/Docucare materials from unauthorized sources such as Amazon.com, eBay, or former students is unacceptable and may result in forfeiture of course points. Detailed information will be provided in the first semester of the program.

LEARNING RESOURCES AVAILABLE TO NURSING STUDENTS

Skills Lab
The skills labs are utilized for scheduled classes and independent student practice. In a supportive learning environment, students are encouraged to practice nursing skills and procedures with the assistance, guidance and direction of the lab personnel (Professional Assistant/Specialist).

To facilitate the efficient use of the nursing labs all students are expected to adhere to the College rules and regulations found in the College Catalog. The labs are set up to mirror the clinical settings and are equipped with supplies, equipment, mannequins and training models intended for instructional purposes only. Your professional behavior will assist in promoting a safe learning environment in the labs.

Please see Student Laboratory Safety Manual for lab guidelines and policies.

Open Skills Lab Hours: Hours vary for each campus are posted in the labs. You will need to check with the lab personnel (Professional Assistant/Specialist) at each campus for specific reservations to practice and sign in. Labs are closed on college holidays.

- Students may only practice skills during open lab hours after the skills have been taught by faculty during skills lab class.
- Lab personnel (Professional Assistant/Specialist) are available for assistance during open practice lab hours to reinforce skills originally taught by faculty.
- You must have your student ID card with you at all times.

Faculty Office Hours
Nursing faculty members are available to consult with students about their learning needs and their utilization of learning resources. Email faculty for office hours and availability.

College Learning Resources
A wide variety of college learning resources are available to nursing students to help enhance learning experiences. The following is an abbreviated list of these resources. Additional information about any of the services listed may be obtained by directly contacting these college departments. See the College catalog.

Academic Skills Centers
Tutoring in Writing, English, Reading, Science, Mathematics and English as a Second Language.

Counseling Centers
Comprehensive counseling services are available to assist student success. Counselors provide educational, career, and personal counseling.

Library
Research and resources available for student use. Computers are available for student use.

<u>**UNSUCCESSFUL ATTEMPTS IN A NURSING COURSE**</u>

Students who are unsuccessful in a nursing course (final grade of C, D+, D, or W) must contact their Academic Chairperson to discuss available options to repeat the course- see policies 16.1 (Final Letter Grade) and 16.2 (Progression) in the policy manual. Students who are applying for reinstatement into a nursing course will be evaluated and required to complete the Request to Be Placed on a Waitlist Form (located in this Handbook) and will be assigned a

Reinstatement Action Plan (The Plan). The Plan includes 10 hand-written ATI templates for topics you struggled with in the course you withdrew from/unsuccessfully attempted as well as any other items as assigned by the Academic Chair. The templates and any other items must be returned to the Nursing Dept. prior to the start of your returning semester, or you may forfeit your opportunity to return.

Reinstatement is dependent on clinical space availability and academic eligibility. Students are not guaranteed a seat in nursing courses if there is a disruption in their sequential completion of the program. Students must be approved by the Academic Chairperson to be reinstated into a course and are not permitted to self-register in Banner for nursing courses that they are repeating.

Special Note:
If a student is unsuccessful in NUR102, NUR 125 or both PNU116 and PNU119, they must <u>reapply</u> to the nursing program through the Department of Admissions.

<u>VOLUNTARY SEMESTER LEAVE OF ABSENCE (LOA)</u>

Students may request a semester LOA **prior to the first day of a nursing course**. After the first day of class, students must follow the College drop/add or withdrawal procedures. A nursing student who requests a voluntarily semester LOA from the Nursing Program must complete a LOA notification form located in this Handbook. Upon review of the student's academic record, the Associate Dean for the School of Nursing will notify the student of the semester LOA approval. Approvals of semester LOA does not alter the student's original program expiration date. Approved semester LOA permits the student to retain their nursing program code and must apply for reinstatement to register for a nursing course. Reinstatement must occur within one (1) year from the last clinical course or the student's nursing program code will be removed and the student must reapply to the program as a new student. Seats are not guaranteed for students who have been granted a semester LOA.

<u>VOLUNTARY WITHDRAWAL FROM THE NURSING PROGRAM</u>

A nursing student who wishes to voluntarily withdraw from the Nursing Program must complete a Voluntary Nursing Program Withdrawal Form found in this Handbook. **This action will result in removal of the nursing program code and return the student to a non-matriculated status**.

<u>REQUEST TO BE PLACED ON A WAITLIST</u>

This is not a withdrawal from the entire Nursing Program or a Leave of Absence request.
If you are currently in NUR102, NUR116, or NUR125, this form does not apply.

You have indicated that you would like to be placed on a waitlist due to officially withdrawing from your current nursing course, an unsuccessful course attempt (final course grade of C, D+, D, F or W) or a personal request to take a course designated for a different curriculum code.

Here is a list of items meant to help you know how to proceed and what to expect:

Prior to making any decision if Withdrawing:
- ➢ Discuss your situation with your course faculty.
- ➢ Contact the Financial Aid office to see if there are any effects on your financial aid.
- ➢ Refer to the Student Policy Manual, 16.2: "Program Progression".
- ➢ All related progression policies are on SON website (see Student Handbook/Student Policy Manual).

What Grade Will Student Receive if Withdrawing
- ➢ If withdrawal is before the College withdrawal date, you will receive a "W" on your transcript.
- ➢ If withdrawal is after the College withdrawal date, your final grade will be calculated as determined by SON policy. Any assignments missed after you withdraw are entered as zero. Too many missed clinical will lead to a final grade of "F".

How to Withdraw:
- ➢ If it is before the College withdrawal date, complete the form called *"Course Withdrawal– By Two-Thirds of Term"* found on the College website and submit as directed.
- ➢ If it after the College withdrawal date, complete/submit form called *"Course Withdrawal– After Deadline of Two-Thirds of Term."* found on the college website.
  Instructor approval is required-see instructions on form.
- ➢ Complete *"Request to be placed on a Waitlist"* form. Submit to Academic Chair.

What to Expect After You Withdraw:
- ➢ You may not continue to attend lecture, lab, or clinical once you withdraw or have unsuccessful attempt.
- ➢ You may not self-register for any nursing classes (as per School of Nursing policy).
- ➢ The Nursing Department will contact you in either late December or late May (immediately prior to the semester when the nursing course you need is next offered). At that time, we will let you know if a seat is available and ask if you would like to return. Seats will be offered based on the date the *"Request to be placed on a Waitlist"* form is submitted to the Academic Chair or as directed by the College.
- ➢ If you accept a seat to return, you must complete a Reinstatement Action Plan that includes 10 hand-written ATI templates for topics you struggled with in the course you withdrew from/unsuccessfully attempted as well as any other items as assigned by the Academic Chair. The templates and any other items must be returned to the Nursing Dept. prior to the start of your returning semester, or you may forfeit your opportunity to return.

Upon your Eventual Return:
- ➢ Submit 10 hand-written ATI templates (as above) to Nursing Department office prior to first day of class.
- ➢ ATI Account: Must be up to date on payments or expect to make an ATI payment.
- ➢ All Health Requirements must be met and up to date.
- ➢ American Heart Association Basic Life Support Certification for Healthcare Providers must be current.
- ➢ All documents must be timely submitted and approved in CastleBranch.

Suffolk

COUNTY COMMUNITY COLLEGE

School of Nursing

REQUEST TO BE PLACED ON A WAITLIST

Instructions: Submit this form to your Academic Chair.

Name: _____ **SCCC ID:** _____ **Date:** _____

1. Current Graduating Class (month/year): _____

2. My Current Program is: (Check appropriate box)
☐ Practical Nurse   ☐ Registered Nurse Day   ☐ Registered Nurse Evening   ☐ Registered Nurse-- LPN to RN

3. I am planning to withdraw from/was unsuccessful in: PNU_____NUR _____

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4. **CHECK ONE REQUEST:**

_____ I would like to be placed on the Waitlist to take PNU_____ NUR _____ the next time it is offered on my home campus. (Refer to Class Schedule on SCCC website for course offerings.)

Complete 10 ATI Templates—Topics of your choice. Students requesting to be placed on a Waitlist due to Leave of Absence, course withdrawal, unsuccessful attempt, or any delay in course progression must fulfill the Reinstatement Policy's Reinstatement Action Plan that includes 10 hand-written ATI templates addressing topics you struggled with in the course you withdrew from/unsuccessfully attempted as well as any other items as assigned by the Academic Chair. The templates and any other items must be returned to the Academic Chair prior to the start of your returning semester, or you may forfeit your opportunity to be reinstated. See the School of Nursing Handbook for complete policies.

_____ For personal reasons, I would like to change my **current schedule** and be placed on the Waitlist to take a seat if currently available in NUR _____ on the _____ campus for this request.

5. **RN Students Only:** I would like to be considered for both day and evening opportunities for this request only

> [ ] Yes   [ ] No

6. **This request is not guaranteed and is subject to clinical agency requirements, submission of clinical roster attestations, and other course deadlines.**
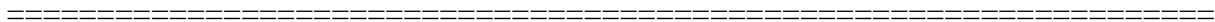
Student Signature: _____ **Date:** _____

Suffolk

COUNTY COMMUNITY COLLEGE

School of Nursing
VOLUNTARY SEMESTER LEAVE OF ABSENCE (LOA) REQUEST

Submit this form to the Associate Dean for the School of Nursing

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TO BE COMPLETED BY STUDENT

Name_____ SCCC Student ID # _____

Address

_____

Phone_____

I am requesting a LOA from the nursing program for the following semester:

Fall 20_____   Spring 20_____

I understand I must apply for course reinstatement to be able to register for a nursing course. I understand reinstatement must occur within one (1) year from the last clinical course or my nursing program code will be removed, and I must reapply to the program as a new student.

Reason for Semester LOA Request: _____

Student Signature: _____   Date: _____

Notification of approval of LOA will be sent to the student via email from the Associate Dean of the School of Nursing. If granted, the students program code will be retained during the LOA. Program completion dates will remain inclusive of the semester LOA. Seats in a subsequent course are not guaranteed due to the LOA.

Suffolk
COUNTY COMMUNITY COLLEGE

School of Nursing

VOLUNTARY NURSING PROGRAM WITHDRAWAL FORM

Submit this form to your Academic Chair

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TO BE COMPLETED BY STUDENT

Name_____ SCCC Student ID # _____

Address

_____
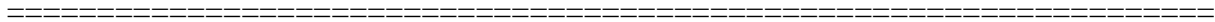
Phone_____

I am requesting program code withdrawal from the School of Nursing**. I understand after this request has been processed I will be a non-matriculated student.**

Reason for Withdrawal: _____

Student Signature_____ Date _____

Spring 2024

SUFFOLK COUNTY COMMUNITY COLLEGE
NURSING FACULTY

	PHONE	CAMPUS	OFFICE	EMAIL
Associate Dean				
Shaffer, Cheryl, PhD, RN, PNP, ANP Professor of Nursing	451-4971	Ammerman	R106	shaffec@sunysuffolk.edu
Academic Chairperson – Ammerman Campus				
Helene Winstanley, PhD, RN, ANP-C, CCRN-K Professor of Nursing	451-4652	Ammerman	R338	winstah@sunysuffolk.edu
Academic Chairperson – Grant Campus				
Green, Constance MS, MS, RN, NPP Professor of Nursing	851-6439	Grant	MA200	greenc@sunysuffolk.edu
Academic Chairperson – Eastern Campus				
Thornton, Jill, RN, MSN, APRN-BC, ANP Professor of Nursing	548-3730	Eastern	E/C/7	thorntj@sunysuffolk.edu
Faculty Members				
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Kellner, Marlene EdD, MS, RN Assistant Professor of Nursing	451-4907	Ammerman	R339	kellnem@sunysuffolk.edu
Mangino, Michael W., Jr., RN, MSN, NP-P, BC Associate Professor of Nursing	548-3733	Eastern	E/C/10	manginm@sunysuffolk.edu
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Pak, Myung-Hee, RN, MSN, CCRN Assistant Professor of Nursing	451-4761	Ammerman	R344	pakm@sunysuffolk.edu
Ryman, Karen, MSN, RN, CNE Assistant Professor of Nursing	851-6482	Grant	MA205	rymank@sunysuffolk.edu
Stevens, Janet, MSN, BSN, RNC-OB, CNL, CCRN, CPLC, CBC, C-EFM, CNE, C-ONQS, Professor of Nursing	548-3729	Eastern	E/C/10	stevenj@sunysuffolk.edu

Spring 2024

Beth Sturm, MSN, BSN, BS, RN, CPN Instructor of Nursing	851-6483	Grant	MA205	sturmb@sunysuffolk.edu
Williams, Carlene, PhD, RN, ANP-C, CCRN-K, Professor of Nursing	451-4942	Ammerman	R337	williac@sunysuffolk.edu
Winstanley, Helene, PhD, RN, ANP-C, CCRN-K, Professor of Nursing	451-4565	Ammerman	R344	winstah@sunysuffolk.edu

SUFFOLK COUNTY COMMUNITY COLLEGE
LABORATORY PERSONNEL

LABORATORY PERSONNEL	PHONE	CAMPUS	OFFICE	EMAIL
Arcidiacono, Silin, BSN, RN, JD Professional Assistant II	851-6441	Grant	A208	arcidis@sunysuffolk.edu
Clifford, Kathleen, MSN, NNP Professional Assistant	548-3741	East	E/C/10	cliffok@sunysuffolk.edu
Maloney, Victoria, RN, BS Professional Assistant	451-4350	Ammerman	R109	malonev@sunysuffolk.edu
Menendez, Anne, BSN, RN, MPS Specialist II	851-6503	Grant	MA234	menenda@sunysuffolk.edu