

State University of New York
Canton

Associate in Applied Science (AAS) Degree
Nursing Program
Handbook

AY 2017-2018 Edition



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WELCOME LETTER

Dear Nursing Student:

Welcome to the SUNY College of Technology at Canton Associate Degree Nursing Program! The college has been educating nursing students since the program was established in 1966 by Virginia McAllister. Since its inception, over 1,000 students have graduated from the program. Our graduates provide a vital service to their communities and we are very proud and pleased to have you join our program. If you should have any questions about NCLEX-RN pass rates for first time test takers, program satisfaction, job placement, or graduation rates, please feel free to contact me directly by visiting me in my office (Wicks Hall 120), email ferreek@canton.edu or telephone 315-386-7172. Additional inquiries can be made to the:

Accreditation Commission for Education in Nursing
3343 Peachtree Rd. NE, Suite 850
Atlanta, GA 30326
404-975-5020

The nursing program is very rigorous and you will be challenged. However, you are capable of success. To that end, our faculty members are here to guide you in your learning. The nursing program will prepare you for entry into the nursing profession.

Over the course of the next two years, you will have questions. It is important to get answers to those questions from a credible source. Rumors, second-hand information, and word-of-mouth may cause undue anxiety. **The faculty members are eager to help you and want to see you succeed. If you have a question, do not be afraid to speak to your instructor, advisor, or me.** The policies and procedures outlined in this handbook and in your course syllabus are to serve you as a reference. If, after reading this handbook or a course syllabus, you have a question, please get it clarified. You will be provided a syllabus for each nursing course.

Clear communication is a cornerstone of good nursing care and a sound education. All full-time faculty members have posted office hours outside their doors. In addition, all full and part-time faculty members have email accounts. **All official electronic communication will be conducted through your college email account. We will not be using private email accounts to communicate with you. Therefore, please be sure to check your campus email account on a daily basis.**

One venue to establish and expand professional interests is through the Student Nurses Association. I would encourage each of you to consider becoming actively involved in this organization as well as some of the many other activities/clubs/organizations on campus.

In closing, please accept my congratulations on your acceptance into the nursing program. Your hard work has paid off in gaining you acceptance into this highly competitive program. Should you need assistance, please do not hesitate to ask for help.

Best wishes for a successful and positive nursing education experience.

Kimberly Davies, MSN-A, RN
Nursing Department Director

COLLEGE AND NURSING PROGRAM MISSION STATEMENTS

	College	AAS Nursing Program
Philosophy	A Student-Centered Philosophy by keeping students' best interests at the center of everything that we do.	<p>The Associate Degree Nursing program at SUNY Canton values and strives to create a transformative learning environment where the person’s self-awareness is raised in order to move to a higher level based on the individual’s reality. Education plays a key role in transformative learning. Education is viewed as a mentoring relationship based on mutual respect and understanding that recognizes the diverse needs of the learner and empowers the learner to achieve their highest level of potential. Furthermore, the core values of the National League for Nursing: caring, diversity, integrity and excellence, ethics, patient centeredness and holism are threaded throughout the curriculum. The core values are defined as:</p> <p>“CARING means promoting health, healing, and hope in response to the human condition. A culture of caring, as a fundamental part of the nursing profession, characterizes our concern and consideration for the whole person, our commitment to the common good, and our outreach to those who are vulnerable. All organizational activities are managed in a participative and person-centered way, demonstrating an ability to understand the needs of others and a commitment to act always in the best interests of all stakeholders.</p> <p>DIVERSITY means recognizing differences among persons, ideas, values, and ethnicities while affirming the uniqueness of each. A culture of diversity embraces acceptance, respect, and inclusivity. We understand that each individual is unique and recognize individual differences, which can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. A culture of diversity is about understanding ourselves and each other and moving beyond simple tolerance to embracing and celebrating the richness of each individual. While diversity can be about individual differences, it also encompasses institutional and system-wide behavior patterns. We must always remember that diversity without inclusivity lacks action, representing a missed opportunity.</p> <p>INTEGRITY means respecting the dignity and moral wholeness of every person without conditions or limitation. A culture of integrity is evident when organizational principles of open communication, ethical decision-making, and humility are encouraged, expected, and demonstrated consistently. Not only is doing the right thing simply how we do business, but our actions reveal our commitment to truth telling and to how we always see ourselves from the perspective of others in a larger community.</p> <p>EXCELLENCE means creating and implementing transformative strategies with daring ingenuity. A culture of excellence reflects a</p>

		<p>commitment to continuous growth, improvement, and understanding. It is a culture where transformation is embraced, and the status quo and mediocrity are not tolerated.</p> <p>ETHICS involves reflective consideration of personal, societal, and professional values, principles, and codes that shape nursing practice. Ethical decision making requires applying an inclusive, holistic, systematic process for identifying and synthesizing moral issues in health care and nursing practice, and for acting as moral agents in caring for patients, families, communities, societies, populations, and organizations. Ethics in nursing integrates knowledge with human caring and compassion, while respecting the dignity, self-determination, and worth of all persons.</p> <p>HOLISM is the culture of human caring in nursing and health care that affirms the human person as the synergy of unique and complex attributes, values, and behaviors, influenced by that individual's environment, social norms, cultural values, physical characteristics, experiences, religious beliefs and practices, and moral and ethical constructs, within the context of a wellness-illness continuum.</p> <p>PATIENT-CENTEREDNESS is an orientation to care that incorporates and reflects the uniqueness of an individual patient's background, personal preferences, culture, values, traditions, and family. A patient-centered approach supports optimal health outcomes by involving patients and those close to them in decisions about their clinical care. Patient-centeredness supports the respectful, efficient, safe, and well-coordinated transition of the patient through all levels of care."</p> <p>Reference: National League for Nursing (2010). Section III Core Values. In outcomes and competencies for graduates of practical/vocational, diploma, associate degree, baccalaureate, masters, practice doctorate, and research doctorate programs in nursing (pp. 11-14). New York, NY: author.</p>
Mission	SUNY Canton is dedicated to providing a progression of accessible, affordable, high-quality applied programs that enable students in the North Country, New York State, and beyond to achieve their highest potential both personally and professionally.	The Associate Degree Nursing Program is dedicated to providing students with a high-quality nursing education enabling them to enter practice as a Registered Professional Nurse.

COLLEGE AND NURSING PROGRAM VALUES STATEMENTS

College	AAS Nursing Program
<p>A Student-Centered Philosophy... by keeping students' best interests at the center of everything that we do.</p> <p>Excellence... by challenging everyone to perform at a consistently high level through continuous quality improvement.</p> <p>Integrity... by treating others with honesty and respect during every interaction.</p> <p>Success... by creating an environment that encourages maximum personal and professional growth and helps students translate that growth into meaningful action.</p> <p>Diversity... by fostering a culture of inclusiveness that values individual differences, gives voice to all in the campus community, promotes the free exchange of ideas based on merit, and encourages a global perspective.</p> <p>Access... by offering affordable career- oriented public higher education to motivated, mature and disciplined students through innovative delivery methods.</p> <p>Sustainability... by implementing viable long-term options for resource usage, disaster management, transportation, and waste management in connection with all campus activities and weaving sustainability concepts throughout the curriculum.</p> <p>Flexibility... by embracing change to better address the needs of the college community and society at large.</p>	<p>The Associate Degree Nursing program at SUNY Canton values and strives to create a transformative learning environment where the person's self-awareness is raised in order to move to a higher level based on the individual's reality.</p> <p>Education plays a key role in transformative learning. Education is viewed as a mentoring relationship based on mutual respect and understanding that recognizes the diverse needs of the learner and empowers the learner to achieve their highest level of potential.</p> <p>The SUNY Canton Nursing program believes that:</p> <ul style="list-style-type: none"> • People are unique, holistic individuals with values and beliefs that originate from their life-world, who have specific needs and are capable of making decisions by themselves, with others, and/or by proxy. • Health and well-being are dynamic lived experiences uniquely defined by the individual within the context of culture and environment. • Nursing is a unique profession that provides a service to society that is culturally sensitive, evidence-based, collaborative, and individualized. Utilizing the nursing process, the nurse facilitates transformation within individuals and groups to attain desired outcomes.

COLLEGE AND NURSING PROGRAM STUDENT LEARNING OUTCOMES

College's Student Learning Outcomes	AAS Nursing Program College's Student Learning Outcomes
<p>Critical Thinking Demonstrates the ability to interpret, apply, analyze, identify, distinguish and evaluate the assumptions, methodology and/or evidence of concepts, constructs and theory to provide a valid response, conclusion or recommendation.</p>	<p>NLN: Nursing Judgment Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of clients within a family and community context.</p> <p>QSEN: Safety Student will minimize risk of harm to clients and providers through both system effectiveness and individual performance.</p> <p>QSEN: Informatics The student will use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.</p>
<p>Professional Competence Demonstrates knowledge and the ability to apply professional, Industry and ethical standards through the development of skills and knowledge consistent in professional practice within the respective discipline.</p>	<p>NLN: Professional Identity Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse clients within a family and community context.</p> <p>QSEN: Teamwork and Collaboration Student will function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality client care.</p>
<p>Inter/Intrapersonal Skills Demonstrates an ability to address professional and ethical responsibilities including a respect for diversity; recognize the impact of societal issues within a global context; function effectively as a member or leader of a team; and perform self-reflection of personal growth and achievement.</p>	<p>NLN: Human Flourishing Advocate for clients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.</p> <p>QSEN: Client Centered Care Student will recognize the client or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for client's preferences, values, and needs.</p>
<p>Communication Skills Demonstrates the ability to effectively present, organize, and articulate thoughts, ideas, viewpoints, and conclusions both orally and/or in writing.</p>	<p>NLN: Spirit of Inquiry Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for clients, families, and communities.</p> <p>QSEN: Quality Improvement Student will use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.</p> <p>QSEN: Evidence Based Practice Student will integrate best current evidence with clinical expertise and client/family preferences and values for delivery of optimal health care.</p>

NURSING COURSE DESCRIPTIONS

NURS 101 Fundamentals of Nursing

Fall, 6 credit hours

This course provides the student with knowledge and skills basic to nursing. Clinical experiences assist students in applying NURS 101 theory to client care. Skills performed in the nursing laboratory on campus facilitate the transfer of knowledge from the classroom to the clinical setting. This course is open to nursing students only. 6 credits = 150 minutes of lecture, 160 minutes of practice lab, and 6 hours clinical per week. One credit = 50 minutes of lecture, 3 hours of practice lab, 3 hours clinical

NURS 103 Pharmacology I

Fall, 1 credit hour

This introductory pharmacology course will explore the basic principles surrounding pharmacology. Topics include basic pharmacological principles, dosage calculations, regulatory compliance, patient education, and reduction of medication errors. Restricted to nursing students. 1 credit = 50 minutes of lecture each week

NURS 104 Pharmacology II

Spring, 1 credit hour

This pharmacology course explores the various classifications of drugs, and their associated nursing care. Drugs used to treat psychiatric, reproductive, bone/joint disorders, analgesics, and those commonly used during pregnancy will specifically be discussed. 1 credit = 50 minutes of lecture each week

NURS 105 Nursing Seminar

Fall, 1 credit hour

This course serves as an introduction to the nursing program. It includes differentiating a program of study from individual courses; clarifying experiences; learning study skills and test taking strategies; practicing stress and coping techniques; and enhancing organizational and time management skills. Students explore critical thinking within the context of nursing. The seminar format provides an opportunity to apply critical thinking to current coursework. Attendance with active participation in discussions is expected. Attendance is required in this course because of the importance of dialogue in thinking and learning. The different viewpoints shared during the seminar will help expand the thinking of all participants. 1 credit = 50 minutes of lecture each week

NURS 106 Maternal Child Nursing

Spring, 4.5 credits

Concepts from nursing fundamentals are adapted to the nursing care of the family. The course emphasizes utilization of all components of the nursing process in caring for individuals, within the context of family and community, during the childbearing period and in providing preventive and restorative care to children of all ages. Beginning with the childbearing individual and then the child from conception to adolescence, concepts of pregnancy, labor and delivery, post-partum, newborn, child growth and development from infancy through late adolescence will be presented. The student will build on skills using the nursing process and critical thinking to meet maternal/child health care needs within the family system, well child and acute care settings. Clinical experiences are provided in area hospitals, community agencies and public health clinics. 1 credit= 50 minutes of lecture or 160 minutes of practice lab or 180 minutes of clinical per week

NURS 107 Mental Health Nursing

Spring, 4.5 credits

This course offers an examination of concepts and theories related to psychiatric and mental health nursing within the context of the therapeutic relationship. Aspects of primary, secondary, and tertiary prevention are addressed as a basis for promoting and sustaining optimum mental health functioning. Emphasis is placed on relationship-centered care, teamwork, quality and safety for diverse patient populations with psychiatric disorders. 1 credit= 50 minutes of lecture or 160 minutes of practice lab or 180 minutes of clinical per week.

NURS 200 Pharmacology III

Fall, 1 credit hour

This course explores classifications of drugs used to treat fluid and electrolyte imbalances, infection and cancer. Additionally, drugs used in the treatment of respiratory gastro-intestinal, and endocrine disorders will be discussed.

1 credit = 50 minutes of lecture each week

NURS 201 Medical-Surgical Nursing I

Fall, 10 credit hours

Course content focuses on application of the nursing process to care of pediatric and adult patients experiencing medical-surgical conditions along the health-illness continuum. Topics covered include those related to acute/complex respiratory, endocrinology, gastrointestinal, oncologic, musculoskeletal and fluid, electrolyte and acid-base disorders. Students apply their learning to clients in medical-surgical clinical settings. Skills performed in the nursing laboratory on campus facilitate the transfer of knowledge from the classroom to the clinical setting. One credit hour = 50 minutes of lecture, three hours practice lab or three hours of clinical.

NURS 202 MEDICAL-SURGICAL NURSING II

Spring, 10 credit hours

This course focuses on application of nursing process to care of pediatric and adult patients experiencing medical-surgical conditions along the health-illness continuum. Topics covered include those related to acute/complex cardiovascular, neurologic, hematologic, integumentary, immunologic, sensory, reproductive, emergency, and disaster events or disorders. Students will apply their learning to clients in medical-surgical clinical settings. Skills performed in the nursing laboratory on campus facilitate the transfer of knowledge from the classroom to the clinical setting. One credit hour = 50 minutes of lecture or 160 minutes of practice lab or 180 minutes of clinical per week.

NURS 203 PROFESSIONAL ISSUES AND TRENDS IN NURSING

Spring, 1 credit hour

Students explore and analyze socio-economic and political variables that affect professional nursing and healthcare. Students examine the professional growth and transition of the student nurse, current issues in healthcare, nursing management, and career development. This course is open to nursing students only. 1 credit= 50 minutes of lecture each week.

NURS 204 PHARMACOLOGY IV

Spring, 1 credit

This course explores nursing care associated with the classifications of drugs used to treat cardiovascular, blood, sensory, neurological, immune, and skin disorders. In addition, drugs used in the emergency setting will be examined. 1 credit = 50 minutes of lecture each week.

PROGRAM REQUIREMENTS (Curriculum 0622)

Semester I Credits

BIOL 217	Human Anatomy & Physiology I (GER 2)	4
ENGL 101	Composition and the Spoken Word (GER 10)	3
NURS 101	Fundamentals of Nursing	6
NURS 103	Pharmacology I	1
NURS 105	Nursing Seminar	1
	TOTAL CREDITS	15

Semester II Credits

BIOL 218	Human Anatomy & Physiology II	4
NURS 104	Pharmacology II	1
NURS 106	Maternal Child Nursing	4.5
NURS 107	Mental Health Nursing	4.5
PSYC 101	Introduction to Psychology (GER 3)	3
	TOTAL CREDITS	17

Semester III Credits

BIOL 209	Microbiology	4
NURS 200	Pharmacology III	1
NURS 201	Medical-Surgical Nursing I	10
PSYC 220 PSYC 225	Child Development OR Human Development	3
	TOTAL CREDITS	18

Semester IV Credits

NURS 202	Medical-Surgical Nursing II	10
NURS 203	Professional Issues & Trends in Nursing*	1
NURS 204	Pharmacology IV	1
	TOTAL CREDITS	12

* Writing Intensive Course

Graduation Requirements: Total Semester Hours – 62 credits with minimum 2.0 GPA

A grade of C+ or better is required for successful completion of all nursing courses and a grade of C or better is required for all co-requisite courses is required to continue in the program.

Successful completion of all co-requisite courses and a semester GPA of 2.0 is required to continue in the program. This requirement is different from that of the college in order to help insure that the student is adequately prepared to enter the nursing profession, increase likelihood of success on the NCLEX-RN test, and enhance the ability of the student to transfer credit to another college.

Once enrolled in NURS 101, students must complete the program within four years. For extraordinary circumstances, permission to complete the program beyond four years must be granted by the Dean of the School of Science, Health, and Criminal Justice in consultation with the Nursing Department Director.

Of the four clinical nursing courses (NURS 101, 102, 201, 202) only one course may be repeated one time. Examples of interpretation of this rule follow:

Of the four clinical nursing courses (NURS 101, 106, 107, 201, 202) only one course may be repeated one time. Examples of interpretation of this rule follow:

- A student does not obtain the final required grade of “C⁺” or better in NURS 101 and repeats the course. That student will not be allowed to continue in the program if he/she needs to subsequently repeat NURS 101, 106, 107, 201, or 202.
- A student successfully completes NURS 101 on the first attempt, but does not get the required grade of “C⁺” in NURS 106 or NURS 107 and repeats the course. That student will not be allowed to continue in the program if he/she needs to subsequently repeat NURS 106, 107, 201, or 202.
- A student successfully completes NURS 101, NURS 106 and NURS 107 on the first attempt, but does not get the required grade of “C⁺” in NURS 201 and repeats the course. That student will not be allowed to continue in the program if he/she needs to subsequently repeat NURS 201 or 202.
- A student successfully completes NURS 101, 106, 107, and 201 on the first attempt, but does not get the required grade of “C⁺” in NURS 202 and repeats the course. That student will not be allowed to continue in the program if he/she needs to subsequently repeat NURS 202.

** CPR certification (American Heart Association for Health Care Professionals - BLS for Adults, Infant, and Child or Red Cross certification (Professional Rescuer Course) is required for NURS 101, 106, 107, 201, and 202.

** Students will complete clinical experiences in hospitals, long-term care facilities, and community agencies throughout Northern New York. Clinical hours may include day, evenings, and weekends. **The college does not provide transportation to clinical.**

** The New York State Education Department, Office of the Professions requires persons applying for licensure to answer questions related to criminal convictions and/or professional misconduct.

** *In order to be eligible to take RN boards (NCLEX exam), you must have the required educational background and be of good moral character. Persons charged with or convicted of a crime (felony or misdemeanor) in any state or country, or who have committed an act which raises a reasonable question as to the applicant's moral character (e.g., professional misconduct, unprofessional conduct, incompetence or negligence, or the termination of professional training,*

employment or privilege or voluntary/involuntary leaving to avoid termination by any hospital or licensed facility) shall be referred to the executive director of the Office of Professional Discipline or his/ her designee. This is a lengthy process and the applicant is responsible for his/her own legal fees. A person concerned with his/her eligibility is advised to initiate the process well before graduation. (Source: New York State Licensing Application Packet published by the New York State Education Department, Office of Professions).

KAPLAN INTEGRATED TESTING PROGRAM

Kaplan’s Integrated Testing program is comprised of a series of online exams designed to evaluate the nursing knowledge of students in an undergraduate program leading to RN licensure. In preparation for the NCLEX-RN exam, which all students must take to become Registered Nurses, the Kaplan integrated testing program is administered. Kaplan specialty exams are computerized with test interface similar to the test interface used on the NCLEX-RN exam. The tests are timed according to the timing allowed on the NCLEX-RN exam. Tests are given one to two weeks before the semester ends to evaluate overall nursing knowledge and comprehension, to identify weaknesses and knowledge deficits, and help students focus for the NCLEX-RN exam. Practice (Focused Exams) exams will be assigned utilizing all available Kaplan online resources and course materials.

The following exams are required:

Semester	Test Name	Time	Number of test questions
Pre-Admission	Admission Test	165 min	91
	Math	45 min	28
	Reading	45 min	22
	Writing	45 min	21
	Science	30 min	20
NURS 101	Fundamentals	90 min	75
NURS 101	Wellness/Physical Assessment	90 min	75
NURS 105	Critical Thinking	102 min	85
NURS 106	OB	90 min	75
NURS 107	Psychosocial	90 min	75
NURS 201	Pediatrics	90 min	75
NURS 202	Med/Surg Comprehensive	90 min	75
NURS 202	Kaplan Secure Predictor	180 min	150
Exit Exams			
NURS 203	Management/ Professional Issues	90 min	75
NURS 204	Pharm/Parenteral Therapies	90 min	75
NURS 202	Diagnostic Exam	216	180

Kaplan Standardized Tests Scores

The Kaplan Integrated Testing Program test results include a total percent correct and a percentile rank. The total percent correct is a raw score that provides limited information.

To evaluate an individual student score, information about the number of students who had scores above and below the raw percent score is needed. The additional information determines the relative position of the individual's raw score. The percentile rank for a raw score is the percentage of individuals in the total norm group who achieve scores at or below the individual's score. An individual's percentile rank describes his/her exact position compared with the norm group. A score that is identified by its rank is called a percentile.

The higher the percentile rank, the better a student performed on the test. A student that performed on the 85th percentile performed better than 85% of the students in the norm group. A student that performed on the 49th percentile performed better than only 49% of the students in the norm group. This student is in the bottom half when compared with the norm group. Note: Percentile Rank is a more accurate indicator of performance than the raw percentage to determine students' success on individual tests. It takes into account the difficulty level of an individual test.

Conversion Grading for Exam

The score that is recorded as the students' gradebook is the grade in "Percentile Rank" column not the "% Correct." The grade conversion is the number using the rubric below:

Percentile Rank	Course Grade
90-99th	98
80-89	95
70-79	90
60-69	86
50-59	82
40-49	74
30-39	66
20-29	58
10-19	50
Below 10	40

Kaplan Remediation Policy

In order to aid in the progression and success of our students, while lowering our program's attrition rate and strengthening the NCLEX-RN pass rate, SUNY Canton's Nursing Program has implemented Kaplan Integrated Testing Program for nursing schools. Kaplan Integrated Testing Program is comprised of a series of secure online tests designed to evaluate the knowledge of students in a basic nursing curriculum leading to RN licensure. The results enable nursing faculty to identify students with knowledge deficits in specific content areas, so that early interventions can be implemented in order to positively influence student outcomes.

Kaplan focused exams will be assigned throughout the semester. Remediation is **required** for these exams, students will remediate ALL questions for a minimum of 60 seconds per question. This includes correct questions as well as the incorrect ones. The option to repeat the focused exam may be offered 48 hours after (no sooner) following the initial exam. Students may choose not to repeat the exam, but remediation must be completed. The grading will be per cohort grading rubric. If remediation is not completed within the 48 hours, the student will receive a grade of “0” for that focused exam. Failure to complete the remediation prior to the final exam will result in course failure.

Kaplan integrated exams will be assigned each semester. Students will remediate all questions on the integrated exams for minimum of 60 seconds per question. This remediation must be completed 48 hours prior to the final exam of the designated course. If not completed, a grade of “0” will be entered into the gradebook for that integrated exam.

Remediation explanations do not show the original test question and answer choices. Instead, students see the three levels of nursing content relevant to the topics of the question. Students have access to all question topics for remediation. Students are required to view remediation for questions answered correctly as well as those questions that were missed. The analysis of exam results gives valuable insight into the strengths and weaknesses of the student.

Remediation is available 24 hours a day, seven days a week, in multiple formats so students can correct knowledge deficits. The remediation program includes:

- Online remediation explanations with links to essential content from Kaplan Nursing and various nursing textbooks
- 38 Online Focus Review Unsecure Practice Tests
- The Kaplan Basics Book
- 6 Mid-Fidelity Simulations with 5 modules each

Kaplan Program Exit Tests

The Kaplan Secure Predictor exam is given at the end of NURS 202. The Diagnostic Test and the first three Question Trainer Tests will be given as a take-home prior to the beginning of the Kaplan live NCLEX-RN review course.

Kaplan NCLEX-RN Review Course

The Kaplan NCLEX-RN review course is a live review course that begins the last week of the semester during finals week. All seniors will participate in a mandatory review course. Students are expected to take this review course seriously because they are expected to pass the NCLEX-RN test at the first sitting. Students will have 90-day access to Kaplan after completing the Kaplan NCLEX-RN Review course. It is strongly recommended that the NCLEX-RN Licensing Examination be completed within 90 days of graduation. Outcome data show that graduates who take the exam within this time period after graduation tend to have higher pass rates than those who choose to delay taking the exam.

ADMISSION REQUIREMENTS AAS NURSING

1. The application process, including anticipated cost is stated in the SUNY Canton Academic Catalog. Students may elect to attend either full- or part-time. The SUNY Canton Nursing Program utilizes a selective admissions process.
2. There is no discrimination in the educational program or activities of the Nursing Program based on race, age, color, creed, religion, national or ethnic origin, gender, sexual orientation, marital status or handicap. This practice complies with Title IX of the Educational Acts of 1972, the Americans with Disabilities Act of 1992 and other federal and state laws and regulations.
3. SUNY Canton nursing faculty members subscribe to the Core Performance Standards as adapted from the Southern Council on Collegiate Education for Nursing and from the Validation Study, "Functional Abilities Essential for Nursing Practice" by the National Council of State Boards of Nursing. The core performance standards set forth cognitive, sensory, affective, and psychomotor performance requirements for nurses. Under the Americans with Disabilities Act (ADA), the SUNY Canton nursing programs do not base admission, acceptance or continued enrollment on the core performance standards. Instead, the standards are used to assist applicants and students in the determination of need for ADA related accommodations and medications. The core performance standards are intended to constitute an objective measure of:
 - A qualified applicant's ability with or without accommodations to meet the program performance requirements.
 - Accommodations required by a matriculated student who seeks accommodations under the ADA.

Nursing students, who qualify under the Americans with Disabilities Act, are expected to review these core performance standards. In accordance with the Civil Rights Law and with College policy, no qualified individual with a disability shall, on the basis of that disability, be excluded from participation in the program. SUNY Canton will provide reasonable accommodations to a qualified individual with a disability. The Office of Accommodative Disability Services is responsible for determining if reasonable accommodations can be identified and for ensuring that such accommodations are provided for students. It is the responsibility of the applicant or student to request the accommodations that are needed to perform the behaviors listed below. If a student reports to faculty or staff that they need an accommodation for a perceived disability; they will be referred to Accommodative Services by the faculty member. To be eligible for a reasonable accommodation, applicants must provide credible documentation of disability. Contact the Office of Student Access ability Services at 315-386-7392, Miller Campus Center 235 or via email at riedlm@canton.edu, if you think that you may require an accommodation for a disability. The standards with some specific examples follow:

Core Performance Standards

STANDARD	DEFINITION	EXAMPLES OF NECESSARY ACTIVITIES
Critical Thinking	Critical thinking ability sufficient for clinical judgment	<ul style="list-style-type: none"> • Identify cause-effect relationships in clinical situations • Develop nursing care plans • Make rapid decisions under pressure • Handle multiple priorities in stressful situations • Assist with problem solving
Conceptual and Analytical Reasoning	Demonstrate ability to calculate, measure and analyze, exercise good judgment, and utilize critical thinking in the process of delivering care and comfort to clients.	<ul style="list-style-type: none"> • Calculate drug dosages with a standard calculator • Use clinical judgment and decision-making skills • Apply research-based knowledge from nursing and the sciences as the basis for practice • Evaluate nursing care outcomes through the acquisition of data and the questioning of inconsistencies, allowing for the revision of actions and goals • Engage in self-reflective and collegial dialogue about professional practice • Engage in creative problem-solving
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, educational, cultural, and intellectual backgrounds	<ul style="list-style-type: none"> • Establish rapport with clients/clients and colleagues • Cope effectively with high levels of stress • Cope with anger/fear/hostility of others in a calm manner • Cope with confrontation • Demonstrate high degree of patience
Communication	Communication abilities sufficient for interaction with others in Standard English in verbal and written form	<ul style="list-style-type: none"> • Explain treatment procedures • Initiate client education • Document and interpret nursing actions and client/client responses
Mobility	Physical abilities sufficient to move from room to room, to maneuver in small spaces and to perform procedures necessary for emergency intervention	<ul style="list-style-type: none"> • Move around in client's rooms, workspaces, and treatment areas • Administer cardio-pulmonary resuscitation procedures • Walk the equivalent of 5 miles per day • Remain on one's feet in upright position at a workstation without moving about • Climb stairs • Remain in seated position
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	<ul style="list-style-type: none"> • Calibrate and use equipment • Position clients/clients • Perform repetitive tasks • Able to grip • Bend at knee and squat. • Reach above shoulder level • Lift and carry 25 pounds • Exert 20-50 pounds of force (pushing/pulling)
Hearing	Auditory ability sufficient to monitor and assess health needs	<ul style="list-style-type: none"> • Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help • Hear tape recorded transcriptions • Hear telephone interactions
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	<ul style="list-style-type: none"> • Observe client/client responses • Identify and distinguish colors • Read words, graphs, charts, instruments

ADMISSION CRITERIA

Nursing is a competitive program that requires students to have a strong background in biology, chemistry, math and reading comprehension. Admission is based on the academic qualifications of the student and space availability. Meeting program admission requirements does NOT guarantee acceptance into the nursing program. The requirements are effective for fall 2017.

- Meet eligibility criteria for college level math (Math 111 or Math 112) and Anatomy and Physiology I (BIO 217)
 - All pre-requisite courses may be repeated only once if a grade below "C" or "W" (Withdrawal) is received.
- Take the Kaplan admission exam.
 - All applicants are required to take and pass the entrance exam. An applicant who is unsuccessful will have one more opportunity to retake the entrance exam during a subsequent semester. Two failures of the entrance exam will deem the student as ineligible for the program. The examination can only be taken twice in one calendar year. No Kaplan admission scores older than three years will be accepted.
 - All transfer students, readmissions and LPN applicants are required to take the Kaplan admission exam.
- Provide Admissions with official transcripts from all schools previously attended. Official transcripts must be sent from the institution with the seal of the school affixed to the document. Course equivalence are determined by the Transfer Credit Evaluator and the Dean of the School of Health, Science and Criminal Justice in collaboration with the Nursing Director.
- Take the SUNY Canton pharmacology dosage calculation exam and receive 100% on the first (1) attempt to be exempt from the pharmacology I course. [Please click on this link for a study guide.](#) This option is limited to the following applicants:
 - Transfers from another nursing program
 - LPNs seeking advance placement
 - Readmits who have taken the pharmacology I course prior to fall 2015
- If a student is requesting re-admission to the nursing program and it has been more than one year since the student was last enrolled in the nursing program, the student will be required to audit the lecture and lab sections of the last nursing course successfully completed. Applicants requesting readmission to the nursing program must have completed the last nursing course within two years.
- Readmitted students will be required to sign a conditional admission contract if they wish to be readmitted into the nursing program when the readmission is due to a clinical course failure.
- Residency requirement for graduation: Complete SUNY Canton's NURS 201, 202, 203, and 204 courses, if transferring from another nursing program.

- Presented a current cardiopulmonary resuscitation (CPR) card for a Healthcare Provider (Basic Life Support) from the American Heart Association. CPR should be current from August 1st through June 1st
- Presented evidence of satisfactory health status with a current and complete record of immunizations.
- Licensed Practical Nurses Advance Placement Applications
 - The LPN may be exempt from the first semester of nursing courses (NURS 101, NURS 105 and NURS 103) providing the following criteria are met:
 - Satisfy the criteria stated in Admission Requirements: AAS Nursing.
 - Complete the online Excelsior College® Examination for Fundamentals of Nursing Exam (www.excelsior.edu) with a score of “B” (80%) or higher for those students who have graduated from a non-credit bearing, non-college practical nursing program.
 - Complete Human Anatomy & Physiology I with a grade of “C” or higher
 - Complete English 101 Composition and the Spoken Word with a grade of “C” or higher
 - NURS 101 students, who have successfully completed a practical nursing program and are admitted into the program, will be offered the NURS 103 dosage calculation exam. Those who achieve a 100% grade on this exam will be exempt from taking NURS 103.
 - Submit current United States State LPN license and registration

IMPORTANT NOTES:

- Applicants must meet the minimum technical requirements for the nursing program, have proof of United States citizenship or have proof of legal residency and be at least 18 years of age upon graduation from the program.
- Applicants may have no more than one repeat, as a result of an F- failure, W- withdrawal, or "C" grade in NURS 101, NURS 106, NURS 107 , NURS 201 and/or NURS 202 at SUNY Canton or any other college within two years of applying to the nursing program. Applicants or students with a second unsuccessful F- failure, W- withdrawal, or "C" grade are ineligible to apply to the SUNY Canton nursing program.
- Applicants may have no more than one repeat, as a result of an F- failure, W- withdrawal, or "D" grade in Human Anatomy & Physiology 1, Human Anatomy & Physiology 2, and/or Microbiology at SUNY Canton or any other college within five years of applying to the nursing program. Applicants or students with a second unsuccessful F- failure, W- withdrawal, or "D" grade are ineligible to apply to the SUNY Canton nursing program.
- Applicants who have been unsuccessful in two nursing courses or the same nursing course twice at SUNY Canton or another college/nursing program are ineligible to apply to the SUNY Canton nursing program.

- SUNY Canton utilizes a regular decision admission policy. The College will accept applications for admission from November to January of the academic year prior to the applicant's requested admission. The College's Admissions Committee will meet in January and again in March to make final decisions about acceptance into the program. If an applicant exceeds the required admissions requirements for the College, an early acceptance letter will be sent to the applicant as soon as all application materials have been received. As a single purpose institution with limited enrollment, we want students to be aware that a commitment of admission is expected and request an acceptance of offer of admission within two weeks of notification.
- Transfer credit may be awarded for courses that were previously taken at an accredited institution, passed with a grade of "C" or better, and are similar in content and credit hours to those in the SUNY Canton curriculum, such as Anatomy and Physiology I and II, and Microbiology. Anatomy and Physiology I, Anatomy and Physiology II, and Microbiology completed more than seven years prior to acceptance will need to be repeated or challenged.

RETENTION AND RECRUITMENT

It is the objective of the nursing department that once a student begins the program, he/she will successfully complete it within 4-6 semesters. To that end, the college has implemented a number of measures designed to improve student retention. These include; formation of the Student Retention Committee, the Moving to Success (MTS) early warning identification process, and use of academic advisors. To supplement these measures, the nursing program has implemented the following:

- Use of learning agreements and referrals.
- Assignment of a nursing faculty member as a student's advisor over the course of the student's enrollment.

Nursing faculty members and students participate in various recruitment activities including, but not limited to:

- Student open-houses
- Student orientations
- Health fairs

POLICY DEVELOPMENT AND IMPLEMENTATION

Development of nursing policies evolves from identification of issues/concerns via:

- Program review.
- Those identified by faculty members and/or students and/or the advisory board.
- Student evaluations.

Policy changes are implemented when they are published in the A.A.S. Nursing Program Student Handbook. In the event a policy must be implemented immediately, a copy of the policy is distributed to each student and all faculty members. Each semester students are required to read the program handbook and sign a statement that they have obtained,

read, and understand the program handbook. All faculty members are provided a copy of the handbook.

ACCOUNTABILITY

Each Canton nursing student is expected to function professionally and be accountable for his/her own action(s). Students are expected to be assertive and to follow the appropriate chain of command in both clinical and campus settings.

- Failure to submit assigned work will result in a written contract established between the instructor and student. Failure to continue to submit assigned work may result in dismissal from the course. A written request for an extension may be submitted to the instructor prior to the due date. The instructor may or may not, at his/her discretion, grant an extension.
- Failure to submit assigned work by 12:00 pm on the last day of instruction for the semester will result in an “F” course grade.
- Failure to notify in advance absence from clinical will result in a contract established between the instructor and student. Any subsequent failure to notify in advance an absence from clinical may result in dismissal from the course.
- Chain of command on the campus setting is as follows:
 - Issues, concerns or problems are addressed initially with the faculty member teaching the course.
 - Failure to resolve the concern at this level, address the concern with the course coordinator
 - Failure to resolve at the course coordinator level, address the concern with the Nursing Director

COMPUTERIZED TESTING POLICY

Students are responsible for an honest and independent effort during testing. When there is evidence of cheating, disciplinary action may be taken; including, but not limited to, receiving a zero for the exam or being withdrawn from the course.

Cheating includes, but is not limited to:

1. Looking at or copying from another student’s exam
2. Communicating or receiving answers during the exam
3. Using unauthorized notes, texts or other materials during an exam
4. Obtaining and/or distributing an unauthorized exam or part of an exam
5. Having additional browser windows open before, during, or after an exam
6. Discussing exam content or questions with classmates who have not yet taken the exam

Policy and procedure for computerized testing:

1. All computerized testing will be proctored and students are expected to be looking only in the direction of their own computer. Students who are observed looking at

other computer screens will be verbally warned. If the behavior continues, the student's computer test will be terminated and the student will receive a zero for that exam.

2. The only browser window allowed to be open during an exam is the one that is being used to administer the exam. This browser window is not to be opened by the students 30 minutes prior to the exam and 30 minutes after the conclusion of the exam process. Absolutely no other browser windows are to be opened before, during, or after an exam (including emails).
3. The student will not open any exam, at any time, unless the exam is a scheduled exam in a proctored setting at the established time.
4. Under no circumstances will a student print out or email an exam or exam results.
5. Students may not discuss the content of an exam until all students have taken the exam.
6. If a student skips a question or does not save an answer properly, the student will not receive credit for that question.
7. All books and personal belongings, including hats, are to be placed at the front of the class.
8. Only proctor approved items are allowed during test (.e. scratch paper, Kleenex, etc.).
9. No drinks or food are allowed in the testing room, unless approved by proctor.
10. No cell phones or other electronic devices are allowed in the testing area. If a calculator is required, only approved simple calculators will be permitted.
11. Faculty will not define or explain the meaning of terminology for students during an exam.
12. Students will have an opportunity to review their exam in a proctored, formal setting. The faculty will not accept questions concerning answer rationales during the exam.
13. Students may only review their exams in a proctored setting. Accessing an exam outside of a proctored setting is prohibited.
14. Students will sign the Acknowledgment of Computerized Testing Policy form located in Appendix C and submit the signed form to their course instructor.

TESTING POLICY

The following policy applies to all testing environments.

1. During testing, the only allowable items on the desk can be a pencil and a drink and a test. Aisles between desks must be clear. All cell phones must be turned off.
2. Passing notes, calculators or any other items or materials to another student after the exam has started is prohibited. Any questions or requests should be made directly to the instructor or proctor.
3. Students may not leave the room during the examination. The examination must be submitted prior to leaving the room.
4. Testing start and end times will be listed on the board or computer. Students who arrive late will not receive extra time to complete the examination. Any student who arrives late will only be afforded the remaining allotted test time.

5. Students taking examinations are expected to adhere to the academic integrity policy. It is expected that the examination reflects one's own independent and individual work. Failure to abide by the academic integrity policy can result in academic sanctions up to and including dismissal from the program.
6. Final test scores will be posted no sooner than twenty-four hours after the exam and no later than five working days after the exam. All grade adjustments are made before the grades are posted in the grade book.
7. Nursing students who make less than 75% on any unit exam are required to remediate.
8. Test review is available as scheduled by instructor after the test is submitted. Students are not allowed to have any paper individual student responses with their answer key while reviewing exam. No notes are allowed to be taken while reviewing an examination.
9. Exam Grades: There will be no rounding of grades, a 74.99 will be equivalent to a grade of "C."
10. Students may miss scheduled examinations only in extreme circumstances such as illness, death in family or other emergencies.

Exam Review

1. It is at the faculty's discretion if a group review is conducted. If so, the students will not be allowed to take any notes or pictures; they can only read the exam questions with the rationale and discuss questions with other students or the faculty.
 - i. If notes or pictures of exam items occur, the student will be expelled from the program.
2. All testing materials are the property of the Nursing Department.

REMEDIATION POLICY

A. Purpose:

The purpose of remediation is to identify, remediate, and counsel those individuals who demonstrate behaviors or evidence of difficulties in their Nursing Program as early as possible.

Remediation is a system of support for the student, and is not a disciplinary action. The sole purpose of this program is to help struggling students with remediation efforts designed at assisting them to become better equipped to be successful nurses.

Remediation may be made for any significant areas of weaknesses. The faculty seeks to ensure that each student successfully completes our program, and is ready to enter the profession having assimilated the necessary knowledge, skills, and attitude and conduct essential for the successful nurse.

A. Policy

1. Required Remediation
 - a. Students will be required to complete the standardized Kaplan remediation plan for all correct and incorrect questions. The opportunity

to retake the second standardized exam may be made available by the course faculty.

- b. Students who are referred for remediation from their clinical instructor and/or lab instructor will be required to remediate in the practice laboratory.
- c. Students unsuccessful on a theory exam (less than 75%) will be required to complete a remediation plan for incorrect questions. Students who fail to remediate will receive a zero course grade on that exam.

B. Procedure

1. Required Remediation: Skills

- a. The clinical or laboratory instructor refers the student for remediation of nursing skill(s) by completing the Nursing Skill Remediation Referral Form with the student. *If the skill is a video/Panopto skill, **all** attempts are in the video/Panopto format.*
- b. The student makes an appointment for remediation with the nursing instructional support associate and/or instructor.
- c. The student demonstrates competence of the skill to the nursing instructional support associate.
- d. The nursing instructional support associate completes the remediation referral form by documenting the minutes/hours of remediation and signifying that the student has satisfactorily demonstrated the skill in the nursing lab brings the Nursing Skill Remediation Referral Form (Appendix B).
- e. The student returns the completed Nursing Skill Remediation Referral Form to the clinical or laboratory instructor.

2. Required Remediation: Standardized Kaplan Exams

- a. Students are required to complete the standardized Kaplan-remediation plan for all questions at 60 seconds each question..

3. Required Remediation: Theory Exams

- a. If the student scores less than 75% on any of the theory exams, they will need to see the instructor for mandatory exam remediation. Remediation may be done in a group setting or one-on-one, which is up to the discretion of the instructor. Unless done in class in a group setting, the student will set up an appointment to complete the remediation with the instructor.
- b. Remediation will entail reviewing the student's exam and the questions that were answered incorrectly. The student will fill out an exam remediation form themselves. This form is used as tool to specifically decipher why the student answered the question wrong. Based on why the student answered questions incorrectly, the student and instructor may then formulate a study plan for the next exam. The instructor may provide studying tips and assistance to the student with the goal of a higher grade

percentage on the next scheduled exam. The remediation form will be provided by the instructor.

- c. There will be no reminders- the student is expected to initiate this process independently. Remediation is mandatory. The student must remediate before the next scheduled exam. Remediation is suggested to be completed no later than 48 hours prior to next exam due to student procrastination risking unavailability of instructor. If a student does not complete the remediation before the next exam is administered, the student will take the exam but receive a grade of “0” for that next exam.

EXPECTATIONS OF NURSING STUDENTS AND ACCOMMODATIONS POLICY

Physical expectations of students admitted in the nursing program include being able to ambulate and function in a safe manner and not placing clients in jeopardy – see technical admission requirements. Students who may have or have difficulty in meeting the previous expectations or who may have or have a learning, physical, or mental health disability are encouraged to meet with staff from the Student Accessibility Service Center on campus to receive assistance.

The department is committed to ensuring compliance with the Americans with Disabilities Act and will provide accommodations whenever possible. Students meeting the criteria for special accommodations set by the Student Accessibility Services and who choose to utilize these accommodations are to consult with the course instructor as soon as possible (but prior to the first examination) so that arrangements to meet the students’ needs may be made. All students completing the nursing program must be able to successfully demonstrate the ability to perform all program competencies.

Students who take lecture examinations through Student Accessibility Service Center are asked to speak with the nursing faculty member upon returning to the classroom in order to obtain any announcements, corrections, changes, etc. that may have been made by the instructor during the student’s examination session. It is the student’s responsibility to check with the instructor and to receive these announcements when returning to the classroom.

The college provides a variety of tutoring services.

INTEGRITY POLICY

It is expected that students will be honest in all academic and clinical situations and perform independently on all exams, skills tests, and written assignments.

Any form of cheating or attempting to cheat will result in “F” course grade. The college policy for “Deviant Academic Conduct” found in the college’s student handbook will be adhered to. Students who knowingly collaborate in cheating by assisting others will also be held equally responsible.

Learning assistance materials, supplies, videos, software, and equipment in the lab are for use by all nursing students and are not to be removed unless permission from a nursing faculty member is granted. Removal of such items without permission jeopardizes the learning of all other students and is considered to be a breach of integrity. Removal of such equipment without permission may result in criminal charges.

PROFESSIONAL BEHAVIOR

Standards of Professional Conduct

SUNY Canton's nursing students will adhere to the following standards of professional conduct as an integral aspect of professional socialization.

- **Accountability** - Answering for one's action to self, the client, the profession and the college.
- **Ethical** - Adhering to the Nurse's Code of Ethics (ANA, 2004).
- **Legal** - Operating within the standards of care related to the nursing student role.
- **Honesty** - Practicing fairness and truthfulness in conduct.
- **Dependability** - Being trustworthy and reliable.
- **Respect** - Treating others and self with consideration and courtesy.
- **Responsibility** - Performing duties associated with the nurse's particular role.
- **Confidentiality** - Respecting the privacy of clients by respecting privileged information.
- **Punctuality** - Arriving on time for all classroom and clinical assignments.
- **Professional Appearance** – Following personal appearance standards and uniform policy.

SUNY Canton College Code of Conduct

Students are also required to adhere to SUNY Canton Code of Conduct defined on the College website: http://www.canton.edu/student_affairs/code.html

American Nurses Association (ANA) Principles for Social Networking

Students are expected to adhere to the ANA's Principles for Social Networking as listed below. Violations of these principles may result in termination from the nursing program.

ANA's Principles for Social Networking

1. Nurses must not transmit or place online individually identifiable client information.
2. Nurses must observe ethically prescribed professional client-nurse boundaries.
3. Nurses should understand that clients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a client's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

Six Tips to Avoid Problems

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-client relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with clients blurs this boundary.
4. Do not make disparaging remarks about clients, employers or co-workers, even if they are not identified.
5. Do not take photos or videos of clients on personal devices, including cell phones
6. Promptly report a breach of confidentiality or privacy.

References:

- American Nurses Association (2010, September). Principles for Social Networking and the Nurse. Silver Spring, MD: Author.
- National Council of State Boards of Nursing. (2011, August). White Paper: A Nurse's Guide to the Use of Social Media. Chicago, IL: Author.

Ethical/Legal Behavior

The Nursing Department believes all nurses and nursing students should follow a professional code of ethics. The American Nurses' Association —Nursing: Scope and Standards of Practice¹ contains the 2004 Code of Ethics.

Violating any of the Standards of Professional Conduct, the SUNY Canton Code of Conduct, or ANA's Principles for Social Networking will result in a required meeting with the student and Department Director and may include the instructor within five business days and may result in termination from the program with no possibility of return/reapplication.

ATTENDANCE POLICY

The SUNY Canton nursing faculty believe that in order to ensure excellence and professionalism in nursing, attendance and punctuality for class, practice lab and clinical experiences are essential. Students are expected to attend all planned educational activities and must meet all course objectives. Additionally, regular attendance demonstrates professional behavior and responsibility. In the event of absences, the student's ability to meet course objectives may be in jeopardy and may result in course failure. Documentation of the emergency and or illness may be requested by the faculty. In the event of an absence from clinical due to illness or serious family problems, the faculty and unit should be notified at least one half hour prior to the scheduled session.

Definitions:

Absence: Attendance for less than a full class period (50 minutes) may be counted as absence for the entire class/clinical/lab session. **A maximum of three lectures of a**

nursing clinical course, one week of nursing lab or non-clinical nursing course and one clinical day can be missed if an excused absence is given. If more than the allotted time is missed for an excused absence, the student will automatically fail the course. Absences are counted per course not per semester.

Tardy: Tardiness is defined as five (5) minutes late or a pattern of three or more times of being one or more minutes late.

Regulations:

The New York State Board of Nursing (BON) requires a minimum number of theory and clinical hours for generic students to be eligible for license as a Registered Nurse in New York State. SUNY Canton's nursing curriculum provides the required number of theory and clinical hours.

Guidelines:

1. Absences may make it impossible for a student to meet course objectives and result in failure of the course. Students who find it necessary to be absent from class, lab or clinical are to notify the instructor/facility, prior to the beginning of class or lab, according to directions given by the course instructor.
2. Students are expected to attend classes, lab and clinical sessions for the full scheduled time.

Clinical Attendance

Students are expected to attend all clinical practicums in order to meet the objectives of the program and legal requirements for licensure. If the student is unable to attend clinical due to an emergency, such as an accident, illness, or death in the immediate family, he/she is responsible for notifying the instructor and the clinical facility prior to the scheduled time. Failure to report the impending clinical absence shall be considered a lack of accountability for the purpose of clinical evaluation. Students who have clinical absences must meet with clinical and course faculty to determine how clinical objectives can be met. **If the student has been given an excused absence, the excused clinical day must be made up. More than one missed clinical day may result in clinical failure.**

Excused Absences:

- Excused absences include: death of immediate family member, documented illness, sanctioned university events, or other extenuating circumstances determined excused by the course coordinator. The course coordinator will consult with the clinical instructor when the student incurs an excused clinical absence. Students may be excused for reasons determined by the college or determined by the faculty in consultation with the course coordinator. Although some college events, such as sporting events, are considered excused absences these are still held to the same standard for maximum time missed.
- Any absence of one day involving a brief, episodic illness such as GI upset, URI is between the instructor and student.

- If the reason for absence is of serious nature that changes the students' overall health status (i.e. fracture, surgery, injury), the instructor will advise the student they will be required to obtain a new clinical clearance from the SUNY Canton Student Health Center. The authority to grant health clearance will rest with SUNY Canton Student Health Center. A copy of the clearance statement will be provided to the Nursing Department Director by the student. Once this documentation is submitted, the student may return to clinical.

Unexcused Absence:

An unexcused absence in the semester will automatically result in failure for the course, and will result in loss of progression in the nursing program.

Unexcused Absences may include: Undocumented illness, No Call-No Show, Third Tardy, Removal from the clinical area due to Unprofessional Conduct, or Student's incomplete filing of clinical documents by deadline (CPR, PPD, immunizations, etc.).

- If a tardy is incurred, the student must meet with the faculty for counseling of professional conduct, and a student contract will be created.
- A third (3rd) tardy scores is an Unexcused Absence. Unexcused absences result in automatic Course Failure.

Health Conditions

The student is responsible for notifying each clinical instructor and appropriate agency personnel of any health condition which might require special consideration such as pregnancy, diabetes, epilepsy, etc. A physician's release statement specifying the extent to which the student may participate in clinical activities is required in the following situations:

- Inability or restricted ability to perform clinical activities safely (i.e., back injury, fractures, birth of a baby, surgery, or other disabilities). NOTE: A full release statement is required when there are no longer activity restrictions. The authority to grant health clearance will rest with SUNY Canton Student Health Center.
- Personal illness or injury resulting in clinical absence of more than one week (1-3 days)

Dismissal of Clinical for Adverse Conditions

The President of SUNY Canton has the sole authority to dismiss classes due to ice and snow. If the University is closed because of weather or other adverse conditions, clinical practicums will be cancelled. Alternate arrangements will be made in order for students to meet clinical objectives. If classes are delayed (late start) on a clinical day, the clinical instructor has two options:

- Arrange with the clinical agency for the students to come at a later time (i.e., if clinical is scheduled for 7:30 a.m. - 11:30 a.m., and the President cancels 7:30 a.m. and 8:30 a.m. classes, students may begin clinical at 9:30 a.m.).

- If the instructor decides that there is insufficient time left for a clinical assignment, she/he may schedule “simulation activities” on campus in lieu of clinical experience at another appropriate time.
- Neither the Director of the Department of Nursing or any individual faculty member has the authority to cancel classes - so don't ask them. Students are urged to use personal judgment about safety in times of inclement weather, and they are to communicate with course and clinical faculty.

Attendance at On-Campus Clinical Lab is required. Students are expected to report by phone, text or email to their lab instructor any absence from lab. Faculty will discuss the mechanics for reporting absences. An alternative assignment related to the course content may be required for an absence. **A maximum of one week of nursing lab can be missed if an excused absence is given. More than one week of nursing lab will result in course failure.**

Theory Attendance

Students are required to attend all theory classes. The nursing faculty subscribes to the philosophy that academic success is directly proportional to class attendance. It is expected that students regularly and punctually attend all class and clinical sessions. Each course delineates specific attendance requirements. Any student absent from an exam must notify the faculty. Exam make up time will be at the discretion of the instructor, which may be within 24 hours after return to college. Students must contact the faculty to arrange time for the make-up test. **A maximum of three lectures of a nursing clinical course or a non-clinical nursing course can be missed if an excused absence is given. More than three missed lectures in a clinical course or more than one week of lecture in a non-clinical nursing course will result in course failure.**

Examination Attendance

1. A student who must be absent during a scheduled examination, due to an emergency or illness, must notify the faculty prior to the exam as outlined in the course syllabi.
2. Failure to notify the faculty of absence for an examination results in a grade of zero for that exam unless appropriate documentation is provided.
3. Failure to take the makeup exam at the designated time will result in a zero for that exam.
4. An unexcused absence on an exam date and time will result in a zero for that exam.

Clinical Make up

All missed clinical hours must be made up. It is the responsibility of the student to contact the clinical instructor regarding make-up of all clinical absences. The opportunity to make up excused absences from the missed clinical day will be determined by the availability of the clinical affiliating agency and a qualified clinical faculty to supervise the experience.

The student must be in good standing, i.e. meeting clinical objectives at the time of the absence to be eligible for a clinical make up day. The clinical make up must be

completed within seven days of the missed clinical day and focus on the topic discussed in the classroom the missed week.

Clinical makeup may be accomplished by one of the following methods:

- The student may contact another clinical instructor at the same clinical agency to request attendance at their clinical group. The instructor has the right to deny or accept the student.
- The student may hire a clinical faculty member to make up their missed clinical day at the same facility where the absence incurred. The student is responsible for any additional costs which may be incurred for making up clinical time. The typical fee associated with clinical teaching ranges from \$36/hr for Bachelor of Science prepared faculty member to \$42/hr for Master of Science in nursing faculty member.
- Simulation may be used to make up the missed time, but must be approved by the faculty. The lab instructor has the right to deny or accept the student.

Students unable to make up their missed clinical time will receive an unsatisfactory in clinical which will result in course failure.

STUDENT ACCIDENT/INJURY POLICY

Nursing students who are injured during clinical experiences and receive a personal injury or blood exposure must notify the clinical instructor immediately. Depending on the nature of the injury and after consulting with the affiliating agency's infection control staff and/or the SUNY Canton Davis Health Center, the student will be referred to the emergency department, the Davis Health Center, or the student's own healthcare provider. Any blood/body fluid exposures will be evaluated in the nearest emergency department immediately.

Appropriate agency Accident/Injury forms should be obtained from both SUNY Canton and the affiliating agency's nurse manager of the unit where the accident or injury occurred. The SUNY Canton Accident/Injury report should be completed by the student whenever possible to prevent any breach of confidentiality by college staff. Detailed and extensive reporting is to be avoided.

The nursing department director must be notified by the Clinical Instructor and a SUNY Canton Accident/Injury form obtained and completed. Please obtain the form from the website: <http://www.canton.edu/forms/>).

Unless immediate evaluation is required in the emergency room setting, the student will contact the SUNY Canton Davis Health Center for advice, referral, or treatment if medically necessary.

The SUNY Canton Nursing Program is not responsible for reimbursement of medical treatment rendered.

ELECTRONIC DEVICES (cell phones, PDAs, smartphones, laptop computers, etc.)

1. Cell phone usage in the health care setting will be congruent with the policy of the health care facility.
2. During class times, laptop computers are to be used to access course materials only. Instructors may require students to turn off all electronic devices, including computers, during class, clinical, or laboratory.
3. Students expecting an emergency call during an examination should leave their cell phone/PDA/smartphone with the course instructor for them to answer. The course instructor will relay the message to the student.

AUDIO or VIDEO RECORDING IN CLASS/LAB/CLINICAL

Audio or video recording in class or the practice lab is permitted. Audio and video recording in the clinical setting is prohibited.

STUDENT RECORDS

Please see the SUNY Canton Academic Catalog and AAS Nursing Program Handbook. A student file for advisement is maintained for all nursing students in the Dean of Science, Health, and Professional Studies office. This file is accessible to students and faculty.

STUDENT LIABILITY INSURANCE

Each student should consider carefully the benefits of purchasing student malpractice insurance. The department recommends that students consider companies endorsed by the American Nurses Association and/or the New York State Nurses Association.

ACADEMIC ADVISEMENT

Each nursing student is assigned a nursing faculty member to serve as the student's academic advisor. The role of the academic advisor is to assist the student to succeed in the nursing program and with academic/professional aspirations. Ideally, students will have the same advisor from admission through graduation. Students may request a different advisor by contacting their desired advisor. The new advisor will contact the dean's office for assignment of the advisee. Advisors post weekly office hours and are available to meet with students requesting appointments. The advisor will assist the student with referrals to other college services as indicated. Student academic work progress will remain confidential as outlined by FERPA regulations.

STUDENT FINANCIAL INFORMATION/ASSISTANCE

Student financial information, including both billing and financial aid may be found in the Student Service Center. One expectation of nursing graduates, as professionals, is that loan commitments and obligations should be honored.

NURSING IMPAIRMENT POLICY

Purpose

Practicing nursing while the ability to practice is impaired by alcohol, drugs, physical or mental disability or dependency upon alcohol or drugs constitutes professional misconduct for a nurse. The State of New York offers an opportunity through peer assistance services for remediation as long as provided the use of alcohol or drugs has not resulted in harm to a patient. A nurse whose abuse of alcohol or drugs results in harm to a patient is subject to discipline, up to and including revocation of their license.

The purpose of this policy is to establish procedures consistent with the expectations for licensed nurses in the State of New York, by which the SUNY Canton nursing faculty will address student impairment. "Student impairment" may be suspected when a student is:

Exhibiting one or more signs of impairment immediately before or at any time during a clinical rotation shift which gives rise to a reasonable suspicion of impairment, as determined by the observing nursing faculty member; or if a student self-identifies a drug-related problem.

Policy

SUNY Canton is committed to maintaining a safe, healthy, and productive learning environment for students, faculty, patients, clients, and visitors. In order to provide a safe learning environment, students must be able to perform nursing duties with reasonable skill in a safe, secure, productive, and effective manner, and remain able to do so through the entire time they are a student at SUNY Canton. Nursing students who are impaired are not fit for duty and pose significant health and safety risks to themselves and others. This policy supplements, but does not override the [SUNY Canton Policies & Procedures Manual](#), including those sections relating to Expectations of Nursing Students and Accommodations and Professional Behavior. This policy also supplements any applicable Facility Policy.

SUNY Canton recognizes the right to privacy granted to all students under the Health Insurance Portability and Accountability Act (HIPAA) and the Family Education Rights Protection Act (FERPA). All persons involved in “fitness for duty” evaluations, drug testing, and referrals shall keep confidential the identity of the student, their evaluation, and the results of any evaluation/tests as required by such laws.

The cost of any evaluation, testing, and transportation, as well as treatment required as a result of such evaluation and/or testing arising from suspected student impairment, shall be the sole responsibility of the student.

Procedure

When a nursing faculty member personally observes or receives reliable information that a student may be impaired, the nursing faculty member will make an effort through an interview with the student to determine whether the suspicion is reasonable and document the information or observation as soon as possible using the Impaired Observation Checklist, attached to this policy as [Form One](#). If possible, the nursing faculty member should have another observer complete a separate observation form. Each observer should document the observed or reported information that supports the reasonable suspicion of impairment.

In accordance with the applicable Facility Policy, when a nursing faculty member has reasonable suspicion that a nursing student may be impaired, the nursing faculty member shall immediately remove such student from interaction with patients and adhere to the applicable Facility Policy and seek immediate testing of the student for the cause of impairment with the written consent of the student. A written consent form is attached to this policy as Form Two. The student will be responsible for the cost of the testing. Although the nursing faculty member may authorize the facility to charge SUNY Canton for the cost of testing, the student subject to testing will be expected to reimburse SUNY Canton for the cost of the testing.

If the facility does not provide immediate testing, the nursing faculty member will seek testing at a nearby emergency department provided:

The student consents to the testing and the transportation to the emergency department;

Transport to the emergency department can be safely accomplished Use of SUNY Canton taxi vouchers is permitted for this purpose and can be obtained by contacting the Health Center during regular business hours or University Police if the Health Center is closed. The student will be expected to reimburse SUNY Canton for the cost of the taxi); and

Such efforts do not impose an undue burden on the facility or any other SUNY Canton nursing students training at the facility. Transporting a student suspected to be impaired in a nursing faculty member's vehicle is not considered safe.

Upon completion of such testing, the nursing faculty member will assist the student in arranging transportation to the student's residence. Use of SUNY Canton taxi vouchers is permitted for this purpose and can be obtained by contacting the Health Center during regular business hours or University Police if the Health Center is closed. The student will be expected to reimburse SUNY Canton for the cost of the taxi.

If faculty supervision of other SUNY Canton nursing students at the facility is interrupted while addressing suspected student impairment, the other nursing students shall be removed from patient interaction until faculty supervision returns.

The nursing faculty member shall consult with the Nursing Program Director regarding the student after the immediate safety issue has been addressed. The completed observation form(s) will be provided to the Nursing Program Director.

If testing shows no cause of impairment or the suspected impairment is not a drug-related problem, the issue will be addressed under the Remediation Policy and/or the Expectations of Nursing Students and Accommodations Policy as set forth in the Nursing Program Handbook. The documentation relating to the incident shall be considered to be part of the student's education record.

If:

Testing confirms impairment; or

The student admits impairment; or

The student refuses to consent to testing for the cause of suspected impairment; or

The facility did not provide immediate testing for the cause of suspected impairment; or

The student self-identifies a drug-related problem,

Then,

The student shall be placed on leave, encouraged to remediate any drug-related problem, and be required to provide a completed Fitness for Duty Clearance Form,) which must be completed by a qualified healthcare provider (the form attached as [Form Three](#)).

The Fitness for Duty Clearance Form shall be delivered to the Davis Health Center Director before the student is permitted to return to the program from leave. The Fitness for Duty Clearance Form will be reviewed by the Davis Health Center Director for a determination of health clearance and, if acceptable, the Davis Health Center Director in consultation with the Nursing Program Director, may authorize the student to return to the program, subject to a behavioral contract as provided in the Nursing Student Handbook. The student is encouraged to request an opportunity to discuss the matter with the Davis Health Center Director. The Davis Health Center Director may require the student to meet with the Nursing Program Director prior to making the decision on whether the student may return to the program.

The Attendance Policy set forth in the Nursing Program Handbook shall apply to the absence during such leave with not more than one day being considered an excused absence. A student who is unable to provide the Fitness for Duty Clearance Form prior to incurring an unexcused absence may withdraw from the clinical nursing course, and request a medical leave from the nursing program in accordance with the Nursing Program Handbook to allow the student the time necessary to remediate a drug-related problem. However, withdrawal from the clinical nursing course and requesting a medical leave from the program does not satisfy the requirement to provide the Fitness for Duty Clearance Form before the student is permitted to return to the program.¹

¹ To clarify:

1. A student who is suspected of impairment and consents to testing which determines that no impairing substance was detectable may continue in the clinical nursing course.
2. A student who is suspected of impairment, and either consents to testing which confirms impairment or who is unable to submit to immediate testing, and then provides a completed and acceptable Fitness for Duty Clearance Form within one day after the date of confirmed or suspected impairment may continue in the clinical nursing course.
3. A student who is suspected of impairment, either consents to testing which confirms impairment or is unable to submit to immediate testing, and then cannot provide a completed and acceptable Fitness for Duty Clearance Form within one day after the date of confirmed or suspected impairment may withdraw from the clinical nursing course and request a medical leave from the program to permit the student to address a drug-related problem. Return to the program will depend, among other things, on the ability of the student to provide a completed and acceptable Fitness for Duty Clearance Form within the term of the medical leave.
4. A student who is suspected of impairment and either (i) refuses to consent to testing, or (ii) is unable to submit to immediate testing, or (iii) consents to testing which confirms impairment, and then (a) fails to provide a completed and acceptable Fitness for Duty Clearance Form within one day after the date of impairment and fails to withdraw from the clinical nursing course and request a medical leave, or (b) withdraws from the clinical nursing course and requests a medical leave but fails to provide a completed and acceptable Fitness for Duty Clearance Form within the term of the medical leave, shall be subject to discipline up to and including dismissal from the program.

A student who refuses to consent to testing for a suspected drug-related problem when a reasonable suspicion of impairment arises and who provides no satisfactory explanation for the suspected impairment will be assumed to have been impaired and may be subject to discipline up to and including dismissal from the program. Whether a student has capacity to consent to testing shall be determined solely by the facility that conducts the testing.

Definitions

Drug-related problem: A problem or problems that are related to the use, misuse, or addiction to drugs and/or alcohol.

Facility policy: A policy or procedure of a healthcare facility where a nursing student participates in a clinical rotation.

Impairment: An inability to perform duties with reasonable skill and safety to patients and others due to use or misuse of drugs, alcohol, or any other substance or as a result of any physical or mental condition.

Qualified healthcare provider: A healthcare provider licensed under Chapter 131, 153 or 163 of the New York State Education Law with appropriate expertise in conditions related to the use or abuse of alcohol or other substances.

Reasonable suspicion: Exists when a nursing faculty member has:

Either

- received an oral or written report that alleges that a SUNY Canton nursing student has exhibited one or more signs of impairment; or
- observed the SUNY Canton nursing student exhibit one or more signs of impairment; and
- made a reasonable effort through an interview with the SUNY Canton nursing student to determine whether the suspicion of impairment is reasonable.

**SUNY CANTON
IMPAIRED OBSERVATION CHECKLIST**

Student: _____ **Date:** _____ **Time:** _____

Location: _____

Observations	Yes	No
Smell of Alcohol or Marijuana on breath or person		
Speech: Slurred, Confused, Fragmented, Rapid, Slow, Unusually loud or soft (circle all that apply)		
Disorientation: Is the student confused about where she/he is, what day it is, what time it is? Is the student forgetful? Decreased alertness? (circle all that apply)		
Personality: Significant change in personality such as mood swings, euphoria, depression, abusive behavior, violence, secretiveness, insolence, insubordination, irritability, moodiness, tendency to isolate self (circle all that apply)		
Social Changes: Avoids social gatherings, eats alone (describe)		
Apparent inability to focus on work: (describe)		
Shaking or trembling of hands		
Skin: Pale, flushed, excessive perspiration (circle all that apply)		
Needle marks on arms, unusual sneezing or nasal congestion: (circle all that apply)		
Eyes: Bloodshot, dilated pupils, pinpoint pupils (circle all that apply)		
Blank stare on expression		
Physical Appearance: Deteriorating and/or changes in appearance such as change in dress, unkempt appearance, flushed complexion, (describe)		
Energy: Displays weariness, fatigue, exhaustion, excessive yawning, sudden or unpredictable change in energy level, unusually energetic (circle all that apply)		
Class/Lab/Clinical Time: A pattern of tardiness, prolonged breaks, unexplained departures from class, lab or clinical, disappearance from class, lab or clinical, excessive absenteeism, late assignments with elaborate excuses for not meeting deadlines, avoiding group work, unsafe clinical performance/placing clients at risk, impaired judgment in the clinical area, deteriorating productivity (circle all that apply)		
Student states consumption of alcohol or ingesting drugs, including (over-the-counter or prescription) that adversely affects the student's ability to practice nursing or perform classroom and clinical duties with reasonable skill and safety		

Student: _____

Date: _____

Observations	Yes	No
Careless performance of work (describe)		
Additional Comments:		

Based on my observations, I have a reasonable suspicion that _____ (student) may be impaired and could be a danger to self or others and I request further evaluation to determine the cause of the suspected impairment.

Signature: _____ Date: _____

To be completed by the student to be referred (optional). Are you taking any medications, or is there any other information you believe might explain your behavior?

STATE UNIVERSITY OF NEW YORK COLLEGE OF TECHNOLOGY AT CANTON
IMPAIRMENT EVALUATION AUTHORIZATION

Consent to Evaluation and Authorization for Release of Records

I acknowledge that I have been requested to submit to evaluation for possible cause of suspected impairment pursuant to the SUNY Canton Impairment Policy. I understand that the evaluation includes a triage screening, possible examination by a physician, and blood and/or urinalysis and/or hair testing for drugs and alcohol. I hereby consent to this evaluation. I authorize the release of all records pertaining to this evaluation, including emergency department and physician notes and laboratory reports, and specifically including records containing the diagnosis of drug and/or alcohol abuse to the SUNY Canton Davis Health Center Director for the program in which I am enrolled. I do not, however, authorize the sharing of information about the diagnosis or treatment of AIDS, the treatment of drug and/or alcohol abuse or the treatment and/or consultation for mental health or psychiatric disorders. The records are needed for a fitness for duty evaluation. This authorization will expire 30 days after the date first written below. I understand that I may revoke this authorization at any time, that my revocation must be submitted in writing to the facility that conducts the testing and evaluation; and that the revocation shall be effective except to the extent the facility has already disclosed information in reliance on this authorization. I understand that treatment, payment, enrollment in any health plan, or eligibility for benefits is not conditioned on signing this authorization. However, I understand that the provision of the impairment evaluation is conditioned upon my signing this consent and authorization. I understand that information used or disclosed pursuant to this authorization may be subject to re-disclosure by the recipient and may no longer be protected by applicable privacy law. I have received a copy of this form.

Signature Date Witness Signature

Refusal of Impairment Evaluation

I acknowledge that I have been requested to submit to evaluation for possible cause of suspected impairment pursuant to the SUNY Canton Impairment Policy. I hereby refuse to submit to the impairment evaluation and refuse to submit any and all specimens for testing. I acknowledge that my refusal may be accepted by SUNY Canton as my irrevocable withdrawal from the Nursing Program at SUNY Canton in which I am enrolled and that if so accepted, I shall not be eligible for readmission.

Signature Date Witness Signature

If the person refuses to sign this form, indicate below:

I provided _____ [Name] with a copy of this Impairment Evaluation Authorization on _____ [Date] and asked him/her to submit to an impairment evaluation. He/she refused to submit to the evaluation and refused to sign the form.

Supervisor Signature Date Witness Signature

FITNESS FOR DUTY CLEARANCE FORM

To be completed by the student (patient):

Student's Name: _____ Phone (____) _____

Address: _____ City: _____ State: ____ Zip: _____

I hereby authorize my health care provider to complete and forward this form to the SUNY Canton Davis Health Center at 34 Cornell Drive, Canton, NY 13617 and supply the information requested herein.

Student's Signature _____ Date: _____

Guardian's signature if the participant is under 18 years of age

To be completed by the Qualified Healthcare Provider:

I have examined this patient on _____
 Date of Examination

I have found the following:

- Any Substance Use Disorder is in Early Full Remission or Sustained Full Remission,
- Current Global Assessment of Function (GAF) is 81 or higher
- For Mental Health Disorders, a Social and Occupational Functioning Scale (SOFAS) is 81 or higher
- She / he may participate fully in the nursing program without restrictions or limitations. The patient is competent to perform all nursing tasks.
- She / he may participate fully in the nursing program with restrictions or limitations. The patient is competent to perform all nursing tasks. Limitations or restrictions are:

Clinic Name: _____ Phone Number: _____

Clinic Address: _____

Provider's Signature: _____

Provider's Name Printed: _____

Provider's Title: _____ Date: _____

PLEASE NOTE: This record must be signed by the provider granting the clearance.

GLOBAL ASSESSMENT OF FUNCTIONING

The Global Assessment of Functioning (GAF) assigns a clinical judgment in numerical fashion to the individual's overall functioning level. Impairments in psychological, social and occupational/school functioning are considered, but those related to physical or environmental limitations are not.

The scale ranges from 0 (inadequate information) to 100 (superior functioning). Starting at either the top or the bottom of the scale, go up/down the list until the most accurate description of functioning for the individual is reached. Assess either the symptom severity or the level of functioning, whichever is the worse of the two. Check the category above and below to ensure the most accurate one has been chosen. Within that category there will be a range of 10. Choose the number that is most descriptive of the overall functioning of the individual.

GAF Range	Description of Level of Functioning
100-91	Superior functioning in a wide range of activities, life's problems never seem to get out of hand, is sought out by others because of his or her many positive qualities. No symptoms.
90-81	Absent minimal symptoms (e.g. mild anxiety before an exam), good functioning in all areas, interested and involved in a wide range of activities, socially effective, generally satisfied with life, no more than everyday problems or concerns (e.g., an occasional argument with family members)
80-71	If symptoms are present, they are transient and expectable reactions to psychosocial stressors (e.g., difficulty concentration after family argument); no more than slight impairment in social, occupational, or school functioning (e.g., temporarily falling behind in school work).
70-61	Some mild symptoms (e.g., depressed mood and mild insomnia) OR some difficulty in social, occupational, or school functioning (e.g., occasional truancy, or theft within the household), but generally functioning pretty well, has some meaningful interpersonal relationships.
60-51	Moderate symptoms (e.g., flat and circumstantial speech, occasional panic attacks) OR moderate difficulty in social occupational, or social functioning (e.g., few friends, conflicts with co-workers)
50-41	Serious symptoms (e.g., suicidal ideation, severe obsessional rituals, frequent shoplifting) OR any serious impairment in social, occupational, or school functioning (e.g., no friends, unable to keep a job).
40-31	Some impairment in reality testing or communication (e.g., speech is at times illogical, obscure, or irrelevant) OR major impairment in several areas, such as work or school, family relations, judgement, thinking, or mood (e.g., depressed man avoids friends, neglect family, and is unable to work, child frequently beats up younger children, is defiant at home, and is failing at school).
30-21	Behavior is considerably influenced by delusions or hallucinations OR serious impairment in communication or judgement (e.g., sometimes incoherent, acts grossly inappropriately, suicidal preoccupation) OR inability to function in almost all areas (e.g., stays in bed all day, no job, home or friends).
20-11	Some danger of hurting self or others (e.g., suicide attempts without clear expectation of death, frequently violent, manic excitement) OR occasionally fails

	to maintain minimal personal hygiene (e.g., smears faces) OR gross impairment in communication (e.g., largely incoherent or mute).
10-1	Persistent danger of severely hurting self or others (e.g., recurrent violence) OR persistent inability to maintain minimal personal hygiene OR serious suicidal act with clear expectation of death.
0	Inadequate Information

Retrieved from

https://www.omh.ny.gov/omhweb/childservice/mrt/global_assessment_functioning.pdf

SOCIAL AND OCCUPATIONAL FUNCTIONING ASSESSMENT SCALE (SOFAS)

The SOFAS is a new scale that differs from the Global Assessment of Functioning (GAF) Scale in that it focuses exclusively on the individual's level of social and occupational functioning and is not directly influenced by the overall severity of the individual's psychological symptoms. Also in contrast to the GAF Scale, any impairment in social and occupational functioning that is due to general medical conditions is considered in making the SOFAS rating. The SOFAS is usually used to rate functioning for the current period (i.e., the level of functioning at the time of the evaluation). The SOFAS may also be used to rate functioning for other time periods. For example, for some purposes it may be useful to evaluate functioning for the past year (i.e., the highest level of functioning for at least a few months during the past year). Consider social and occupational functioning on a continuum from excellent functioning to grossly impaired functioning. Include impairments in functioning due to physical limitations, as well as those due to mental impairments. To be counted, impairment must be a direct consequence of mental and physical health problems; the effects of lack of opportunity and other environmental limitations are not to be considered. Code (Note: Use intermediate codes when appropriate, e.g., 45, 68, 72.)

SOFAS Range	Description of Level of Functioning
91-100	Superior functioning in a wide range of activities.
81-90	Good functioning in all areas, occupationally and socially effective.
71-80	No more than a slight impairment in social, occupational, or school functioning (e.g., infrequent interpersonal conflict, temporarily falling behind in schoolwork).
61-70	Some difficulty in social, occupational, or school functioning, but generally functioning well, has some meaningful interpersonal relationships.
51-60	Moderate difficulty in social, occupational, or school functioning (e.g., few friends, conflicts with peers or co-workers).
41-50	Serious impairment in social, occupational, or school functioning (e.g., no friends, unable to keep a job).
31-40	Major impairment in several areas, such as work or school, family relations (e.g., depressed man avoids friends, neglects family, and is unable to work; child frequently beats up younger children, is defiant at home, and is failing at school).
21-30	Inability to function in almost all areas (e.g., stays in bed all day; no job, home, or friends).
11-20	Occasionally fails to maintain minimal personal hygiene; unable to function independently.
1-10	Persistent inability to maintain minimal personal hygiene. Unable to function without harming self or others or without considerable external support (e.g., nursing care and supervision).
0	Inadequate information.

Reference: <http://www.psychiatryonline.com>

SUPERVISION OF MEDICATION ADMINISTRATION POLICY

The level of supervision of medication administration in the clinical laboratory varies according to the course level of the student. The goal is to ensure the highest quality of client care and safety while providing a maximum learning experience. Students may be limited in medication administration as specified by the clinical instructor and clinical facility.

Specific Medication Policies for SUNY Canton Nursing Students:

1. Students will demonstrate knowledge of medications to be administered, including action, contraindications, side effects, safe dose and client education.
2. Students will verify all medications with their clinical instructor or designated staff registered nurse (RN) utilizing all rights prior to medication administration.
3. Students will verify all computed dosages with the instructor or designated staff RN prior to administration.
4. Students will adhere to facility policy for high alert medications.
5. The clinical faculty member or designated staff nurse will cosign all medications administered by the student.
5. When removing controlled substances from locked storage, students will be supervised by the clinical instructor or designated staff RN.
6. Students will prepare anticoagulant medications and parenteral cardiac medications with supervision by the instructor or designated staff RN.
7. Students will NOT administer intravenous chemotherapy agents.
8. Students are not allowed to bolus epidural infusions.
9. In clinical facilities, policies regarding medication administration override the policies of the Nursing Department.

NURSING 101

After demonstration of competency in the practice laboratory, students may pass medications in the clinical setting:

1. Students will be supervised by the clinical instructor during the preparation, administration and recording of all medications.

NURSING 106 and NURS 107

1. Students will be supervised by the clinical instructor during the preparation, administration and recording of all medications.
2. Students will monitor intravenous infusions received by the clients under their care.
3. Students may add medications to, and hang intravenous infusions to, an existing site with direct supervision by the clinical instructor.
4. Students may administer I.V. piggyback and/or push medications with direct supervision by the clinical instructor.
5. Students may initiate intravenous infusions under the direct supervision of the clinical instructor in clinical facilities according to hospital policy.
6. Students may administer I.V. piggyback medications through a saline lock or infusing IV with direct supervision by the clinical instructor according to hospital procedures.

7. Students may prepare intravenous piggyback infusions with direct supervision. The clinical instructor will verify all intravenous preparations prior to their administration.

NURSING 201

1. Students will be supervised by the clinical instructor during the preparation, administration and recording of all oral and injectable medications. ***Exception: All medications administered to pediatric clients will be under direct supervision by the clinical instructor and designated staff RN.***
2. Students can perform all of the skills performed by the Nursing 106 and NURS 107 student.
3. Students may add medications and administer intravenous solutions with supervision by the clinical instructor.
4. Students may initiate intravenous infusions under the direct supervision of the clinical instructor.
5. Students may administer and monitor blood transfusions/blood products with direct supervision of the clinical instructor
6. Students may not co-sign any documents regarding blood product identification/compatibility or blood transfusion consent forms.
7. Students may administer intravenous piggyback medications through a saline lock with direct supervision by the clinical instructor.
8. Students can administer lipid solutions with direct supervision of the clinical instructor or designated staff RN.
9. Students can administer and discontinue total parenteral nutrition solutions with direct supervision of the clinical instructor and designated staff RN. Prior to administration of TPN, two [2] RNs must verify solutions.

NURSING 202

1. Students can perform all of the skills performed by the Nursing 201 student with direct supervision of the clinical instructor or designated staff RN.
2. Students can load client controlled analgesia (PCA) devices with direct supervision of the clinical instructor or designated staff RN.
3. Students may utilize multiple lumen catheters to administer I.V. infusions and medications under the direct supervision of the clinical instructor or designated RN according to facility policy.

NURSING SKILL TESTING POLICY

1. Students are responsible to be competent in their nursing skills.
2. The following skills will be checked in the nursing laboratory: hand washing, IM injections, SQ injections, IV piggybacks, IV therapy, blood transfusion, enteral feeding, sterile suctioning, medication administration, head-to-toe assessment, two-insulin administration, heparin, dry sterile dressing, IV push medications, Foley catheterization
3. Prior to testing by the nursing faculty, each student will be checked by a peer on two separate occasions and deemed competent to test.
4. Each student may be required to complete a videotape of their skills and submit it to the lab instructor at the time frames specified by the lab instructor or completed face-to-face

with the lab instructor. If the skill is a video/Panopto skill, **all** attempts are in the video/Panopto format.

5. The first attempt will be checked by the laboratory instructor.
 - a. If a student fails the skill testing on the first try, they will be sent to the laboratory instructional support assist for remediation.
6. The second attempt shall be conducted by the lab instructor during a time convenient for the lab instructor.
7. The third and final attempt will be conducted by another faculty member at a time convenient for the faculty member.
8. Failure to pass the skill on the third attempt will result in course failure.

**STUDENTS CHARGED/CONVICTED OF MISDEMEANORS OR FELONIES
WHILE ENROLLED IN THE NURSING PROGRAM**

As a part of the student's educational experience, certain nursing courses (NURS 101, 102, 201, and 202) require that the student be able to apply what he/she has learned in the classroom and laboratory to clients in the clinical setting. In order to provide this experience, the nursing program has entered into contracts with clinical agencies where our students might be performing clinical. As a part of that contract, the nursing program is obligated to notify the clinical agency when any student completing their clinical experience at that agency has been charged with, or convicted of, a misdemeanor or felony. For that reason, the following policy is put into effect:

1. Any student who is enrolled in the nursing major who is charged with or convicted of a misdemeanor or felony while a nursing student is to notify the nursing department director immediately.
2. The nursing department director will contact the clinical agency where the student is performing his/her clinical rotation. Information to be shared with the clinical agency includes: the student's name, the charges that have been levied against him/her, and the circumstances surrounding those charges.
3. The nursing department director will notify the Dean of the School of Science, Health, and Criminal Justice and the Vice-President for Student Affairs.
4. The clinical agency will either
 - a. Provide input into whether or not the student may complete the clinical rotation at their facility. In this case the final determination as to whether or not the student will be allowed to continue in the program will be made by the nursing department director in consultation with the Dean of School of Science, Health, and Criminal Justice and SUNY Legal Counsel. *or*
 - b. Determine that the student cannot complete the clinical rotation at their facility.
5. Because satisfactory completion of NURS 101, 102, 201, and 202 is dependent upon satisfactory completion of the clinical component, students who are not allowed into clinical sites will be dismissed from the program and receive an "F" course grade unless they choose to withdraw.

6. In the event a student charged with a misdemeanor or felony is later exonerated of those charges, they will be allowed to reapply for admission to the program.
7. Failure by the student to notify the nursing department director of misdemeanor or felony charges/convictions will result in course dismissal.

CLINICAL EXPECTATIONS OF STUDENTS

1. Immunizations, proof of being free of TB results, proof of immunity to Measles, Mumps, rubella and varicella, and CPR certification status will be shared with appropriate clinical facilities prior to the first clinical day.
2. It is the student's responsibility to follow clinical laboratory agency policy and procedures. Policies and procedures are available at all clinical facilities.
3. Students are not allowed to smoke on the grounds of any clinical laboratory facility. Students who violate this policy will be dismissed from clinical, receive a clinical absence which may result in a clinical laboratory failure, and must meet with the Department Chair and may result in termination from the program.
4. Students who perform a procedure prior to discussion with the clinical instructor are considered to practice unsafe nursing. This activity may result in termination from the program.
5. Students are not allowed to take verbal or phone orders from a physician or other healthcare provider.
6. Students are responsible for their own transportation to and from clinical laboratory facilities.
7. It may be necessary to make changes after registration to accommodate the needs of the Nursing Department and/or the clinical facility. The nursing faculty members guarantee a clinical experience for all students admitted but there is NO guarantee of specific day, time, instructor or facility.
8. Nursing students are strongly encouraged to have malpractice insurance.
9. Nursing students need to arrange their schedules to meet nursing course requirements. Employed students are advised to work no more than 24 hours a week. Students are requested not to work the shift prior to a clinical laboratory to ensure client and personal safety.
10. Students unprepared for a clinical experience will not be permitted to participate in the clinical experience and will be considered absent. This may result in a clinical laboratory failure.
11. Clinical facilities may require an additional background check from students. Clinical facilities reserve the right to refuse a student based on the results.
12. Students must be able to attend a clinical practicum at any of the clinical facilities used by the Nursing Department during ANY semester. Student's personal convenience cannot be accommodated.
13. It is the student's responsibility to notify the Department Director of Nursing if they have been banned or denied entry into ANY clinical facility. Failure to report this information will result in termination from the Nursing Program.
14. Students with an LPN license that has ever been suspended, revoked, terminated or otherwise modified as to rights and privileges must notify the Department Director of Nursing immediately.

15. If the reason for absence is of serious nature that changes the students' overall health status (i.e. fracture, surgery, injury) the instructor will advise the student they will be required to obtain a new clinical clearance from the Davis Health Center. If the Davis Health Center is providing medical care, written documentation for clinical clearance will be provided as appropriate. If a student is under the medical care of another provider other than the Davis Health Center, documentation will be obtained from that provider and submitted to the Davis Health Center; however the authority to grant health clearance will rest with Davis Health Center. The student will provide a copy of the clearance statement to the Clinical Faculty. Once this documentation is submitted, the student may return to clinical.
16. Each student is to compile a clinical portfolio by the end of their clinical experience. The portfolio is evidence of successful achievement of clinical objectives. The portfolio is to be submitted in an organized format including the following components:
 - a. Clinical Reflections arranged in chronological order
 - b. Nurses notes
 - c. SBAR report
 - d. Nursing care plans
 - e. Clinical evaluations
17. The portfolio will be submitted to the nursing course instructor (NURS 101, NURS 106, NURS 107, NURS 201, or NURS 202) at the end of the student's clinical rotation.

NYS HEALTH REGULATIONS AND MANDATORY CLINICAL ORIENTATION

Each student is required to comply with the NYS mandatory guidelines that include initial physical examination, annual health assessment update, annual PPD, and MMR vaccination requirements. For those students who are not currently vaccinated against Hepatitis B, this vaccine is ***strongly suggested***.

After being accepted into the Nursing program, the student must show evidence to the SUNY Canton Health Center by the following dates:

1. **May 1st** for those applicants admitted in February for fall admission
2. **July 14th** for those admitted in May for fall admittance
3. **December 30th** for spring admission

Note: Failure to complete the health requirements stated below by the dates stated above may result in loss of admission to the program and will result in a 2% final grade reduction .

1. Have a physical examination completed by your health care provider. The required form is available at: http://www.canton.edu/health_center/forms/health_history.pdf

2. Proof of immunity to Measles (Rubeola) – Must document two doses of live measles vaccine. The first dose must be administered no more than 4 days prior to the first birthday. The second dose at least 28 days after the 1st dose. A measles (Rubeola) titer showing immunity is also acceptable proof.
3. Proof of immunity to Mumps – Must have documentation of two dose of live mumps vaccine administered no more than 4 days prior to the first birthday. A mumps titer showing immunity is also acceptable proof.
4. Proof of immunity to Rubella (German measles) – Must document one dose of live rubella vaccine administered no more than 4 days prior to the first birthday. A rubella titer showing immunity is also acceptable proof.
5. Proof of immunity to Varicella (chickenpox) – Must document two doses of Varicella vaccine or a Varicella titer showing proof of immunity. Stated history or even documentation by a medical provider of a history of Varicella will not be acceptable proof of immunity.
6. Proof of Tetanus and Pertussis vaccination within 10 years. (i.e. Tdap, DTaP)
7. Hepatitis B vaccine series is strongly recommended, but not required.
8. Tuberculin Skin test (PPD Mantoux) – This is not a vaccine but a test to determine previous exposure to tuberculosis. Two doses of PPD Mantoux testing given at least one week apart is required. The most recent PPD must be current and cover the entire academic year. (I.e. for the fall semester the most recent PPD must be on or after May 1).
9. Proof of influenza vaccination – annually by **October 17th** and for spring admits **December 30th**.
10. Proof of current American Heart Association for Health Care Professionals (BLS for Adults, Infant, and Child) CPR certification or Red Cross certification (Professional Rescuer Course)
11. Once all of the above requirements are completed and submitted, all freshman nursing students are required to call the Health Center (315-386-7333) for an appointment to complete their clinical clearance process by August 1. Appointments are available throughout the summer. During this appointment, the Health Center staff will complete the clinical clearance form and provide the student with a copy of the form. This form is submitted to the clinical instructor on the first day of clinical each semester while the student is enrolled in a clinical nursing course.

The following steps will be instituted in order to ensure that the clinical requirements are completed through an organized, efficient, and timely process:

1. Admissions will send a letter stating the CPR and health requirements with the letter of acceptance to the program. The nursing department director will send a list of students admitted into the program to the health center by **July 2nd**. The health center will send a list of students who have completed their health requirements to the nursing department director by **August 1st**. Students failing to complete the health requirements by **August 1st** may be dropped from the program.

1. Any additions to the roster for each semester will be made on a separate sheet in alphabetical order by Health Center staff.
 - a. Clinical requirements for the fall semester will be presented to the NURS 106 or NURS 107 class in April.
2. All students will be notified by their instructor as to who needs clinical clearance for the following semester/year at least three weeks prior to the semester's end.
3. All returning students are required to have a completed clinical form in hand on the first day of class.
4. All continuing/returning nursing students will complete the clinical requirements before the semester ends in May.
5. Late admit students or students who do not obtain a health clearance in the week prior to the start of classes, or later, must have tuberculin skin tests prior to that appointment for clearance with the Davis Health Center by their own provider/employer at their own expense.
6. Health reassessment forms and tuberculin skin tests will be done concurrently so only one visit is required for the year.
7. The clinical health clearance form is incomplete until the PPD is read and signed by the health care provider.
8. In addition to the above guidelines, each student is required to participate in the clinical agency's clinical orientation

CLINICAL POLICIES

- Each student receives a clinical grade of either pass "P" or fail "F".
- Specific guidelines for clinical performance are found in the clinical sections of each course manual.
- In order to protect students from any potential legal/ethical conflicts, **cell phones are not allowed on the clinical unit under any circumstance.** If you feel you need to be contacted by someone during the clinical experience, please leave contact information (clinical agency and floor/unit name and telephone numbers) with individuals who may need to contact you.
- Students scheduled to complete their clinical time on the weekends must have 14 weeks of clinical; therefore, weekends encompassing a holiday on the academic calendar may be worked.
- Uniform/appearance
 1. Students will follow the clinical agency's appearance policy.
 2. The dark navy uniform is to be worn to clinical and community health agencies only as directed by the faculty. Uniforms are to be neat, clean, fit, and be in good condition. A clean, white, short or long sleeve t-shirt may be worn under the uniform top if acceptable by the clinical facility. SUNY patch is to be on the right sleeve.
 3. Students may not wear uniform coverings such as lab jackets, sweaters, etc. when providing client care.

4. For clinical experiences that do not require/allow a uniform to be worn, students are expected to be dressed in professional attire (no jeans, tee shirts, sleeveless shirts, or open toed/heeled shoes) and be well groomed.
5. Uniforms/clothing at professional conferences must cover the midriff, cleavage of the breast, and buttocks at all times. Underwear should not be visible through clothing.
6. Hair must be neatly arranged and worn off the collar. Ponytails/braids are acceptable.
7. No necklaces/medals are to be worn.
8. No visible body piercing (eye brows, cheeks, nose, tongue, face), except for earrings are allowed. Dangling and hoop earrings are not allowed.
9. Body art (tattoos) must be covered as per the clinical facility's policy.
10. A plain wedding band is the only acceptable ring worn in the clinical setting.
11. A watch capable of counting seconds is required. It is recommended that the watch band be an expansion type. A lapel watch is permitted.
12. All students will be expected to observe good personal hygiene. Only non-perfumed hygienic products are allowed. Perfume and cologne should not be worn in the clinical setting.
13. Picture ID is required and worn above the heart level.
14. Clean sneakers are worn with the uniform. White nursing shoes are also acceptable. Sneakers and shoes should be fluid resistant and solid. Open-toed and/or open-heeled shoes are not allowed.
15. Bandage scissors and penlight are considered part of the uniform and should be taken to every clinical. On most clinical units, students may take their own stethoscope. Students are required to purchase their own stethoscope and BP cuff.
16. Fingernails are to be no longer than the tip of the finger. Clear, colorless nail polish is the only nail polish allowed. Acrylic/artificial nails are not allowed in the clinical setting.
17. The determination of appropriate attire and application of the uniform policy is at the discretion of the clinical instructor.
18. The student must hold CPR certification by **July 14th** (or before) for fall admission and by **January 3rd** for spring admission and throughout the program. American Heart Association for Health Care Professionals (BLS for Adults, Infant, and Child) certification is valid for two years. Red Cross certification (Professional Rescuer Course) is valid for two years. Totally online certification or re-certification is not accepted. Note: "Heart Saver" and "Community CPR do not meet the CPR requirement. A copy of the CPR card is placed in the student's clinical folder in the Davis Health Center.
19. Students are expected to adhere to all infection control policies and procedures of the clinical agency. Students who have exudative lesions, weeping dermatitis, or other possible communicable conditions should bring this to the attention of their clinical instructor prior to providing any type of client care.
20. It is expected that students will function in a safe manner and not place clients in jeopardy. To provide safe and effective care, students need to prepare for

the clinical experience. Instructions for clinical preparation are in the clinical manuals for each course. Students who are not prepared for clinical will receive a verbal warning the first time they are not prepared. The second time the student comes to clinical unprepared a written contract is established between the instructor and student. If the student comes to clinical unprepared for a third time, it will result in clinical/course failure.

21. It is recommended that students sign up a maximum of one time for a clinical rotation at a facility where they are employed while a student is in the nursing program. All efforts should be made to rotate clinical facilities during the program.
22. **CONFIDENTIALITY:** All information and records related to client care are to be treated in a confidential manner according to both state and federal regulations. Students who fail to maintain client confidentiality will be immediately dismissed from the program and receive an "F" course grade. Keep in mind the following:
 - a. Be very careful in sharing client/resident information.
 - b. Do not discuss client/resident care with anyone who is not directly involved in the delivery of care to that individual.
 - c. Do not discuss clients/residents anywhere outside of the facility. Within the facility, do not discuss client/residents in the cafeteria, hallway, elevator, bathroom, parking lot, etc.
 - d. As a rule, only discuss clients/residents in pre or post conference and with your clinical instructor or nursing staff at the facility. At times, clinical cases/situations may be discussed as a learning experience in the classroom or lab setting. When this happens, all identifiers must be omitted.
 - e. Health Insurance Portability and Accountability Act (HIPAA) - Requires that health information about clients be secured in such a way that only those with the right and need to acquire the information are able to do so. Be sure not to leave charts out or computer screens open where others (without authorization for access) can view it.
 - f. **HIV Confidentiality** Part 63 – describes confidentiality related to test results for individuals infected with human immunodeficiency virus (HIV) which may lead to acquired immunodeficiency syndrome (AIDS). HIV test results or information regarding a person's HIV status (positive or negative) should not be shared with any individual.

STUDENT ACTIVITIES

Student Governance and Participation in Faculty and Course Meeting:

SUNY Canton offers students opportunities to have a voice in College functions through recognized campus student government associations and appropriate student groups and committees. Students' representatives will encouraged to be on the program's curriculum and outcomes committee.

Student Nursing Association (SNA)

The Nursing Program maintains an organization for students sponsored by Canton College of Technology SCA (Student Cooperative Alliance). This association promotes personal and professional growth. Attendance at local, state, and national nursing conferences, participation in fund raising events, coordination of health related activities, field trips and planning of the annual recognition ceremony following graduation are examples of sponsored programs. Students enrolled in the health certificate, practical nurse and associate degree and baccalaureate-nursing programs are eligible to attend.

Health Related Volunteer Activities

Students are encouraged to provide health related volunteer service to organizations and individuals in need throughout the nursing program.

Nursing Recruitment

Students may participate in area nursing recruitment activities and efforts.

North Country Professional Nurses Association

Upon graduation, associate-degree nursing students are offered a free one-year membership in NYSNA District#6, the professional nursing organization.

AWARDS

Students from the Nursing Program are eligible to apply for any of the many college need-based awards and scholarships and may do so through contacting the Financial Aid Office. Among these are the Goldie Burgess Scholarship, the Ethelyn B. Davis Memorial Scholarship, the Dr. Harry E. Howe Scholarship, the Fulton and Anna McAllister Scholarship, the Elaine Claxton Pidgeon Scholarship, and the St. Lawrence State Hospital School of Nursing Alumni Association Scholarship. A complete listing is found in the SUNY Canton Academic Catalog.

In addition, the nursing faculty recommends students for special nursing awards such as:

The Virginia McAllister Award for Excellence in Nursing

Criteria for this award are Academic Excellence (3.0 Average and B or better in all nursing courses), Initiative (Assumes responsibility for own learning; is self-motivated, shows leadership ability), Skill in Nursing Practice (Creative nursing care, competence and safety, implements the nursing process effectively), Professionalism (Inspires confidence in clients, humaneness, respected by peer, faculty, and health team members) and Communication Abilities (Expresses self in a positive manner).

The Catherine Kelly Award for Psychiatric Nursing Practice

Criteria for this award are B or better average, a graduating senior, clinical excellence, strong IPR skills, and a demonstrated commitment of nursing to psychiatric clients.

The Linda Lahey Fay

Criteria for this award are and a senior graduate who has assisted both fellow students and faculty members throughout the Nursing program. In May of 2002, the nursing faculty established the SUNY Canton Nursing Faculty Award to recognize a senior graduate who has assisted both fellow students and faculty members throughout the nursing program.

Paula Bouchard Jacques Award

This award recognizes a freshman student who has earned a B or better grade in NURS 101 and has assisted fellow students in learning. The student should demonstrate strong assessment skills, effective communication skills, and respect and caring for the elderly

Eva Niles Award

Criteria for this award are a well-rounded student who has completed one year of the nursing program. This award is sponsored by Canton-Potsdam Hospital in honor of Eva Niles, CPH's first employee. Ms. Niles began her career on March 13, 1925 in the John Brown Home@ a small house on the corner of Cottage and Waverly which was to be the first Canton - Potsdam Hospital. She was the nurse, the billing clerk, the maintenance worker, the nutritionist, the laundress and the superintendent.... in fact she was the only employee. The award is sponsored by the administration of today's CPH who wish to honor her commitment.

Claxton-Hepburn Medical Center Team Player Award

The Team Player Award was established in 2005 by Claxton-Hepburn Medical Center to recognize a senior graduate who has been identified by faculty and peers as being an integral part of the clinical team. This graduate demonstrates a willingness to go beyond what is expected to help out peers, staff, and clinical instructor.

North Country Professional Nurses Association Award

Criteria for this award are graduating senior student with a 3.0 or better GPA, strong clinical performance record, participation in professional, political and/or community activities, and potential for active participation in the North Country Professional Nurses Association with intent to live and work in Jefferson, Lewis, or St. Lawrence County.

Linda Richards Award

Criteria for this award are a graduating senior student with a positive attitude, which she termed having heart, a commitment and to both the art and science of nursing, and a desire for further education. This award is sponsored by Canton-Potsdam Hospital in honor of America's First Trained Nurse who was born in West Potsdam, New York.

Perseverance Award

The Perseverance Award was established by the nursing faculty to recognize a senior graduate who has been successful in achieving a nursing education by persistently, diligently, and whole-heartedly pursuing his or her goal.

PROGRAM TERMINATION

Termination from the nursing program is based upon any one of the following:

1. Unsuccessful completion of NURS 101, NURS 106, NURS 107, NURS 201, NURS 202 (nursing clinical courses). These courses must be taken sequentially and completed successfully. If the student is unsuccessful in NURS 101, NURS 106, NURS 107, NURS 201, NURS 202 (the student must reapply to the nursing program through the Admission's Department. This can only be done once (see Admissions Criteria).
2. Cheating SUNY Canton has a longstanding policy that prohibits cheating and plagiarism; therefore, students in all classes are expected to do their own work. Any proven incident of cheating, plagiarism or other dishonest activity will result in the student being terminated from the nursing program with no possibility of re-entry or re-admission.

This policy includes:

1. The Nursing Department expects that all student assignments will be the student's own work.
2. Any verbal communication or written material that is fraudulent, untruthful and/or dishonest or written in an unprofessional manner. **Submitting written material previously submitted by another or self for a grade.**
3. Academic dishonesty such as cheating on exams, knowingly assisting another to cheat, or failure to report observed cheating by other students.
4. Unsafe clinical practice

Unsafe: Nursing Department faculty reserve the right to remove from the clinical area any student deemed unsafe. The clinical facility reserves the right to remove a student from the facility and not allow the student to return. This can occur at any point during the semester. Should this occur, the student will have a conference with their course faculty member and the Department Director of Nursing. Any student who has a clinical evaluation of unsafe will be terminated from the nursing program with no possibility of re-entry or re-admission. Unsafe practice includes:

- a. Lack of preparation for clinical practicum.
- b. Performance which could jeopardize life, impedes recovery, or interferes with the maintenance of the client's current health status.
- c. Failure to immediately report a client-care error to the clinical faculty and/or responsible nursing personnel.
- d. Performance of a procedure prior to discussion with the clinical instructor is considered unsafe nursing practice. This may result in termination from the program.
- e. The New York State Board of Nursing will be notified of licensed students who have been terminated due to unsafe practice.
- f. Students testing positive for drugs/alcohol will be deemed unsafe for the clinical setting and will be terminated from the Nursing Program. Students that test positive for drugs and hold an LPN license will be reported to the New York State Board of Nursing.

4. Violations of principles of confidentiality.
5. Violating any of the policies within this handbook may result in termination from the program with no possibility of return/reapplication.
6. Failure of entering students to provide adequate clinical eligibility documentation by the deadline date and time will result in the student being terminated from the program and needing to reapply to the program. .
7. It is the student's responsibility to notify the Department Director of Nursing if they have been banned or denied entry into **ANY** clinical facility that the Nursing Program uses for student instruction. Failure to report this information will result in termination from the Nursing Program.
8. Orientation to class, college laboratory and clinical laboratory is critical to student's performance. Absence from any of these orientations may necessitate an instructor-initiated withdrawal from the course. Punctual attendance at all nursing classes—lecture, college laboratory, clinical practicum and assigned community experiences is expected. Excessive absences from any of these (lecture, college laboratory and/or clinical laboratory) may result in an instructor-initiated withdrawal from this course.
9. Punctual attendance at each clinical laboratory is **mandatory**; therefore, the Nursing Department requires documentation and/or notification of any emergency or illness
 - a. No call, no show in the clinical laboratory may result in dismissal from the course.
 - b. Failure of the student to produce documentation when requested may result in withdrawal.
10. Permanent termination from the Nursing Program will be warranted for refusal to submit to drug/alcohol screening without adequate explanation.
11. Students identified as accessing their wireless devices in the classroom, college laboratory or any clinical facility for unsanctioned reasons may be required to meet with the Department Director within five business days and may result in termination from the program.
12. Performance that violates the SUNY Canton Student Handbook, Student Rights and Responsibilities and/or the Nursing Department Student Policy Handbook.
13. Falsification of any documents required by, and turned in to the Nursing Department will result in being terminated from the Nursing Program.
14. A student may appeal their termination by filing an academic grievance as described in the student handbook. Students may not attend classes during the appeal process.

PINNING CEREMONY

The pinning ceremony is the Nursing Department completion ceremony for graduates. The ceremony is sponsored by the pinning committee and held at the end of each semester. A specific date for the ceremony is determined by members of the graduating class and the faculty advisor. It is held at the end of Nursing 202.

There is a specific protocol which has been traditionally established for the ceremony. Dress code for this event is a white nursing uniform, if a uniform dress is worn, white stockings must be worn too. The planning committee for the ceremony consists of the nursing faculty, members of the graduating classes and the pinning committee.

The costs for the ceremony are the responsibility of the graduation class. Fundraising efforts to offset this cost is made by the Student Nurses Association (SNA). To receive SNA funding, student involvement is required.

The pinning ceremony is a long-held tradition in the field of nursing signifying the culmination of the educational program. This ceremony is a welcoming of students into the professional field of nursing. Students are expected to behave in an appropriate and respectful manner during this formal event.

Appendix A: NURSING STUDENT SELF-REMEDIATION FORM

Student Name: _____ **Course:** _____

Date of exam: _____ **Exam score:** _____ **Date of next exam:** _____

Your last exam score was below 75%. You are advised to contact your course faculty to schedule an appointment and discuss the following form. Complete the student portion of this form prior to meeting with your faculty.

Student will complete the following (please check *all* that apply).

Information-Processing Analysis Tool														
Processing Errors	Question Number												Total	
STEM														
Missed word indicating negative polarity														
Missed word setting priority														
Missed key words that direct attention to content														
Misinterpreted information presented														
Missed the central point/theme														
Missed the central person														
Read into the question														
Missed the step in the nursing process (NP)														
Incompletely analyzed the stem; read it too quickly														
Did not understand what the question was asking														
Did not know or remember the content associated with the question														
OPTIONS														
Answered quickly without reading all the options														
Failed to respond to negative polarity in stem														
Misidentified the priority														
Misinterpreted information														
Read into option														
Did not know or did not remember the content														
Knew content but inaccurately applied concepts and principles														
Knew the right answer but recorded it inaccurately														

Personal Performance Trends	Comments
1. I finished the exam with time to review. YES { } NO { }	
2. I was able to focus with little distraction. YES { } NO { }	
3. I felt calm and in control. YES { } NO { }	
4. When I changed answers, I got more questions right rather than wrong. YES { } NO { }	
5. Identify error clusters: a. First third of exam { } b. Middle third of exam { } c. Last third of exam { } d. "Runs" of errors { } e. No cluster identified { }	

Student Name: _____ Date: _____
Faculty Advisor: _____ Date: _____

Appendix B: Nursing Skill Remediation Referral Form

Students who require extra practice of nursing skills should be referred to the nursing lab for remediation. Please complete the following and forward to the nursing lab ISA.

Part A: Referral

Date:

Students Name:

Clinical Instructor:

Student is being referred to the nursing lab for remediation of the following skill(s):

Part B: Remediation

The following student, _____, came to the nursing lab on _____ for remediation of the following skill(s):

_____.

The student received _____ minutes/hours of remediation and has satisfactorily demonstrated the skill in the nursing lab.

Marcia Sullivan-Marin

DATE

Appendix C: Acknowledgment of Computerized Testing Policy

I have received a copy and have read the SUNY Canton Nursing Program Computerized Testing Policy.

By signing, I indicate my understanding and willingness to comply with these regulations and requirements.

Student Name _____
(Print)

Student Signature:

Date: _____

Appendix D: Attestation

State University of New York
College of Technology
Canton, New York

TO: All Students
FROM: Faculty
RE: Attestation

I. All nursing students are responsible for reading and reviewing the college's *SUNY Canton Student Handbook*, and the SUNY Canton AAS Nursing Program Handbook. After your review of these two documents, please make a copy of this form and place it in your clinical folder. Submit the original to the Course Instructor on the first day of class lecture.

II. I have read the *SUNY Canton Student Handbook* and SUNY Canton AAS Nursing Program Handbook carefully, and any questions to the faculty on or before the first class day. I understand that:

- All pre-requisites, co-requisites, and nursing courses must be completed and passed to be eligible for graduation.
- I must have an overall GPA of 2.0 to graduate (college policy) and achieve at least a 75 in all nursing courses.
- It is my responsibility to contact the State Board for Nursing/Office of the Professions/State Education Department regarding future licensure if I have been convicted of a crime.
- Students are encouraged to investigate student nursing malpractice insurance.
- Nursing students having difficulty with course work are encouraged to contact the college's Tutoring Center to discuss tutoring or referral to the Writing Center, or Math/Science Lab. The Tutoring Center, Writing Center, and Math/Science lab are located in the Southworth Library/Learning Commons. Information regarding academic support services can be found under 'Academic Services'. This is listed under 'Students' on the SUNY Canton web site.
- Students with disabilities should consult with the college's Student Accessibility Service Center (315-386-7392)

Signature _____ Date _____

Print Name _____