Utica College Accelerated Bachelor of Science in Nursing Program Handbook

Florida Campuses
Revised August 2018

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WELCOME

Welcome to Utica College! The College's approach to education is based upon a philosophy dedicated to the cultivation of a liberally educated professional person. Each student is offered a unique blend of liberal arts and professional educational experiences. The nursing faculty and staff encourage students to take full advantage of the variety of learning opportunities while pursuing your educational goal of becoming a professional nurse.

PURPOSE OF THIS HANDBOOK

This handbook is to be used in conjunction with the Utica College student handbook, and students are responsible for adhering to the content of both handbooks. Changes in policies and procedures may be made annually and communicated to students via the updated handbook. The current nursing department handbook can be found at
http://www.utica.edu/academic/hhs/nursing/handbooks.cfm

The information included in this handbook has been chosen with two purposes in mind. First, an informed student is a better student. We want students to understand the educational goals and mission of the entire program in order to facilitate integration of individual course content into your overall view of the nursing profession.

Second, the faculty and staff take seriously the responsibility of providing students with a quality education that will prepare them to fulfill their responsibilities as a professional nurse. However, the student is the one ultimately responsible for taking full advantage of the program. This handbook provides students with the information necessary for them to take on that responsibility.

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NOTICE OF COMPLIANCE

Utica College is an equal opportunity, affirmative action institution, and accepts students and employs individuals without regard to race, creed, color, sex, pregnancy, ethnic or national origin, religion, marital status, age, sexual orientation, gender identity, gender expression, veteran status, disability, citizenship status, genetic predisposition, domestic violence victim status, or protected status under applicable local, state, or federal law. This nondiscrimination policy covers admissions, employment, and access to and treatment in Utica College programs, services, and activities.

This policy applies to all terms and conditions of employment including, but not limited to, recruiting, hiring, placement, promotion, termination, layoff, transfer, leave of absence, compensation, benefits, training, and social and recreational programs.

The Department of Nursing adheres to the statement of equal opportunity in every aspect of student recruitment, admission, and retention. It is the policy of Utica College to admit students who can benefit from the educational opportunities it offers and whom the College has the capabilities to serve. Students are admitted on the basis of their potential for intellectual, social, personal, and professional growth.

Gaining admission into, or continuation in, pre-professional and professional programs requires that students exhibit behavior(s) appropriate to practicing in a specific profession. Evidence of moral turpitude, inappropriate behavior, failure to abide by the Student Code of Conduct, failure to abide by the relevant profession's code of conduct, or other acts deemed unbecoming of a profession by the Administration of Utica College will result in denial of entry into a program or denial of continuation in a program.

Utica College welcomes the physically challenged and in compliance with Section 504 of the Rehabilitation Act of 1973 (as amended) and The Americans with Disability Act of 1990 (ADA), does not discriminate on the basis of handicap. Students are responsible for informing the faculty of any need for accommodations as identified by the coordinator of Learning Services, located in Academic Support Services.

DEPARTMENT OF NURSING

MISSION STATEMENT

The Department of Nursing, as an integral part of Utica College, is committed to the mission and values of the College. The mission of the Department of Nursing is to offer professional nursing education for the undergraduate student pursuing a baccalaureate degree. This mission prepares our graduates to meet the challenges of professional nursing practice and strengthens the quality of nursing care rendered to the consumer in a dynamic and global health care environment.

Because nursing programs must be accredited by the professional organization, registered by the state, and licensed by the state board of nursing, there are a number of mandates that drive the curriculum. The primary guidelines for baccalaureate nursing education are:

- American Association of Colleges of Nursing 2008 Essentials of Baccalaureate Education for Professional Nursing Practice
- Quality and Safety Education for Nurses (QSEN) initiative
- Institute of Medicine Core Competencies for Health Professionals
- NCLEX-RN test plan

Goals

Upon successful completion of the Utica College ABSN program, the graduate will have received extensive training in the following areas:

- Liberal Education Foundation: Assimilate theories and concepts from liberal education into generalist nursing practice.

- Leadership: Practice leadership concepts to deliver high quality health care.

- Professional Behavior: Incorporate professional standards of moral, ethical, and legal conduct into practice.

- Clinical Competence: Provide safe, competent entry-level care across the life span.

ADMISSION CRITERIA

Prior to entering the program, students must complete 60 credits in liberal arts courses, including admission courses. They must have a minimum of 65 credits for transfer. Students must have a cumulative GPA of 2.8 or higher. A grade of B- is required in science admission courses, a grade of C is required in liberal arts courses, and a C+ is required in all nursing courses. Students must maintain a minimum GPA of 2.8 throughout the program.

Applicants who have previously been enrolled in another nursing program must submit two (2) letters of recommendation from faculty in the program with their application.

Required Science Admission Courses must be completed within the past 10 years.

✔	Admissions Science Courses	Credits
	Human Anatomy & Physiology I with Lab	4
	Human Anatomy & Physiology II with Lab	4
	Chemistry with Lab	4
	Microbiology with Lab	4

There are no statutes of limitations with the following courses.

✔	Other Admissions Courses	Credits
	Statistics	3
	Developmental Psychology (Lifespan)	3

BACKGROUND CHECK AND DRUG SCREENINGS

Clinical affiliating agency sites require students to be fingerprinted, pass drug screening and background checks, and clear the US Department of Health and Human Services/Office of the Inspector General list of excluded individuals and the United States Government Services Administration list of parties excluded from federal programs. Compliance with this requirement and satisfactory findings are essential for clinical placement and progression. Students who fail to submit to a background check or students whose background checks indicate a conviction as specified in Florida Statutes Title XXXI, Chapter 435.04; Level 2 Screening Standards may not be eligible for admission and/or may be dismissed from the nursing program or would not be eligible for clinical agency placement and/or not eligible to take NCLEX-RN for licensure. A history of past arrest and conviction may prohibit students from being licensed in Florida. Students should contact the Florida Board of Nursing to determine their eligibility for licensure based on the criminal background prior to submitting an application to the nursing program.

The Utica College nursing program acknowledges the issues of substance abuse in our society and perceives this problem as a serious threat to employees, students, and patients. Utica College has adopted policies and processes to establish and maintain an environment that supports patient

safety and a drug-free educational setting and work place. The College policies related to zero tolerance for substance abuse can be found in the Utica College Student Handbook.

Incoming students for the nursing program shall be drug screened through arrangements made by the school and the screening agency. Students are responsible for the cost of all screenings. A student needs to be aware that he/she may be denied participation and placement at a clinical agency based on the background or drug screening findings and the clinical agency's pre-employment screening policy. Withdrawal from the program will be necessary if a student cannot be placed in a clinical agency to meet program practicum requirements.

A negative drug screen will be required to be eligible to enroll in any nursing course. Drug screening and background checks will be required at the time of admission or reinstatement into the nursing program. Annual updates for background and drug screens are required while enrolled in the nursing program. Students may be drug tested at any time while enrolled in the program. The student will be responsible for the cost of the required screenings. Evidence of chemical/substance abuse will result in immediate administrative dismissal from the program and outcome per the College policies related to zero tolerance for substance abuse. College Policy related to substance abuse can be found in the current Utica College Student Handbook. If a nursing student is dismissed from the nursing program for substance abuse, this action may be reported, if appropriate, to the Intervention Project for Nurses of the Florida Board of Nursing and/or another appropriate assisting agency. Nursing students' physicals are to include documentation if they are taking prescription drugs that have the potential to affect performance in the clinical area. Medical clearance would be requested from the prescribing physician.

<u>All students seeking admission to the nursing program shall adhere to all current departmental requirements.</u>

Nursing Curriculum

At Utica College, the ABSN program is designed to provide students with a professional foundation that integrates nursing theory with skills required for nursing practice. The program leads to a bachelor's of science (BS) in nursing. **Students must successfully complete all of the nursing courses in each semester before they can take courses in the next semester- they must follow the program sequence.**

Professional nurses are liberally educated practitioners who function as primary providers of health care services to individuals, families, groups, and communities. Nurses work collaboratively with physicians, social workers, therapists, and other health professionals. Graduates of the program have opportunities in a variety of settings including acute care, community agencies, home care, and schools. All students enrolled in clinical courses must hold current certification in CPR, Basic Life Support, have health and liability insurance, and meet the health requirements of the respective agencies. Transportation is the responsibility of the student. Details about these requirements are available from the program office.

The ABSN program is fully accredited by the Commission on Collegiate Nursing Education (CCNE), and is approved by the New York State Education Department. Graduates are eligible to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN).

This is a full-time program. Students can only attend part-time when they are on an approved modified schedule.

Semester 1	Credit Hours	Semester 2	Credit Hours
NUR 311	3	NUR 312	3
NUR 321	4	NUR 371	5
NUR 326	3	NUR 365	3
NUR 346	3	NUR 366	3
NUR 332	3	NUR 333	3
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	16		**17**
Semester 3		Semester 4	
NUR 411	2	NUR 412	5
NUR 421	4	NUR 465	2
NUR 423	1	NUR 471	5
NUR 444	3	NUR 473	1
NUR 446	3		---
HLS 445	3		**13**

	16		

Total: **62** credits

NURSING COURSE DESCRIPTIONS

Following is a description of the major and major-related course offerings required in the nursing program. Courses are listed with the relevant credit hour distribution—lecture, lab and clinical.

First Semester = 16 credits

> **NUR 311 Socialization to Professional Nursing** (3) (Lecture)
>
> Sets the foundation for professional practice that is built upon throughout the curriculum. Students are introduced to all aspects of the nursing profession, including an overview of nursing roles, theory, and professional practice.
>
> **NUR 321 Foundations for Nursing Care** (4) (2 Lecture, 1 Lab, 1 Clinical)
>
> Foundations of nursing practice and the nurse-patient relationship. The essential elements of caring, critical thinking, teaching, assessment, communication, and professionalism are addressed. Includes lab and clinical.
>
> **NUR 326 Health Assessment** (3) (2 Lecture, 1 Lab)
>
> Provides opportunity through classroom and laboratory sessions for students to learn the theories and skills involved with assessment of physical, psychological, social, cultural, and environmental aspects of clients across the life span.
>
> **NUR 332 Pathophysiology** (3) (Lecture)
>
> Basic principles and processes of pathophysiology including cellular communication, genetics, forms of cellular injury, fluid and electrolytes, acid-base balance, immunity, stress, coping, illness, and tumor biology.
>
> **NUR 346 Care of Populations and Communities** (3) (2 Lecture, 1 Clinical)
>
> Health of populations and communities through study of epidemiology, health promotion, and disease prevention across the life span. The influences of environment, genetics, culture, economics, and access to care are analyzed.

Second Semester = 17 credits

> **NUR 312 Leadership and Informatics in Professional Nursing** (3) (Lecture)
>
> Differentiates nursing leadership from nursing management and describes how nurses lead professionally. Additionally, this course will explore the impact of informatics and technology on nursing, patient care, and health care delivery.
>
> **NUR 365 Care of the Obstetric Population** (8 weeks, 3 credits) (2 Lecture, 1 Clinical)
>
> Focuses on maternal, paternal, fetal/neonatal, physiologic, and psychosocial responses to childbearing. Family theory provides framework for interpreting and understanding the way the family adjusts to pregnancy, birth, and the addition of the newborn.
>
> **NUR 366 Care of the Aging Population** (8 weeks, 3 credits) (2 Lecture, 1 Clinical)

In-depth look at older adults who constitute a majority and growing proportion of people who receive nursing care. Includes learning strategies to assist the aging population to maintain optimal health with chronic illness.

NUR 371 Medical/Surgical Nursing Care I (5) (2 Lecture, 1 Lab, 2 Clinical)
Builds upon theoretical concepts, integrating the nursing process to facilitate individual and family adaptation to acute stressors within medical-surgical nursing. Common physiological and psychosocial stressors and related principles of care management are explored.

NUR 333 Pharmacology (3) (Lecture)
Information for safe, effective nursing care related to pharmacology. Covers actions, uses, administration alerts, pharmacokinetics, pharmacodynamics, adverse effects, contraindications, interactions with other drugs, herbs and food, and treatment of overdose and antidotes.

Third Semester = 16 credits
NUR 411 Management in Professional Nursing (Health Policy) (2) (Lecture)
Expands the knowledge of nursing management in practice, education, political, and community settings. It emphasizes the essential elements of management, including different management techniques and routine tasks such as budgeting, planning, supervision, and delegation.

NUR 421 Medical/Surgical Nursing Care II (4) (2 Lecture, 2 Clinical)
Focuses on increasing complexity of illness, nursing process in the adult population, complex physiological and psychosocial stressors, and related principles of patient care management.

NUR 423 Senior Nursing Care Seminar Lab I (1) (Lab)
Seminar based course which explores patient scenarios through case studies, laboratory experiences, and simulation. Students work in teams to analyze patient situations and develop critical thinking skills in the effective delivery of holistic patient care.

NUR 444 Care of Populations With Psychiatric Concerns (8 weeks, 3 credits) (2 Lecture, 1 Clinical)
The nurse-client relationship and therapeutic communication techniques as they relate to those with mental health considerations. Includes neurobiological processes and therapeutic techniques.

NUR 446 Care of the Pediatric Population (8 weeks, 3 credits) (2 Lecture, 1 Clinical)
The nurse's role in promoting adaptation in the childbearing family. Particular stressors include perinatal complications, well-child health promotion, and childhood illness.

HLS 445 Clinical Research (3) (Lecture)
>   Research methods employed in clinical settings. Quantitative and qualitative methods; research designs related to clinical situations.

Fourth Semester = 13 credits
>   **NUR 412 Trends in Professional Nursing** (5) (3 Lecture, 2 Clinical)
>   Focuses on preparation for the transition from student to professional baccalaureate generalist nurse. Trends and issues regarding nursing education, research, and practice are analyzed within a historical, social, and multicultural systems framework.

>   **NUR 465 End-of-Life and Palliative Care Practice** (2) (Lecture)
>   Physical, psychological, social, and spiritual concerns of patients and families as they relate to pain and comfort care, and end-of-life decisions.

>   **NUR 471 Advanced Medical/Surgical Nursing** (5) (3 Lecture, 2 Clinical)
>   Integration of theoretical, clinical, and professional concepts to provide care for patients with complex health issues. Emphasis on assessment, differential diagnosis, pathophysiology, pharmacology, critical thinking skills, and clinical judgment.

>   **NUR 473 Senior Nursing Care Seminar Lab II** (1) (Lab)
>   Nursing care, communication within healthcare teams, delegation of care, and cultural, legal, and ethical implications. The role of the registered professional nurse as leader in the management of patient care.

Total required nursing credits = 62
Clinical hours = 588
Lab hours =   225

Sequence of Courses
Please note the College requirements for writing competency as outlined in the College Catalog*127 credits are required for graduation, 60 of these credits must be in the liberal arts and sciences.

INTELLECTUAL HONESTY POLICY

In addition to the Utica College regulations regarding intellectual honesty (*Utica College Undergraduate Catalog*), and the Code of Student Conduct (*Student Handbook),* the Department of Nursing faculty has developed the following policy statement:

The faculty and students of the Department of Nursing believe that the ethical behavior in the American Nurses' Association Code for Nurses implies the highest standards of honesty and integrity, and applies equally to nursing students and practicing nurses. All aspects of the Department of Nursing life and culture are designed to further the achievement of these standards.

Students should maintain intellectual honesty at all times. Students who engage in plagiarism or cheating may receive an "F for Cheating" for the course on their transcripts. Students must do their own work on all tests and assignments. Any quoted or paraphrased phrases or sentences from published material, Internet sources, or other individuals' work must be correctly referenced. Students may not resubmit their own previously graded work when retaking a course or for a grade in a different course without faculty approval. Resubmitting earlier work will be considered self-plagiarism and treated as any other form of academic dishonesty.

CONFIDENTIALITY STATEMENT FOR STUDENTS

All students are required to be familiar with and comply with the Standards of Professional Behavior while enrolled in the Utica College nursing program. Confidentiality is a critical element to a professional health care provider and compliance is required by law in order to protect the privacy rights of patients. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandates standards that ensure privacy and security of patients' health information, as well as electronic medical records.   Students are required to know these privacy rules and will comply at all times.

- Students in clinical have access to protected health information (PHI) of patients on a "need to know" basis and it is solely for use within the scope of duties relating to patient treatment.

- Students may only access the PHI of patients if they are directly participating in their treatment.

- Students may not record PHI of patients (such as name, social security number, date of birth, etc.) on forms which are turned in for clinical or class assignments.   PHI will not be removed from the health care facility. This includes oral, written, and electronic disclosures.

- Students may never discuss PHI in public or inappropriate areas to include but not limited to hallways, elevators, restrooms, cafeterias, etc., or with friends/family at any time.

- Failure to protect PHI may be considered a violation of a patient's right to privacy. Properly dispose of documents containing PHI by discarding them in assigned containers marked for proper disposal; do not throw these documents in the trash.

- If a student is unsure whether his or her actions will be in violation of these policies, he or she must consult the instructor *prior* to taking action with the PHI.

- Any student in violation of these policies may be terminated from a clinical position, fail the class, and/or be removed from the nursing program, depending on the circumstances of the violation.

Social Media Policy

Nursing students may not video or audio record at any time in a clinical setting. They may not post any material that could potentially violate patient confidentiality on social media sites. Students may be subject to disciplinary action by the school and the clinical agency for comments that are either unprofessional or violate patient privacy. HIPAA regulations apply to comments made on social networking sites, and violators are subject to the same prosecution as with other HIPAA violations.

There has been an increase in the use of electronic communication and social media methods within businesses, healthcare environments and academic learning institutions. It is important when using these types of communication methods to be mindful of consequences of their use. See below for a list of guidelines derived from National Council of State Boards of Nursing Social Media Guidelines (2011):

- Recognize obligation to maintain privacy and confidentiality
- Do not disseminate information that will degrade or embarrass the patient
- Do not transmit patient related information
- Do not post information that could reasonable identify the patient
- Do not refer to patients in a disparaging manner
- Do not take photos or videos of patient, unless authorized
- Maintain professional boundaries
- Consult employer policies
- Report breaches of confidentiality of privacy
- Be aware of employer and hospital policies on the use of computers, cameras, and other electronic devices etc.
- Do not post disparaging remarks about students, faculty or staff members

ONLINE COURSE POLICIES

Computer Skills

It is necessary that all nursing students be updated in the following computer skills in order to be successful in the program:

- Minimum software requirement: Microsoft Office 2003 or 2007 (Student Edition)
- Create, save, print text documents in Microsoft Word.
- Navigate Banner Web and Canvas (for all on-line courses); access, send, and receive e-mail using Utica College webmail.
- Locate an Internet web site given a URL.
- Use an Internet search engine (Google, Ask, Yahoo, etc.).
- Access, send, and open attachments.
- Access and use the UC Library resources.

Taking On-line Courses

Advantages of distant learning (on-line courses):

- You can work at home or where ever there is a computer and the Internet.
- You do not have to drive to the campus.
- You can access the course whenever it's convenient for you.
- You can work at your own pace (as long as the deadlines of the course are met).
- You can often see the work of your peers, and reading each other's responses can improve the depth of your own responses.
- You can ask your questions to the professor without fear that the questions may sound "silly."
- You will be left with a database of information and web sites for use later on.
- You will have more frequent interaction with the course professor.

Disadvantages:

- You may feel initially fearful of the technology.
- Lectures are not face-to-face with the professor.
- You must be disciplined when it comes to course deadlines.

Helpful Web Sites:

Utica College Main web site: http://www.utica.edu/

Canvas Support Hotline: Call 855-495-9954 for technical support. If you are having trouble with your Utica password, please visit the reset site at https://password.utica.edu or call the **Utica Help Desk** at 317-792-3115.

Library Resources: http://www.utica.edu/academic/library/resources/resources.cfm
Smarthinking: http://www.utica.edu/student/development/smart/

Turnitin.com: http://turnitin.com

Kaplan: https://kaplanlwwtesting.kaplan.com/s_login.aspx

Communication: Communication throughout courses will happen in a number of ways. First and foremost, the faculty will use the home page/course page. Students should log in frequently to be sure they are current with course information, such as announcements and updates that will be posted on this page. Communication will also take place through the "Ask the Professor" discussion board and course email.

Discussions: A semi-formal voice should be used when writing all discussions and blogs. No slang or "text-talk" is allowed, and proper spelling and grammar are expected. Commonly accepted basic nursing/medical abbreviations are allowed, as this class is comprised of nurses who understand this language easily (i.e. prn, QOD, ASAP, etc.).

Netiquette: Professional netiquette is expected at all times. Appropriate citations will be required in all written assignments, following American Psychological (APA) format.***** All debate assignments are submitted via the course assignment drop box as well as posted to the discussion board for that debate.

> ***APA format:** Refer to the suggested APA guide by Perrin, and/or Utica Library research tutorials, APA on-line guides, and the APA Manual.

Ask the Professor: This is a discussion area set aside for course-related questions, and can be viewed by everyone in the course. All faculty have an "Ask the Professor" space for the entire course on the course homepage. This is a great place to check often, as someone else may have asked your question.

Course E-mail: This communication tool is best for personal matters you do not wish your classmates to read. All faculty will use the course e-mail once class has begun rather than the Utica College e-mail. The faculty Utica College e-mail address is listed at the top of the syllabus, but should only be used *in case of emergency* (i.e. you can't access Canvas and an assignment is due). Canvas conversations are visible in the Inbox (top right of the screen) once you are signed in. This e-mail feature can send mail to students and faculty involved in a given course. You do not use e-mail addresses in the "To" box; just click on "browse," and the class list will appear. You can select who you'd like to send a message to.

Lessons: Courses are structured around weekly learning modules. Use the "Lessons" tab found on the menu bar to find required content.

Here are five commitments you can expect from the faculty in every course:
1. Committed to respond to your emails or questions in the "Questions for the Professor" forum within 24 to 48 hours.

2. Committed to read, grade, and respond to your assignments within seven (7) days after the due date (or submission if extension is granted) of each assignment.

3. Committed to log in and check the course website at least once a day during the week and at least once on weekends.

4. Committed to read every blog and/or discussion board posting and respond, when appropriate.

5. Committed to return your electronic or paper exam results to you within seven (7) days after the last student has completed the exam.

American Nurses' Association Code of Ethics for Nurses (2015)

1. The nurse, practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community or population.

3. The nurse promotes, advocates for, and protects the rights, health and safety of the patient.

4. The nurse has authority accountability and responsibility for nursing practice; makes decisions: and takes action consistent with the obligation to promote health and to provide optimal care.

5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence and continue personal and professional growth.

6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe quality health care.

7. The nurse in all roles and settings advances the profession through research and scholarly inquiry, professional standards development and the generation of both nursing and health policy.

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy and reduce health disparities.

9. The profession of nursing, collectively through its professional organizations must articulate nursing values maintain the integrity of the profession and integrate principals of social justice into nursing and health policy.

ACADEMIC RULES AND REGULATIONS

Students are ultimately responsible for their academic program. All students are required to read and comply with the Department of Nursing and College requirements. These rules and regulations are found in the *Utica College Undergraduate Online Catalog,* the *Utica College Student Handbook*, and the *Department of Nursing Student Handbook.*
http://www.utica.edu/academic/hhs/nursing/handbooks.cfm

Grading Policy

The Department of Nursing's grading policy is defined by a numerical rating system as follows:

Acceptable Grades – Pass		**Unaccceptable Grades**	
A	= 94 –100%	C	=73-76%
A-	= 90 – 93%	C-	=70-62%
B+	= 87 – 89%	D+	=67-69%
B	= 83 – 86%	D	=63-66%
B-	= 80 – 82%	F	=62% and below
C+	= 77 – 79%		

* Incomplete (I) grades may be granted according to the College policy (see College Catalog).
A minimum of C+ (77%) must be achieved to successfully pass a nursing course.

Grading Policy for Med-surg courses (321, 371, 421, 471)
      To achieve a passing grade, the student must meet the following criteria:
- Exam grade of 77% or higher based on weighted average of unit exams and final exam.
- Course grade of 77% or higher when all theory components are added to the exam grade.
- Successfully pass clinical as outlined in the clinical evaluation measurement tool (when applicable).
- Successfully pass lab (when applicable) as outlined in the lab (comp) packet.

Grading of Clinical Experiences
All clinical experiences are graded on a Pass/Fail basis. A grade of Pass is achieved when the student consistently meets or exceeds clinical expectations and has met clinical course objectives satisfactorily. **The student must pass the theory, lab, and clinical components to pass the course**.

Financial Academic Standard
A student must maintain a minimum Financial Aid Program GPA of 2.0 in order to maintain financial assistance eligibility. If the student's GPA falls below 2.0, he/she is not meeting Satisfactory Academic Progression.

The Financial Aid Program GPA will be the same Program GPA that is used for academic Standing purposes.

Program Academic Standard:
A student must maintain a cumulative GPA of 2.8 to remain in the Nursing Program.

Retention

Success in the nursing curriculum requires that students demonstrate the knowledge, skills, and professional behaviors expected of an entry-level registered nurse. Knowledge and skills are examined in a variety of formats including written assignments, testing, and clinical observation.

The faculty at Utica College strive to provide a successful educational experience for every student. Each student is required to meet the following criteria in order to remain in the nursing program:

The student must:
- Achieve and maintain a minimum 2.8 cumulative G.P.A. throughout the entire nursing program.

- Demonstrate the professional and ethical behaviors required for successful performance of professional nursing practice as noted by faculty and clinical instructors.

- Adhere to established course sequence in nursing major.

- Adhere to Utica College academic rules and regulations. (See Undergraduate Catalog with the exception of GPA requirement that is specific to the nursing programs).

Retention Criteria
1. Students are expected to be aware of prerequisite course requirements. Prerequisites will not be waived. Program courses are listed and scheduled in semester sequence, thus making them pre-requisites for successive semesters.

2. A minimum grade of **C+ (77%)** will be required for all nursing courses. A student who achieves a grade of less than a C+ in a nursing course has one opportunity to repeat the course. **A maximum of one nursing course may be repeated**. Progression in the nursing program is based on seat availability in the course. Failure to achieve the minimum grade of C+ in the repeated course will result in academic dismissal from the nursing program.

3. To achieve a passing grade, the student must meet the following criteria:
   o Exam grade of 77% or higher based on weighted average of unit exams and final exam (321, 371, 421, 471).
   o Course grade of 77% or higher when all theory components are added to the exam grade.
   o Successfully pass clinical (when applicable) as outlined in the clinical evaluation measurement tool.
   o Successfully pass lab (when applicable) as outlined in the lab (comp) packet.

4. Students must successfully complete **all** of the nursing courses in a semester before moving on the next semester of courses.

5. Students must adhere to established course sequence in nursing major

6. A student who withdraws from any nursing course jeopardizes his or her progression in the program.

7. Students who are placed on academic probation by the College will be suspended or requested to withdraw from the nursing major.

8. **Students are expected to maintain standards of professional behavior within academic and clinical settings. The student who fails to meet these standards may be subject to dismissal from the ABSN program and the College. Expected behaviors include but are not limited to:**
   a. Attend all labs, exams, and clinical experiences, and arrive on time. In the case of illness or an emergency, the appropriate faculty member must be telephoned **prior to** lab/exam/clinical.
   b. Prepare for class/lab/clinical according to course requirements identified in each course syllabus.
   c. Complete all assignments according to the time frame posted in the syllabus.
   d. Demonstrate respect and courtesy toward faculty, staff, and fellow students.
   e. Demonstrate honesty and integrity in all academic and clinical settings.
   f. Contribute to the educational growth of self and fellow students.
   g. Wear appropriate attire for course as identified by syllabus, faculty or organizational partners.

9. It is the responsibility of the student to check Banner and make sure all requirements are met and posted.

10. For graduation requirements, students are encouraged to review the College Catalog and their individual degree evaluations.

Testing Policy

All material provided within the course, and all class activities, lectures, and PowerPoint presentations, are testable on the exams.

1. Examinations are to be taken when scheduled. Make-up exams are not permitted, except in the case of medical emergency. In this case, a note from a medical provider will be required to be considered for permission to make-up the exam. Students experiencing a medical emergency should contact the Program Director and Course Faculty prior to the exam to request permission to reschedule. When an exam reschedule is permitted, ten points will be deducted from the exam score.

2. Students must arrive on time for the examination. Any student who arrives late for a test, as evidenced by the clock on the wall in the testing lab, will be denied entry into the testing lab and the test and will receive a zero for the exam.

3. The only items students are allowed in the examination room are their identification badge and a writing utensil. Students may be asked for their identification prior to entering the examination room and anytime during the exam. Students may not talk to or otherwise communicate with any other student for any reason during the testing period.

4. All electronic devices are banned from the testing area. This includes cell phones, smart phones, Apple Watches, Google Watches, Fit Bits, etc.

5. If students need assistance, they may raise their hand to attract the attention of the proctor.

6. Students seen talking during the exam may be asked to leave the room and forfeit their test. They will be assigned a zero (0) for the test. Students may not assist their fellow students with anything during the test, including computer assistance or sharing of writing utensils. Doing any of the above constitutes cheating and poor ethical integrity. If caught, both students will be subject to the College academic dishonesty policy. All papers, including scrap papers, must be submitted to the instructor/proctor before leaving the examination room. No materials may be removed from the examination room.

7. Students accessing any websites other than Examplify or Chi Tester during an exam will be immediately excused from the computer lab and earn a F for cheating in the course.

Test Review Policy

A group test review will be done in person at the site per the course schedule. Students may receive a student report containing individual exam details. This is an opportunity to visualize the test questions and answers. Individual questions will not be answered at this time. The only items allowed in the test review are the student report (if provided) and a writing utensil. Students may not bring notes out of the exam room.

Students must arrive at the scheduled day and time for exam reviews. Rescheduling of exam reviews will not be permitted.

Procedure for Modified Progression and Dismissal from Nursing Program

Modified Progression or Dismissal
Students in the nursing program are required to comply with specific requirements regarding progress in academic, clinical and behavioral criteria. When a student fails to meet these

requirements, the student may be put on a modified completion schedule or dismissed from the program. The student receives written notification regarding this change in their progression.

- **Modified Progression** means that the student must retake and successfully complete the course they did not earn a C+ or better or grade of P before moving forward in the program.
- **Dismissal means** that the student has been officially dismissed from the nursing program.
- **If a student believes he or she has been treated unfairly by the College please see the Grievance and Complaint Procedure in the Utica College Catalog.**

Immediate Dismissal from the Nursing Program
Immediate dismissal may be considered for students engaging in egregious acts of professional misconduct, including but not limited to:

HIPAA violation
Theft
Physical violence or abusive behavior
Falsification of documents
Conviction of a felony

RULES AND REGULATIONS PERTAINING TO CLINICAL EXPERIENCE

Clinical experiences are designed to provide support and integration of the academic coursework. A nursing faculty member will provide direct, on-site supervision for clinical experiences except for selected clinical courses. Attendance is required at ALL scheduled clinical experiences.

1. **All students must provide their own transportation to clinical settings. Parking at clinical facilities is at the student's expense.**

2. All students must meet orientation and health requirements for each clinical prior to clinical start date. Clinical orientation is mandatory. Failure to complete health requirements or clinical site orientation may result in the student not being able to proceed in the clinical course.
   a. Student who have exemptions from required vaccinations due to religious reasons must present a form DH 681 from the County Health Department (CHD). Florida Certification of Immunization is used for all medical exemptions and requires a physician's statement and signature. Form DH 681, Religious Exemption From Immunization is required for religious exemptions and is issued by the County Health Department (CHD).
   b. Students understand that submitting the documentation to request exemption DOES NOT mean that it will be granted. It is at the sole description of the clinical partner to grant a petition for waving ANY established requirement.

3. Finger Printed Level II background checks are required. Students must understand that the results of the background check must be disclosed to the clinical partners. As such, back ground checks that indicate any criminal activity will be evaluated by the clinical partner directly. Clinical partners may refuse to allow students to participate in clinical based upon background check findings.

4. Students understand that an inability to meet all of the clinical partner requirements to be cleared for clinical may result in an inability to continue in the program.

5. Clinical assignment may occur anywhere within a 60-mile radius of students' assigned campus.

6. Cell phone use is prohibited at clinical sites unless directed otherwise by the clinical instructor. Cell phone use in instances other than authorized by the clinical instructor will be considered unprofessional and warrant further action such as the writing up of a clinical corrective action plan and/or a behavioral contract.

7. Clinical experiences are graded on a pass/fail (P/F) basis. Outcome criteria for clinical evaluation are clearly stated in the course syllabus and clinical evaluation tool.

8. A student who is found to endanger the health/welfare of a client will be considered to have engaged in misconduct. **The following constitute cause for immediate dismissal from the clinical setting and failure of the clinical course, as well as dismissal from the nursing program**:

    a. Coming to clinical under the influence of alcohol or illegal drugs.

    b. Emotional or physical jeopardy. This includes any action by the student toward a patient, family/significant other of patient, or staff member(s) such as, but not limited to the following: threat to emotional and/or physical well-being; willfully harassing; physically, verbally, or emotionally abusing; use of intimidation.

    c. Student actions incongruent with Utica College Nursing Department policies, actions incongruent with clinical partner organizations, actions inconsistent with course objectives, and actions inconsistent with the principles of patient safety, professional behavior, and ethics.

    d. Actions and behaviors that demonstrate persistent disregard for client, colleague, religious, ethnic, and cultural practices.

9. Students who commit acts judged by the clinical instructor to be unsafe may be dismissed from the clinical setting and/or course. Examples of unsafe acts include, but are not limited to:
    a. Error in medication administration.
    b. Administration of a medication without having knowledge of the drug.
    c. Inaccurate recording or failure to record medication administration.

d. Error in administration of intravenous fluids.

e. Failure to report changes in patient's condition.

f. Failure to seek supervision when necessary.

g. Failure to report and document nursing care.

h. Compromising patient care by inadequate preparation for clinical experience.

i. Breach of confidentiality.

j. Neglecting personal safety.

k. Creating or causing personal safety hazards.

l. Sleeping in the clinical area.

m. Disregard for clinical faculty instructions.

Upon the incidence of an unsafe act by a student, the clinical instructor will:

i. Inform the student immediately of the unsafe act.

ii. Provide the student with written documentation concerning the unsafe act.

iii. Review the incident and counsel the student, recommending remediation as needed.

iv. Place copy of incident report in student's academic file.

v. Follow the policy for reporting an incident as required by the clinical agency or institution.

Clinical Attendance Policy

1. Students are expected to attend all scheduled clinical days. Absence from a clinical experience must be reported to the Clinical Faculty and the Clinical Faculty Coordinator before 6:00 AM for week day clinical and before 2:00 PM for evening clinical. Students will be required to make up any time missed to meet the required number of clinical hours for a course.

2. Personal illness or death of an immediate family member will be considered an excused absence. However, the student is responsible for providing written confirmation of the illness from their health care provider, or a funeral program to the Director of Nursing Academic Services.

3. Absences from clinical for any other reason, and/or without written documentation will be considered unexcused. Students who have more than one unexcused absence per semester will receive a grade of F for the clinical course.

4. All clinical absences, whether excused or unexcused, must be made up during the last week of the course, and at a clinical site determined by the Clinical Faculty Coordinator and the Director of Nursing Academic Services.

5. Clinical make-up days will be scheduled in the last weeks of the semester when possible. However, when there a clinical site/instructor is not available for a make-up clinical

day in the current semester, the clinical make-up day may be scheduled in the first few weeks of the following semester. In this case, the student will receive a grade of incomplete until the clinical experience is successfully completed.

Responsibilities of Nursing Student
The student, with the support of the clinical instructor/preceptor and faculty course coordinator, has the responsibility for his or her learning and is expected to actively participate in the clinical learning experience. The student is expected to:
1. Prepare for each clinical experience as instructed.
2. Conduct himself/herself in a professional manner.
3. Maintain confidentiality of client information per Health Insurance Portability and Accountability Act (HIPAA) guidelines.
4. Adhere to nursing ethical standards congruent with the American Nurses' Association Code of Ethics.
5. Adhere to agency contractual agreements.

Placement of Students in Clinical Groups
For all clinical experiences, the nursing faculty assigns students to clinical groups. Students will register into their assigned clinical groups. **Any changes are subject to faculty review and may be granted only under exceptional circumstances.** Changes to clinical sites may incur an administration fee. Under no circumstances may students negotiate a clinical placement directly with the clinical setting. Changes may only be made by the Director of Nursing Academic Services.

For all *precepted* clinical experiences, students are assigned clinical experiences with a registered nurse preceptor. Students participate in clinical learning activities under the supervision of the registered nurse preceptor and the nursing faculty member responsible for the course. Preceptors are assigned through a joint process between the Department of Nursing and the participating agency.

Completion of the Clinical Requirement
In all cases, students *must complete the required number of clinical hours assigned to the course* through on-site clinical experience as determined by the Director of Nursing Academic Services. All hours must be completed within the scheduled semester. If justified according to College policy, an incomplete grade may be assigned.   An incomplete grade may prevent the student from progression in the program.

Uniform Policy

As representatives of the Utica College nursing program and the nursing profession, students are expected to behave and dress in an appropriate manner. The instructor and the agency have the prerogative to send students away from a clinical unit if they do not meet the appropriate dress criteria.

The purpose of the uniform policy is to identify personnel in agencies and to promote safety for both student and client in the prevention of cross-infection. The uniform is a representation of the Utica College Department of Nursing and therefore should be worn in all professional settings including the clinical setting, the skills lab, and at all on-campus activities. All students should have a minimum of two (2) Utica College nursing uniforms, one (1) white lab coat, and a set of non-skid white closed toe uniform shoes.

Most agencies allow a white lab coat to be worn over the uniform. It is preferred that the Utica College Department of Nursing warming jacket be worn. Check the uniform policy for the agency.

The student uniform and student photo ID must be worn and visible when in the clinical area. It is understood that the uniform is clean, has no stains, and is not wrinkled. Under clothing must be white. Shoes must be white and clean, but may have light colored insignia.

Lab: Students must wear scrubs in all nursing labs (321, 326, 372, 423 and 473) at all times. If students are coming from a clinical site they must change to clean scrubs for lab to eliminate the risk of spreading infection.

Psychiatry/Community Health
Students will wear street clothes which portray a professional image with the college photo ID and flat, close-toed shoes. Jeans, "low-rider" pants, shorts, cut-offs, tank tops, or any other clothing that exposes the torso or under clothing is not acceptable.

Jewelry
1. A watch with a second hand must be worn with the uniform.
2. A plain wedding band may be worn, but in some settings must be removed when caring for patients in isolation and when working in the operating room, delivery room, or nursery.
3. Only small post-type earrings are acceptable (limited to two (2) per ear). No hoop or pendant earrings. Other body-piercings (e.g. eyebrows, nose, lips, tongue) are not acceptable.
4. No other jewelry is worn with the uniform; it has the potential for scratching clients and for harboring bacteria.

Grooming
1. It is assumed that high standards of personal appearance, neatness, and hygiene will accompany wearing of the uniform.
2. All hair must be off the collar and neat. Unnatural hair color (e.g. orange, blue, green, purple) is not allowed.
3. No nail polish or false fingernails (including acrylic nails) may be worn. Fingernails may not extend beyond the fingertips; otherwise, they can scratch clients and impede manual dexterity.

4. Makeup is to be moderate and unobtrusive.
5. Fragrances (i.e. perfume, cologne, after-shave) are not to be worn since they may induce discomfort, nausea, or an allergic reaction in clients.
6. Tattoos must be covered.

Health Clearance Requirements

The following **must be completed and documented prior to** the first day of the clinical experience. Failure to meet these requirements will prohibit your attendance at clinical experiences. Health forms are available on the Utica College Nursing Website: http://www.utica.edu/nursing lab. Student health records should be submitted to the student's Castlebranch or Complio account. These requirements **must** be updated as indicated:

- Physical exam, within one month of staring clinical and renewed every 12 months while in the nursing program, signed and dated by health care professional
- Hepatitis B series if done, if not a signed waiver is required
- Hepatitis B Antigen and Hepatitis C antibody test
- Complete C.D.C recommendations for exposure to airborne pathogens and/or other airborne contaminants if the possibility of exposure exists
- Titers for Varicella, Rubeola, Rubella and Mumps – if equivocal or negative must have booster shot before going to clinical and titers redrawn a couple months after booster.
- Two step TB Skin Test or Quantiferon within 2 months of placement
- Possess a negative 5-panel urine drug screen within less than 30 days of starting clinical practice.
- Annual Flu vaccine
- Date of last tetanus shot (must be within 10 year to be valid).
- Meningitis vaccine or signed waiver is required.

CPR/BLS Certification
The CPR/BLS certification is a prerequisite for all clinical nursing experiences. Certification in cardiopulmonary resuscitation (Community) and Basic Life Support (BLS) must be obtained through the American Heart Association, and be kept current throughout the nursing program. Failure to meet these requirements will prohibit your attendance at clinical experiences. Please submit a copy to the student's Certified Background account.

Predisposing Medical Conditions
Prior to any clinical experience, it is in the student's best interest that he or she informs faculty of any predisposing medical condition that may compromise his or her health and safety and/or patient safety. Such conditions/treatments include but are not limited to pregnancy, medications which may alter alertness or judgment, etc. Confidentiality will be maintained and all reasonable accommodations will be made to facilitate student progress.

Bloodborne Pathogen Exposure
Strict adherence to barrier precautions and infection control practices that decrease the opportunity for blood to blood exposure for both health care personnel and patients is required. Any student who has an exposure to a bloodborne substance that places the student at risk **must seek medical care immediately while following the clinical agency policy and protocol.** Such exposure should first be reported to the clinical instructor who will direct the student for appropriate care. (All students are responsible for the personal medical care costs accrued.)

Latex Allergy Policy
Any student with a known latex allergy must notify the faculty to avoid placing the student at risk of an allergic reaction. Latex-free gloves will be made available in the nursing laboratory and in each clinical setting.

Alcohol and Other Drug Policy

It is expected that all students adhere to the Utica College alcohol and other drug policies as stated in the *Utica College Student Handbook*. It is the policy of the Department of Nursing that students be free of chemical impairment during participation in any part of their program including classroom, laboratory, and clinical activities. A chemically impaired student is defined as a person who, while in the classroom, laboratory, or clinical setting, is under the influence of, or has abused, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Students who are chemically impaired in the clinical setting may jeopardize the lives of their clients. In addition, chemical impairment has a negative effect on the personal health of the student and may alter the student's ability to learn.

Health Insurance

All students enrolled in clinical experiences **must** have personal health insurance. Students may obtain such insurance through individual/family health insurance policies or through the College. Health insurance policy forms are available in the College Student Health Center. Please contact your Success Coach if you need to waive the student health insurance fee.

Malpractice Insurance

Students must have professional liability (malpractice) insurance. The College participates in a group malpractice insurance plan in which the student will be included upon registration in clinical nursing experiences.

ADDITIONAL INFORMATION

Success Coach Role and Functions

Utica College believes that the role of the Success Coach is a critical one. Students are assigned a Success Coach at the time of admission. The Success Coach will work with students to help them successfully reach their academic goals.

The Success Coach will:
1. Contact advisees within one week of acceptance into the program.
2. Guide students in preparing for their academic program.
3. Assist students with monitoring their academic progress.
4. Maintain contact with the student through completion of the program.

The student advisee will:
1. Contact his/her Success Coach periodically during the semester to discuss academic progress.

2. Notify his/her Success Coach as soon as academic difficulties arise. Students who wait until the end of the semester to address academic problems often find that it is then too late for their Success Coach to offer them effective assistance.

3. Be ultimately responsible for meeting all academic requirements of Utica College and the Department of Nursing.

Contact information for the ABSN Success Coaches is listed below:

Nicole R. Cornacchia-Morgan, M.S.Ed   Jessica Dvoracsek M.M
(315) 792-3849   (727) 288-2478
nrcornac@utica.edu   jhdvorac@utica.edu

Student Financial Services

Students are assigned a Student Financial Services Counselor to assist them with their financial questions. The counselor's contact information is listed below:

Kyle Dempster
(315) 792-3400
kjdempst@utica.edu

Communication

Electronic communication is the main form of communication at Utica College. All students are required to access their Utica College web mail for announcements, updates and messages.

Student Representation on Department of Nursing Committees

Students are invited to participate in the decision-making process in a variety of ways, one of which is to become a member of a Department of Nursing Committee. Student representatives are needed on the following committees: Curriculum, Evaluation, and Resources, as well as on the Nursing Advisory Board.

Student Nurses Association

The Student Nurses Association is a campus-based student-run organization open to all students in the Utica College Nursing Program. Its purposes are to promote interaction among students and professional persons, engage in activities that benefit the local community, and to promote a wider understanding of the nursing profession.

Kaplan Total Test Plan

The Department of Nursing has contracted with Kaplan Inc. to provide integrated testing. Kaplan's Integrated Testing program is comprised of a series of online tests designed to evaluate the nursing knowledge of students in an undergraduate program leading to RN licensure.

Graduation Requirements

1. You must have satisfied all requirements listed for your major in the College Catalog.
2. You must have satisfied all requirements concerning standards of professional behavior listed in the *Department of Nursing Student Handbook*.

At the completion of the nursing program of study, students who have fulfilled all requirements will be awarded the Baccalaureate of Science Degree. Each student is eligible to wear the Utica College nursing pin. This represents to each student that she or he has satisfactorily completed the requirements of the nursing program and is eligible to take the licensing examination for registered professional nurses.

Professional Licensing Procedure

Upon fulfilling all academic requirements, the graduate is eligible to file an application with the Florida State Board of Nursing (**or to any other state in which the graduate wishes to be registered**) to take the NCLEX-RN for licensure as a Registered Professional Nurse (RN).

NCLEX-RN online applications and instructions for Florida are available at:
http://floridasnursing.gov/licensing/.

Comprehensive Assessment and NCLEX-RN Pre-Testing

All nursing students are required to participate in the designated assessment and review program. The program involves assessment of critical thinking, assessment of nursing knowledge after selected nursing courses, and a comprehensive diagnostic predictor examination that is administered in the senior semester prior to graduation.

In preparation for the NCLEX-RN, assessment testing will be required by all students in their last semester. In addition, all seniors will participate in a **mandatory 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.

Note: Students should be aware that a felony conviction may cause a state to deny licensure.