



COLLEGE OF
MOUNT SAINT VINCENT

College of Mount Saint Vincent

School of Nursing

Student Handbook

2021-2022



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HISTORY OF THE NURSING PROGRAM

At the beginning of World War II, the College developed a baccalaureate program to meet the needs of a nation at war. In 1957, this well-respected program was discontinued, its original objectives having been met. In the years that followed, there was a perceived need for a private baccalaureate nursing program in the Bronx. Following research, a feasibility study and consultation with baccalaureate nurse educators, administrators, and the National League for Nursing, plans for a new baccalaureate program were approved. The new program was designed to focus on family and community as well as on the individual. In March 1975, the program received permanent registration from the New York State Education Department. The first class of nursing majors entered the College in September 1975 and graduated May, 1979. During the same year the program was granted full accreditation by the National League for Nursing. The baccalaureate nursing program offers courses of study for generic students and accelerated students who have earned a bachelor's degree in another field.

MISSION OF THE SCHOOL OF NURSING

In keeping with the history, tradition, and mission of the College of Mount Saint Vincent, the mission of the School of Nursing is to educate and socialize students into the caring practice of the profession of nursing. Baccalaureate and master's graduates are prepared to provide holistic and compassionate care. Our mission is carried out with a focus on academic and ethical development in a diverse and collaborative environment. The School cultivates in its graduates a respect and caring for the integrity of others, promotes a spirit of service and leadership, and fosters a commitment to life-long learning.

INTRODUCTION TO THE PROFESSION

Welcome to this amazing profession! You may not yet hold a license, but the minute that you commit yourself to nursing education, you are a nurse. You are asking the patients in your care to trust you; you are promising the patients in your care that you will keep them safe; you are promising society that you are here to provide care, prevention of disease, promotion of health and intervention during illness. There is not one day in your professional life from this point forward where you will not make a difference in someone's life. And I could not recommend a more satisfying way to spend a career.

You have decided to start your career here at The College of Mount Saint Vincent. . .wise decision! The professionals in this program who are here to shepherd you through these challenging months and years are the best and the brightest. They are the crème de la crème of nursing and nursing education, and they are committed to making you too, the best of the best!

The policies and procedures in this document are detailed and provide you with the rules and regulations that you will need to follow to make this educational journey a success!

Best to All of You!

Susan Apold, PhD, RN, ANP-BC, GNP, FAAN, FAANP

NURSING PROGRAM OUTCOMES

1. Client-centered care: Evaluate nursing care provided to clients, families, groups, and communities across the lifespan from diverse backgrounds, that incorporates caring presence that is compassionate, age and culturally appropriate, and based on client preferences, values and needs.
2. Teamwork and collaboration: Collaborate with members of the interprofessional health care team to manage and coordinate the provision of safe, quality care for clients, families, groups, and communities.
3. Evidence-based practice: Integrate scientific information and best current evidence with clinical expertise and client preferences when making clinical judgements in the management of client-centered care.
4. Quality Improvement: Use quality improvement measures to evaluate the effect of change on the delivery of client-centered care and care outcomes.
5. Safety: Evaluate the effectiveness of strategies used to reduce the risk of harm to clients, self, and others in a variety of settings.
6. Informatics: Use empirical and evidence-based information and patient care technology to interpret and communicate relevant information, manage care, and mitigate error in the provision of safe, quality client-centered care.
7. Professionalism: Assimilate integrity and accountability into practices that uphold established ethical and legal principles and regulatory guidelines while providing client-centered, standard-based nursing care.
8. Leadership: Integrate leadership and management theories and principles into practice when managing a caseload of clients and making clinical judgements about their care.
9. Communication: Use verbal and nonverbal communication strategies that promote an effective exchange of information, development of therapeutic relationships, and shared decision making with clients, families, groups and communities from diverse backgrounds.

COLLEGE OF MOUNT SAINT VINCENT NURSING CURRICULUM

COLLEGE OF MOUNT SAINT VINCENT

B.S. in Nursing Curriculum (126 credits)

Freshman Year

Semester One

Course #	Course Name	Credits
CHEM 109 & 109L*	General, Organic and Biochemistry & Lab	4
MATH 102 & 102R (CORE)	Mathematical Modeling & Recitation	3
ENGL 110 (CORE)	Writing in Context I	3
MLL I (CORE)	Modern Language I	3
CORE*	Humanities	3
FYE 101	First Year Experience	1
<i>total number of credits</i>		17

Semester Two

Course #	Course Name	Credits
BIOL 109 & 109L (CORE)*	Anatomy and Physiology I & Lab	4
PSYC 103 (CORE)	Introduction to Psychology	3
ENGL 120 (CORE)	Writing in Context II	3
MLL II (CORE)	Modern Language II	3
RELS 208 (CORE)	Life of Faith	3
<i>total number of credits</i>		16

Sophomore Year

Semester Three

Course #	Course Name	Credits
BIOL 110 & 110L (CORE)*	Anatomy and Physiology II & Lab	4
PHIL 110 (CORE)	Introduction to Ethics	3
CORE	Religious Studies topic	3
CORE	Social Sciences	3
CORE	Humanities	3
<i>total number of credits</i>		16

Semester Four

Course #	Course Name	Credits
BIOL 211 & 211L*	Microbiology and Human Disease & Lab	4
PSYC 326	Lifespan	3
CORE	Humanities	3
CORE	Social Sciences	3
ELECTIVE	Elective	3
<i>total number of credits</i>		16

Junior Year

Semester Five

Course #	Course Name	Credits
NURS 110	Introduction to Professional Nursing Concepts	1
NURS 220	Health Assessment (all semester)	3
NURS 220C	Health Assessment Lab (all semester)	1
NURS 230	Fundamentals of Nursing Practice (all semester)	3
NURS 230C	Fundamentals Clinical (all semester)	2
NURS 208	Introduction to Pathophysiology (all semester)	2
NURS 210	Introduction to Pharmacology (all semester)	2
<i>total number of credits</i>		14

Semester Six

Course #	Course Name	Credits
NURS 318	Adult Health Nursing I (all semester)	6
NURS 318C	Adult Health Nursing I Clinical (all semester)	0
NURS 456	Nursing Care of the Community I (7 weeks)	4
NURS 456C	Nursing Care of the Community I (7 weeks)	0
NURS 323	Nursing Research and Evidenced Based Practice (all semester)	3
NURS 334	Behavioral Health in Nursing (7 weeks)	4
NURS 334C	Behavioral Health in Nursing-Clinical (7 weeks)	0
<i>total number of credits</i>		17

Senior Year

Semester Seven

Course #	Course Name	Credits
NURS 328	Adult Health Nursing II (all semester)	6
NURS 328C	Adult Health Nursing II Clinical (all semester)	0
NURS 451	Nursing Care of the Childbearing Family (7 weeks)	4
NURS 451C	Nursing Care of the Childbearing Family Clinical (7 weeks)	0
NURS 453	Nursing Care of the Childrearing Family (7 weeks)	4
NURS 453C	Nursing Care of the Childrearing Family Clinical (7 weeks)	0
<i>total number of credits</i>		14

Semester Eight

Course #	Course Name	Credits
NURS 400	Adult Health Nursing III (all semester)	3
NURS 410	Leadership and Management (1st 7 weeks)	3
NURS 455	Senior Seminar (all semester)	6
NURS 455C	Senior Seminar Practicum (all semester)	0
NURS 331	Pathophysiology with Related Pharmacotherapies (last 7 weeks)	2
NURS 330	Nursing Elective (1st 7 weeks)	2
<i>total number of credits</i>		16

Note: Course sequencing subject to change

SCHOOL OF NURSING POLICIES AND PROCEDURES

DEGREE POLICIES FOR THE GENERIC UNDERGRADUATE NURSING PROGRAM

Students must meet/maintain the following criteria:

- *Minimum* C+ in all required science courses, nursing courses, and Lifespan Development
- *Minimum* 3.0 cGPA to enter the clinical phase of the program
- Once the student enters the clinical phase of the program, a minimum 2.67 cGPA must be maintained. Any student who falls below this threshold will be placed on academic probation. A student may be on academic probation for one semester. Failure to return to good academic standing may result in dismissal from the program.
- Only **ONE** nursing or required science may be repeated. Lifespan Development is excluded.
- Any two course withdrawals in a nursing or required science course (whether from the same or different courses) equate to one failure. Lifespan Development is excluded. Course withdrawals resulting from an *approved* leave of absence will not count against the student's progression in the program.
- Students who are unsuccessful in any two nursing or required science courses will be dismissed from the program. Lifespan Development is excluded.

DEGREE POLICIES FOR THE ACCELERATED NURSING PROGRAM

Students in the accelerated nursing program must meet and maintain the following criteria:

- *Minimum* C+ in all nursing courses.
- *Minimum* 2.67 cGPA must be maintained once the student enters the clinical phase of the program.
- Only **ONE** nursing course may be repeated.
- Any two course withdrawals in a nursing course (whether from the same or different courses) equate to one failure. Course withdrawals resulting from an *approved* leave of absence will not count against the student's progression in the program.

- Students who are unsuccessful in any two nursing courses will be dismissed from the program.
- Students may not request to change their primary campus/site after they've begun the program.

DIFFERENTIATION OF GENERIC AND ACCELERATED NURSING PROGRAMS

The generic and accelerated nursing programs are separate and distinct and are registered as such by official accrediting bodies. Therefore, students enrolled in the accelerated nursing program are not permitted to take nursing courses in the generic undergraduate program. Likewise, students enrolled in the generic undergraduate nursing program are not permitted to take nursing courses in the accelerated program.

GRADES AND ROUNDING POLICY

Grades will not be rounded until the end of the semester. Grades will carry their original numeric value to the hundredth place. The final course grade will be rounded to the tenth place after totaling all assignments and exams. The minimal grade required for successful completion of a course is 76.45%. All coursework must be completed by the last day of the semester. Coursework submitted or completed after the last day of the semester will not be accepted. **Nothing in this policy shall be construed to mean that students are permitted to submit late work without consultation with the professor or as stated in the syllabus.** No course examinations may be re-taken in an effort to seek a higher grade. No request at the end of the semester to 'locate points' on previously submitted work will be honored. Any dispute regarding a course at this juncture must follow the grievance policy within this handbook, subject to the limitations specified therein. Cumulative GPAs are never rounded.

PROFESSIONAL DECORUM

Students must behave in a professional manner toward faculty, staff and patients. This behavior includes courtesy, honesty, ethical actions and responsible verbal and electronic

communication. Behavior that interferes with clinical agency/staff/faculty relationships may be cause for dismissal from the School of Nursing.

CLASS ATTENDANCE

Students are required to be present, prepared and on time for each class session. Students are responsible for all missed work. Students that have unexcused absences for quizzes and/or exams will receive a 0 for the missed quiz and/or exam. Students that are late for quizzes and/or exams will NOT be given extended time to complete the quiz and/or exam. Students that arrive more than 15 minutes late for a quiz and/or exam will not be permitted to test and will receive a grade of 0. Course faculty are under no obligation to provide make-up quizzes or examinations or to extend deadlines. Any student who is ill and cannot attend class must notify their course faculty and the Office of Student Affairs prior to class time and provide appropriate medical documentation. This is considered an excused absence. If a student misses a class without appropriate documentation, it will be considered an unexcused absence. More than two unexcused absences from class will result in the student being unable to meet course outcomes and the student will be unsuccessful in the course and receive a grade of C- in the course.

COURSE WITHDRAWAL & REPEAT PROCEDURES

When a student withdraws from or is unsuccessful in a nursing course, they will need to attempt/repeat the course in the next available term that the course will be offered, pending space and availability. Withdrawing from or repeating a course will result in an inevitable delay in the student's anticipated graduation. Not all courses are offered every semester; some are only offered in alternating semesters or alternating years. The School of Nursing is not responsible for accommodating students who fall behind in their regular program sequence due to a course withdrawal or failure.

ADDITIONAL COURSE WITHDRAWAL AND REPEAT PROCEDURES FOR ACCELERATED NURSING STUDENTS

When a student in the accelerated nursing program needs to repeat a course or complete a course from which they withdrew, it will result in part-time enrollment for the following term and an adjustment of the student's tuition plan. The student must complete an **Accelerated Nursing Course Repeat Memo**, which will be provided to the student by the School of Nursing. Along with the Memo will be an updated progression/graduation plan that is specifically tailored to the student. The student is responsible for reviewing both documents and providing their signature. Both documents will be submitted to the Offices of the Registrar, Financial Aid, and Student Accounts. The student's progression plan cannot be amended until the appropriate forms are signed and submitted.

LEAVE OF ABSENCE PROCEDURES

Nursing students who need to take a leave of absence from the program must send written notification to their professional academic advisor and nursing faculty advisor. The student will also need to complete a **Leave of Absence Request Form**, as per College policy. A leave of absence taken during the semester will result in 'W' grades in all courses for that term.

To formally request a return to the program, the student must send written notification to the Dean of the College and their professional academic advisor. Thereafter, the student's request to return will be reviewed and decided upon by the Dean of Nursing.

A student who takes an extended leave of absence may be subject to repeating some or all clinical courses upon their return to the program. This decision will be at the discretion of the Dean of Nursing.

A student may take two *consecutive* leaves of absence. A student may take no more than three **total** leaves of absence while in the program.

RELIGIOUS OBSERVANCE POLICY

The School of Nursing will excuse, without penalty, students who are unable to attend classes and/or clinicals due to religious observances. Students are responsible for providing timely notification of impending absences due to religious obligations directly to their course and clinical instructors. The student is responsible for making up missed course work, exams, quizzes, etc., and clinical hours. The student and instructor(s) will develop a reasonable, agreed-upon plan for completing missed work.

MATERNITY LEAVE POLICY

Childbirth and the leave that follows are considered excused absences. A student will be granted a total of two weeks absence from classes and clinical rotations. Any student requiring more than two weeks must take a medical withdrawal from all courses. This withdrawal shall not count against the student for progression purposes. Upon return to school the student must submit a letter from her health care provider stating that she is cleared to resume clinical duties with no limitations.

NURSING COURSE RESIDENCY POLICY

The College of Mount Saint Vincent does not accept nursing courses previously completed at other institutions. All nursing courses **must** be completed in residence. Furthermore, under no circumstances will matriculated students be permitted to take a nursing course at another institution in an attempt to apply that course and corresponding credits to their CMSV nursing degree.

NURSING ACADEMIC ADVISEMENT AND REGISTRATION PROCEDURES

Academic Advisement

Upon entering their first semester of clinicals, all nursing students (generic and accelerated) will be assigned a primary professional advisor and a nursing faculty advisor.

The **PROFESSIONAL ACADEMIC ADVISOR** can assist students with general academic advisement inquiries including: semester registration, program progression, Core and major requirements, transfer credits, graduation auditing, change of major facilitation, general College policies and procedures, etc.

The **NURSING FACULTY ADVISOR** is the student's direct point of contact to discuss and seek guidance with academic difficulty in nursing courses, career exploration within nursing, graduate school opportunities, professional letters of recommendation, etc.

Registration Procedures

All nursing students will be **assigned** a nursing block schedule and registered accordingly by their professional academic advisor from their first semester of clinicals through their final semester. Once registered, students may not change their assigned block schedule, nor request to make a change, nor "swap" schedules with another student. The School of Nursing reserves the right to cancel any under-registered blocks and reassign effected students to a different block schedule.

Once a student enters the clinical phase of the nursing program, any outstanding non-nursing courses, i.e.: Cores, electives, courses in fulfillment of a minor, etc., must be taken during the summer and/or winter intercession. A student can *consider* registering for an outstanding non-nursing course in a fall or spring term **only** in consultation with their professional academic advisor.

NURSING EXAM ADMINISTRATION AND REVIEW POLICY

Students will adhere to the following conditions when taking an exam in nursing courses:

Continuity of Test Administration:

1. Students must take exams on the date, time, and location specified by the course coordinator. Permission to take an exam or quiz at any time other than scheduled can only be granted by course coordinator.
2. Students are to notify the instructor by voicemail or email prior to the time of examination or quiz, if unable to take the examination. If the student does not notify the

course faculty of their absence prior to the examination, the opportunity for a make-up exam will not be granted. Unexcused absences will result in a zero on the exam.

Situations of a medical or situational crisis on the day of the exam (e.g. car accident) will be considered a potential excused with appropriate document (e.g. police report)

3. All personal items are to be stored in a faculty designated area of the room during the exam and test review. Failure to adhere to this policy will result in a failure of the exam.
4. The only items permitted on the testing surface during exams is a piece of scratch paper and pencil.
5. Test item content and responses are confidential and are not to be discussed with others except during test review.
6. Sharing of exam content via electronic means (texting) or by verbal exchange is cheating and will result in a zero on the exam.
7. Exam results will be posted in the Learning Management System within one week of all students across all sections taking the exam.

Continuity of Test Review:

1. Faculty at their discretion may elect to provide exam review in the format of group test review sessions. This may take the form of a concept review or a review of test questions and answers.
2. Exam review is an opportunity to enhance student understanding of the material and will be conducted accordingly.
3. Students are not permitted to tape record, take snapshots, screen shots, take notes during test reviews, or to in any way copy or transmit exam content or answers. Failure to adhere to this policy will result in a zero on the exam/quiz and be reported to Academic Affairs for breach of the Academic Honesty policy.
4. As per testing procedure students are required to leave all electronic devices and personal belongings in a faculty designated area.
5. Test review is to take place within 10 days of all students across all sections taking the exam.
6. There will be **no** review of final exams.

Exam Makeup:

1. Should permission for a makeup exam be granted by the course instructor, then:
 - a. Arrangements for the makeup exam should occur **within two (2) business days** upon return to school.
 - b. The makeup exam is to be **completed within five (5) business days** of returning to school.

SAFEMEDICATE

Policy

SafeMedicate is a required component of some clinical courses. Each student will independently complete the required self-study/practice modules as assigned per semester prior to the assessment (examination). Before the student may take any examination, the student must complete the assigned module.

Prior to beginning the SafeMedicate modules in the first semester, each student is required to take a foundation numeracy examination. A grade of 90% or higher is recommended for success with the SafeMedicate modules. A grade of less than 90% indicates a fundamental arithmetic problem. If you receive less than 90% on the foundation numeracy examination, it is recommended that you seek tutorial assistance at the ARC before continuing to the SafeMedicate modules.

Each student must achieve 90% on the specific SafeMedicate assessment prior to advancing into the next clinical course and/or administering medications in the clinical setting. The course lists SafeMedicate as a pass/fail activity. **To pass, the student must achieve 90% on the specific SafeMedicate assessment or the student will fail the course and have to repeat it the next time it is offered.** The student will have 2 chances to achieve a 90%. If the student does not achieve 90% on their first attempt, the student is to meet with their course faculty and a remediation plan will be initiated. The student is expected to complete this remediation prior to the next scheduled examination date. Proof of completion of modules and a 100% on a practice assessment is required prior to taking the assessment for a second time.

If the student is unsuccessful in attaining a score of 90% on the specific SafeMedicate exam after the second attempt, the student will not be able to progress in the nursing program and a meeting with the student, the student’s course faculty and the Program Director will be scheduled.

Schedule

Semester 1	
Self-study modules to be completed at home	<p>Foundation Numeracy Assessment</p> <p><i>FNS Essential Skills Modules</i></p> <ul style="list-style-type: none"> • Introduction • Prescriptions & S. I. Units • Tablets • Capsules • Liquid Medications • Injections • IV Infusions <p>Practice Your Skills: Choose: Authentic Diagnostic Assessment – Adult – Tablets – Capsules, Liquid Medications – Injections</p>
Required Assessment (must achieve 90%)	<p><i>FNS Essential Skills Assessment (AA) to be completed before semester 2 (Adult)</i></p> <ul style="list-style-type: none"> • Introduction • Prescriptions & S. I. Units • Tablets • Capsules • Liquid Medications • Injections • IV
Semester 2	

<p>Self-Study modules to be completed at home</p>	<p>Review/remediate all <i>FNS</i> Essential Skills Modules as needed</p> <ul style="list-style-type: none"> • Introduction • Prescriptions & S. I. Units • Tablets • Capsules • Liquid Medications • Injections • IV infusions <p><i>FNS</i> Advanced Skills - BWC (AA) to be completed prior to semester 3 (Adult and Child)</p> <ul style="list-style-type: none"> • Introduction • Single Dose • Daily Divided Dose • Body Surface Area • IV Infusions <p>Practice Your Skills—Choose: Authentic Diagnostic Assessment – Adult/Child – Liquid medications – Injections – IV infusions</p>
<p>Required Assessment (must achieve 90%)</p>	<p><i>FNS</i> Advanced Skills Assessment-BWC (AA) to be completed prior to semester 3 (Adult and Child)</p> <ul style="list-style-type: none"> • Introduction • Single Dose • Daily Divided Dose • Body Surface Area • IV Infusions
<p>Semester 3</p>	
<p>Self-Study modules to be completed at home</p>	<p><i>FNS</i> Advanced Skills - Injectable Medicines Therapy (Adult)</p> <ul style="list-style-type: none"> • Introduction • Slow IV Injections • Intermittent Infusions • Continuous Infusions <p>Practice Your Skills—Choose: Authentic Diagnostic Assessment – Adult – Slow IV injections – Intermittent infusions – Continuous infusions</p> <p><i>FNS</i> Advanced Skills-IMT-AA to be completed prior to semester 4</p>
<p>Required Assessment (must achieve 90%)</p>	<p><i>FNS</i> Advanced Skills Assessment - Injectable Medicines Therapy (Adult)</p> <ul style="list-style-type: none"> • Introduction • Slow IV Injections • Intermittent Infusions • Continuous Infusions <p>Practice Your Skills—Choose: Authentic Diagnostic Assessment – Adult – Slow IV injections – Intermittent infusions – Continuous infusions</p>
<p>Semester 4</p>	

Self-Study modules to be completed at home	<p>FNS Advanced Skills - Word Problem Skills</p> <ul style="list-style-type: none"> • Introduction • Slow IV Injections • Intermittent Infusions • Continuous Infusions <p>Practice Your Skills—Choose: Authentic Diagnostic Assessment – Adult – Slow IV injections – Intermittent infusions – Continuous infusions</p>
Required Assessment (must achieve 90%)	<p>FNS Advanced Skills Assessment - Word Problem Skills (Adult)</p> <ul style="list-style-type: none"> • Introduction • Slow IV Injections • Intermittent Infusions • Continuous Infusions

SCHOOL OF NURSING CHAIN OF COMMUNICATION (CHAIN OF COMMAND)

Policy

Students are to observe the chain of command as outlined in the School of Nursing Table of Organization (see Appendix).

When discussing course/class issues, students are to address issues as follows, to:

- the specific professor teaching the class;
- the course coordinator;
- the Program Director;
- the Dean of the School of Nursing

Students practicing in a clinical setting are the responsibility of The College of Mount Saint Vincent, **not** the clinical agency. Students are required to follow the policies of The College of Mount Saint Vincent and our clinical partner at all times.

SCHOOL OF NURSING GRIEVANCE POLICY AND PROCEDURE

Policy

Students who believe that a School of Nursing policy has not been accurately followed may initiate a grievance process. Prior to initiating a grievance, the student must attempt to resolve the issue following the Chain of Command (see above). Students may grieve a course or clinical grade under the following circumstances:

- an error in grade calculation
- a decision rendered that was not part of the original syllabus OR a policy that was on the original syllabus that was not followed
- a final grade that does not reflect grades earned during the course
- a clinical decision that appears to be arbitrary

Procedure

1. Students will follow the Chain of Command:
 - a. Issue to be addressed in the following order:
 - i. clinical instructor
 - ii. course coordinator
 - iii. Program Director (Undergraduate or Accelerated)

A formal grievance can only be filed after the Chain of Command, above, has been followed.

2. The procedure to file a formal grievance is:
 - a. A request to file a grievance must be provided in writing to the Dean of Nursing within 10 days of the grade/clinical decision.
 - i. Grievances must be presented in writing
 - ii. The request for a grievance hearing must include:
 1. Concise fact (evidence) based material
 2. Documentation of efforts to resolve the issue at each level of the process
 3. Any written documents and/ or written communications between the student and other members of the faculty/professional staff involved in the process

- b. The following issues may **not** be grieved:
 - i. Items on exams
 - ii. Grades on papers or assignments
 - iii. Safety based clinical decisions
 - iv. Policies within this handbook
- c. The Dean of Nursing will review the grievance request within 72 hours of receipt.
 - i. If the grievance request is approved:
 - 1. The Dean of Nursing will convene a team consisting of one member of the professional staff selected by the student, one faculty member selected by the student, and one faculty member selected by the Dean. The Dean will serve as the Chair of the Grievance hearing.
 - The Dean will communicate the team's decision within 14 days of the grievance hearing.
 - 2. The decision of the grievance team within the School of Nursing is final; students may opt to bring a formal grievance to the College Provost. The decision of the Provost is final

CLINICAL AND SIMULATION EDUCATION POLICIES AND PROCEDURES

Clinical Health Clearance

Students in all clinical courses must complete health clearance requirements as determined by College of Mount Saint Vincent, facility administrators and NYS mandated medical requirements for all health care facilities. The School of Nursing uses CastleBranch to facilitate the clearance process. Please refer to the separate CastleBranch handout for further instruction and detail on how to register for CastleBranch. No student is permitted to start clinical until all health clearance requirements are met. If at any time students' CastleBranch accounts are not compliant students will immediately be withdrawn from the course.

Clearance documents include:

- Annual yearly physical

- Seasonal flu documentation
- COVID vaccination completion and immunity in accordance with CDC guidelines
- Two-step PPD testing (preferred over QuantiFERON)
- Immunizations and titers:
 - Measles
 - Mumps
 - Rubella
 - Varicella
 - Hepatitis B and C
 - Tetanus (TDaP)
 - Influenza
- CPR
- Fit test
- Color vision
- Health insurance
- Background check
- Drug test

Refer to the CastleBranch handout that reviews all required medical documentation needed in depth.

Failure to comply with the medical clearance mandates will result in a student being administratively withdrawn from a course.

Falsified medical documents will result in immediate disciplinary action from the College and serves as grounds for dismissal from the program and College.

Positive Drug Test Policy

Students who test positive on a drug screen may request a retest if the student disputes the findings. The student must cover any costs associated with this testing. The student must first consult with the Assistant Dean of Nursing for Clinical and Simulation Learning or his or her designee. The repeat drug test must be “negative” for the student to return to clinical. A “negative dilute” or any other equivocal result is considered to be an inadequate specimen.

The student must meet with the Assistant Dean of Nursing for Clinical and Simulation Learning or his or her designee within 48 hours of the positive result or there will be no further recourse. Any retest granted arising out of a dispute must be done within 48 hours of this meeting. Failure to retest within 48 hours of the meeting will be considered untimely and will be treated as if the student had retested positive.

If the student does not dispute the results of the first test or if results of a drug screening are positive on a second test or determined to be “negative dilute” **the student will not be permitted** to attend any clinical rotations or any classes.

For those nursing students whose drug screenings remain positive, actions may include, but are not limited to:

1. mandatory leave of absence, or,
2. dismissal from the program.

Uniform Policy

While in any clinical agency or simulation lab, students are expected to dress professionally. Professional dress means all students will wear clothing that is clean, pressed, conservative, and modest.

- Students need to arrive at clinical in **full nursing uniform**:
 - White uniform top with College of Mount Saint Vincent patch and navy-blue uniform pants from Flynn & O’Hara. No other uniform substitutes will be accepted.
 - Black leather sneakers
 - College of Mount Saint Vincent student ID and facility ID
- Students should come prepared with a stethoscope, pen light, and watch with a second hand. No “smart watches” permitted (i.e.: Apple Watch, Fitbit, etc.).
- All tattoos must be covered and facial piercings removed
- Jewelry is limited to one plain wedding band and one set of stud earrings
- Bracelets, necklaces, hoops or dangling earrings are not allowed

- Long hair past the shoulders should be tied up neatly in a ponytail or bun
- Facial hair is to be neat, trimmed, and cleaned
- No hair scarves or covers are permitted except in the case of religious obligations
- No artificial nails or long nails. Nails must be clean, cut short, without any nail polish.
- Minimal makeup (no excessive eyelashes, contour, bright colored makeup, etc.)

Students who do not follow the uniform policy will be dismissed from clinical for the day, which will result in an unexcused absence.

Identification

The following identification must be worn and clearly visible in every clinical setting:

1. CMSV student ID should be worn on your nursing uniform.
2. An institutional ID badge should be worn in any facility that requires and provides one.

Clinical Attendance

Students are required to be present, prepared, and on time each clinical day. This includes all simulation and nursing skills sessions.

Any student that is ill and, as a result, cannot attend clinical that day must notify their clinical instructor and the Course Coordinator prior to the absence and submit appropriate medical documentation.

Students with an **excused absence** must complete a clinical make-up day. The make-up day will incur a student cost of \$350 for 6 clinical hours and \$700 for 12 clinical hours. The day and time of the make-up will be determined by the School of Nursing and may include weekends and evenings. All costs associated with the make-up session are solely the student's responsibility.

Excused, documented medical absences that exceed 2 will result in a medical withdrawal from the course. A medical withdrawal will not count against the program course withdrawal policy. **Any unexcused absence will result in failure of the course.**

Inclement Weather

If the College is closed due to inclement weather, then the clinical day is cancelled. If the College has a delayed start, clinical has the same delayed start time. If the College is open but it is unsafe for the instructor and students to travel to the site, then the instructor will notify students directly.

Cell Phone Policy

Cell phones must be off and put away at all times during the clinical day. There is a zero-tolerance policy for cell phone usage during clinical. Violators will face disciplinary action, which may result in failure of the course and permanent suspension of clinical privileges by the facility.

Social Media Policy

Students are not permitted to post anything pertaining to clinical and the facility on any social media platform. Any reference to any experience at a clinical agency is a violation of patient privacy and federal law. Violators of this policy will face disciplinary action, which may result in failure of the course and dismissed from the program.

Appropriate Behavior

Any unsafe or unprofessional behavior must be communicated to the clinical instructor and Course Coordinator immediately.

Unsafe and unprofessional behavior includes, but is not limited to:

1. Performing activities beyond the scope of preparation and ability
2. Ignoring instructor and staff advice regarding client care
3. Refusing a patient care assignment
4. Leaving clinical unit without notifying the instructor
5. Failure to report significant observations to the appropriate staff and instructor
6. Failure to prepare adequately and appropriately for clinical sessions
7. Failure to establish and maintain appropriate communication and interaction with staff/faculty at clinical site and the College

8. Cell phone usage
9. Posting on social media
10. Insubordination
11. Uncivil behavior

Clinical Registration, Placements, and Onboarding Process

Students can be placed at any of the facilities with whom the program has a clinical contract. Students may have to travel in excess of 30 miles of the College campus to fulfill the clinical portion of their education. Students are not/will not be placed according to their area of residence or means of transportation. Students are responsible for travel, gas, and any parking fees. **Clinical placements are nonnegotiable.**

Students must be available for every day that clinical is planned on their block schedule and for the **entire** day. Religious obligations will be honored to the best of the ability of the clinical team and must be communicated to the clinical team one semester in advance during the registration period. Students are not permitted to leave clinical early for evening classes. Absolutely no exceptions will be made.

When clinical placements are finalized, they will be posted via NURSCENTRAL on Canvas. Separate onboarding emails will be sent to students by the clinical coordinators in regards to their *specific* placement. It is the sole responsibility of the student to review and complete all necessary facility onboarding paperwork and assignments **on time**. Failure of the student to comply accordingly will result in forfeiture of placement and a new placement will not be secured.

Simulation Success Day and Clinical Skills

Simulation Success Day and Clinical Skills education are **clinical days**. All policies that relate to clinical education pertain to Simulation and Clinical Skills (for Simulation and Clinical Skills attendance policy, please see page 21: “Clinical Attendance”). Simulation and Clinical Skills sessions will be outlined in the course syllabus.

Preparation:

- All students are required to attend in proper clinical attire, a stethoscope, and a watch with a second hand for their simulation session and complete all prep work as directed by the Simulation team.
- Students should arrive at least 5 minutes before their scheduled session in order to avoid delays in the simulation scenario start time.
- Students will be considered absent (unexcused) if they arrive more than 10 minutes late for the scheduled session.
- Students that are not prepared for Simulation Success Day as outlined above are considered unprepared and will be asked to reschedule.

Participant Guidelines:

- Each session requires a minimum of 2 participants in order to accomplish the simulation's objectives. Students may be asked to reschedule if they are the only person signed up for a session.
- Each session also has a maximum of participants allowed. Students should not schedule themselves for a session that has already been filled.
- If a student signs up for a session that is already filled, they will be removed from the session and will be required to reschedule.

Maintaining Integrity:

- In order to maintain the integrity of the simulation scenario, students should not discuss details with other students outside of the simulation session.
- Students are expected to behave in a courteous and respectful manner towards their peers.
- The simulation lab is a no-judgement zone and students should be allowed to make mistakes without fear of ridicule by their peers.

Cancellations:

- Last minute cancellations are prohibited as it interferes with the structure of the scenario.
- If a student is unable to attend Simulation Success Day due to an emergency, they must contact the Simulation Faculty and their course instructor immediately.

- Students who do not complete their mandatory simulation session by the end of the semester as a result of an approved excused absence will receive an IP (In Progress) in the relevant course until it is successfully completed.

Clinical Skills

In addition to Simulation Success Day, students are mandated to successfully complete additional clinical skills known as “modules.” Students will complete various modules on campus throughout the duration of the course. Students are responsible for completing all modules as indicated in the course syllabus.

COLLEGE POLICIES

GRADES AND INDEX

GRADE		QUALITY POINTS
A	93-100	4.0
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	60-66	1.00
F	0-59	0
P	Passing	

W	Withdrew before deadline
F	Failure
FX	Failure due to a violation of the College's Academic Integrity Policy
I	Incomplete <i>(Must be cleared no later than the fourth week of the following semester)</i>
NC	No Credit
IP	In-Progress <i>(Nursing clinical courses only)</i>

ACADEMIC HONESTY AND STUDENT CONDUCT

Part One: Definitions of Academic Honesty Violations

1. Plagiarism

Plagiarism is the misrepresentation of someone else's words, ideas or data as one's own work. Students should be advised to state the source of ideas when these are known, since this lends strength to their answers and is part of the ethics of scholarship. The following acts constitute plagiarism.

No student shall:

- Intentionally represent as one's own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
- Paraphrase, quote or "paste in" material without citing the source in the text.
- Submit a copy of or the actual work of another person as one's own, either in part or in entirety, without appropriate citation (e.g., term-paper mill products, internet downloads, etc.).
- Reproduce another professional or student's work so closely that any reasonable person would conclude plagiarism had occurred.
- Share computer files and programs or written papers and then submit individual copies of the results as one's own individual work.
- Copy another student's test answers.

- Copy, or allow another student to copy, a computer file that contains another student's assignment, homework, lab reports, or computer programs and submit it, in part or in its entirety, as one's own.
- Submit substantially the same material in more than one course without prior authorization from each instructor involved.
- Take sole credit for ideas that result from a collaboration with others.

The following do not constitute plagiarism:

- The use of ideas which are judged to have become common knowledge. It would, however, constitute plagiarism if the student, being aware that the idea was not his or her own, expressly claimed authorship for the idea.
- Instances in which the idea came from informal discussions with other members of the academic community which were not initiated with the deliberate intent of providing information on the topic in question. However, if the source of an idea is remembered, the source must be acknowledged.
- Instances when students are specifically instructed by the instructor of that course that the borrowing of another's or others' work is considered appropriate.

2. Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he/she has mastered knowledge on a test or evaluation that he/she has not mastered.

No student shall:

- Knowingly procure, provide, or accept examination materials or descriptions of such materials, except when authorized by the instructor.
- Complete, in part or in total, any examination or assignment for another person.
- Knowingly allow any examination or assignment to be completed, in part or in total, for himself or herself by another person (e.g., take-home exams which have been completed in full or in part by someone else).
- Copy from nearby student's test, paper or lab report.

- Use unauthorized sources of information such as: crib sheets, answers stored in a calculator or unauthorized electronic devices.
- Store answers in electric devices and allow other students to use the information without the consent of the instructor.
- Employ aids excluded by the instructor in undertaking coursework.
- Look at another student's exam during a test or use texts or other reference materials (including dictionaries) when not authorized to do so.
- Alter graded class assignments or examinations without the full knowledge and consent of the instructor, and then resubmit them for regrading or reconsideration.

3. Fabrication

Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.

The following cases constitute fabrication:

- Citing data or information not actually presented in the source indicated.
- Listing sources in a bibliography not used in the academic exercise.
- Submission in a paper, lab report, or other academic exercise, of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
- Submitting any academic exercise (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another as one's own.
- Taking a test for someone else or permitting someone else to take a test for you.
- Providing fraudulent excuses for absences.
- Claiming that work was "lost" by a faculty member when it was never completed.

This list is not intended to be an all-inclusive list of offenses. Students should consult their instructor if in doubt about the honesty of an action.

Part Two: What Constitutes Proof of Plagiarism?

Some supported documentation e.g. **turnitin.com** or a **Google search** that provides citation references, or a copy of the original document that functioned as the in source of the plagiarism.

Part Three: Penalties for Academic Honesty Violations

First Offense

- Failing Grade on Assignment*
- Report Filed with the Dean of the College
- Required meeting with the Dean of the College
- Required meeting with professor or advisor regarding the underlying reasons for the offense

**Exception: If the grade-weight of the specific assignment is not significant enough to affect the student's final grade, a heavier penalty may be assessed.*

Multiple Offenses

(Prior offense has been reported and is part of the student's record/or multiple offenses are reported simultaneously.)

- The student will be given an **FX** grade* in the course indicating failure due to a violation of the College's Academic Integrity Policy
- Report filed with the Dean of the College
- Required conference with the Dean of the College
- Loss of Honors

**REMOVAL OF X: During the final semester of enrollment at the college, the student may petition that the X designation be removed from the transcript. Undergraduates petition the Academic Review Committee which will establish conditions that the student must meet for the X to be removed. When the Committee is satisfied that the student has met the stipulated conditions, it will notify the Dean of the College who will see that the X is removed. The F will remain on the transcript. Removal of the X designation does not indicate that the violation did not occur but rather acknowledges that the student has come to understand the importance of academic integrity and should not carry the X designation on the transcript in perpetuity.*

Third Offense

- Dismissal from the College

A student will not be allowed to Withdraw from a course in which there is a charge of violating the college's Academic Integrity Policy.

The Dean of the College has the authority and responsibility to enforce the plagiarism policy of the College.

Part Four: Preventing Academic Honesty Violations

Key elements in Preventing Academic Honesty Violations

1. Campus Culture

1. A culture in which all violations are reported, and penalties are levied consistently is crucial. Professors should be sure to follow the official policy, rather than simply confronting students on their own, so that penalties are not seen as arbitrary when they are handed out.
2. FYE 101 lecture and discussion of plagiarism helps ensure that all understand the policy.
3. English classes should devote a full period early in the semester in order to reinforce the students' understanding of the definitions, ethics, and consequences of plagiarism.
4. Professors in all courses should reinforce the message, by including a reference to the academic honesty policy on their syllabi, and clarifying the specific standards and requirements of the discipline.

2. In Individual Classes

1. All course syllabi should clearly state the college's academic honesty expectations, and students should be reminded of the full policy when assigned papers.
2. Providing frequent short writing assignments as well as requiring preliminary steps (abstracts, drafts, annotated bibliographies, outlines, etc. ...) at earlier stages will help students avoid last-minute panics and ease the transition from preliminary work to final paper, as well as helping professors recognize students' writing, which will discourage plagiarism.

3. Working with students individually (via conferences) to help them choose and develop topics for their papers will help to prevent plagiarism by helping to foster ownership in their ideas and arguments.
4. Faculty have the option to require student papers in both hard-copy and electronic formats so that the latter may be used at the instructor's discretion, e.g., in conjunction with [turnitin.com](https://www.turnitin.com). Annual demonstrations in the use of turnitin.com should be conducted.

The Undergraduate Academic Honesty and Student Conduct Policy can be found here:

<https://mountsaintvincent.edu/academics/resources/registrar/undergraduate-academic-policies/academic-honesty-and-student-conduct/>



COLLEGE OF MOUNT SAINT VINCENT

