

**Department of Nursing**  
**Orange County Community College**

**PRE-NURSING ORIENTATION**



# WELCOME

Completion of this online nursing department orientation is a part of the eligibility requirements that must be completed prior to submitting a Nursing Program application at SUNY Orange.

This power point presentation is an overview of the Associate Degree Nursing Program offered at SUNY Orange Middletown and Newburgh Campuses, and highlights important policies and procedures as outlined in our Document of Nursing Student Policy

This program of study must be completed along with the post test. After completion of the power point you will receive a certificate which is to be printed and provided to the Admissions Department.

# INTRODUCTION

- This power point Presentation highlights the policies and regulations specific to the nursing program and supplements the general college policies for students. They strengthen the nursing program's goal to educate nurses who are knowledgeable and responsible in nursing practice.
- The nursing faculty developed this power point to fulfill several other purposes. It designates the policies and defines specific regulations governing students in the nursing program; helps assure that students will receive consistent and uniform consideration throughout the program; and serves as a guideline for nursing students.

# INTRODUCTION

- These policies and regulations also are in accordance with several other principles, codes and laws with which nurses and nursing students must comply. Unsafe, unethical, or disruptive behavior in the classroom or clinical setting is not only socially unacceptable, but it is not professionally permitted. Refer to your SUNY Orange Student Handbook booklet.
- All students will be expected to indicate, by reading of this power point and submission of the certificate of completion to the Admissions Department, their intent to abide by the policies as set forth. Each student will receive a hard copy of the most updated version of the Document of Nursing Student Policy upon beginning Nursing classes and each subsequent semester while enrolled.

# Document of Nursing Student Policy (also known as the Pink Policy Book)

- You are responsible for the information in this presentation.
- By completing and signing the certificate at the end of the presentation you understand that you are responsible for abiding by the contents.
- The certificate is valid for two years.

# Program Description

- The Associate in Applied Science (AAS) degree program in nursing prepares students to become registered professional nurses.
- It provides for the development of those competencies expected of registered nurses in general nursing practice at the technical level.
- Emphasis is on direct client care within a career in nursing.
- Graduates of the program will have the necessary theoretical background and technical skills for an entry level nursing position.
- Graduates of the program are eligible to take the National Council Licensure Examination (NCLEX) for Registered Professional Nurse (RN).

# Program Description

- Through study in humanities, biological and social sciences, and the experience of academic life, the student gains an understanding of the value of the individual and his/her contribution to society.
- This curriculum combines general education courses and nursing courses with laboratory and clinical experiences, during which students have the opportunity to care for clients in a variety of healthcare settings, including long-term care, medical-surgical, maternal/child, mental health and critical/complex care units.

# Program Description

- A variety of teaching methods are employed to integrate classroom learning with the clinical experience.
- The official method of communication within the college and the nursing department is through the use of the SUNY Orange email system ([\\_\\_\\_\\_@sunyorange.edu](mailto:____@sunyorange.edu))
- The Blackboard learning management system is used by all faculty to deliver all course documents and assignments.

# Philosophy

The nursing faculty of Orange County Community College embrace the values of human kindness, clinical expertise, openness to diverse backgrounds, and the provision of a caring presence to clients, colleagues, and student alike. The expression of these values promotes the goals of contemporary nursing:

- *Human Flourishing*, that allows for continuing growth of clients, students, self and the entire Orange County Community.
- Application of sound *Nursing Judgment*, based on quality-and-safety-driven care.
- Ongoing development of *Professional Identity*, guided by current evidence-based practice and providing *impetus* for our students to seek higher degrees.
- Instilling a *Spirit of Inquiry* in students by allowing opportunities for exploratory thought through the utilization of critical thinking, analysis of clinical experiences, and use of educational technologies.

## Philosophy (cont'd)

We at Orange County Community College nursing department consider people to be bio-psycho-social-spiritual beings whose basic human needs must be met across the lifespan as they strive towards self-actualization. People constantly influence, and are influenced by, their environment as they move towards optimal levels of physiological and psychosocial health. The faculty at Orange County Community College believes that striving towards the highest levels of health and well-being is consistent with the concept of Human Flourishing. Through the application of Maslow's Basic Human Needs Theory, Erikson's Stages of Development, and the Health-Illness continuum, students learn to assist people in attaining these aspects of flourishing.

The nursing process provides a scientific problem-solving method that the student uses to develop nursing judgment and demonstrate a spirit of inquiry. Adoption of the National League for Nursing Core Components and competencies provides guidelines for the development of personal identity within the discipline of nursing.

## Philosophy (cont'd)

The philosophy of the Associate Degree Nursing Program supports, and is congruent with, the values and beliefs of Orange County Community College:

- Mutual respect, commitment to the highest standards of excellence; and integrity in the rigorous and honest pursuit of academic inquiry. To accomplish the mission of the College, the nursing faculty provides five sequential courses, a Pharmacology course, elective support courses and non-nursing requisites that help develop a deeper understanding based on arts, sciences, and humanities.

# Vision Statement

Orange County Community College will be the leader in nursing education. We will prepare our graduate nurses to meet the challenges of health promotion and disease prevention in the 21<sup>st</sup> century, through the use of evidence-based practice, demonstrating effective teaching strategies, modeling professional behavior and expressions of caring. In response to an ever-changing healthcare system, our graduate nurses will embrace the interrelationship between ethnicity, race, and health; advance the newest technological applications in healthcare; appreciate the rewards of continuing education, demonstrate the highest levels of professional integrity, and seek the teaching and learning opportunities inherent in all contacts with clients, families, and communities.

# Mission Statement

- The mission of the SUNY Orange Nursing Department is to facilitate a creative, innovative and supportive community for teaching and learning that values caring, healing, holism, integrity, excellence and diversity. The faculty instills in nurses a spirit of inquiry that propels them to life-long learning and energizes them to remain contemporary in their practice. The nursing faculty facilitates learning and fosters the development of sound nursing judgment by advocating for quality and safety in nursing and healthcare. The nursing program prepares registered professional nurses to provide quality nursing care to individuals, families, groups, and communities with diverse healthcare needs.

# Program Student Learning Outcomes

Graduate will:

- Utilize the nursing process reflecting sound nursing judgment and critical thinking skills to resolve clinical and professional problems.
- Demonstrate effective use of interpersonal skills and informatics to ensure effective communication with patient/families and the members of the health care team
- Apply evidence based standards of nursing practice to provide safe, quality care to a diverse population across multitude of settings.
- Demonstrate responsibility and accountability for self-growth with a commitment to the profession, exhibiting a spirit of inquiry and a passion for excellence.

# PROGRAM OUTCOMES

1. The NCLEX passing rate will exceed or be equal to the mean for New York State and the Nation.
2. Program completion rate will be 70% within 3 years of the date of admission into the Nursing Program.
3. At least 90% of the graduates responding to the graduate survey will report satisfaction with the Nursing Program.
4. At least 90% of the alumni responding to the alumni survey will be employed in nursing within nine to twelve months after graduation.
5. At least 90% of the alumni responding to the alumni survey will value lifelong learning as evidenced by their stated intention to be enrolled in a Bachelor of Science Nursing Program.
6. At least 90% of the employers responding to the employer survey distributed one year after graduation will indicate satisfaction with graduate performance.

# Academic Requirements – Pre-Admission

- High school diploma or GED
- Eligible to take Freshman English I (ENG 101)
- Eligible to take Intermediate Algebra (MAT 102) based on placement test, or have completed Elementary Algebra (MAT 101) or equivalent with a 2.0 or higher.
- Chemistry – Within 10 years of Health Professions Application must have completed HS Regents Chem with a 75; or Chem 120/ other lab Chem course with a C or higher; or AP Chem with a 3,4 or 5; or pass the CLEP exam for Chem. If CLEP, credit will not be received for CLEP but will count toward the Chemistry requirement.
- Eligible to take Anatomy and Physiology I (BIO 111) - may be met by successful completion of one of the following: Intro to Biology (BIO 110) with a C or higher; or High School AP Biology (score of 3,4, or 5); or a passing grade on the Biology CLEP examination.
- GPA of 2.75 or greater

**\*\*Changes to nursing program beginning Fall 2017:**  
Elimination of PES courses and social science elective.  
One of the remaining two elective courses must fulfill the liberal arts requirement.

# Student Honor Code

- In addition to the “SUNY Orange Student Handbook” statements and policies relative to academic dishonesty, as outlined in the code of student conduct (<http://www.sunyorange.edu/studentactivities/publications.shtml>), the Department of Nursing recognizes the strong link between honesty in academic work and professional integrity.
- Academic dishonesty will not be tolerated. Any act of academic dishonesty is considered incompatible with ethical standards of nursing practice.
- **Students who engage in academic dishonesty will receive a zero in test/quiz or an unsatisfactory in any other evaluative tool. This may result in dismissal or failure of a nursing course. In addition, if the integrity of an examination is ever in question, the faculty reserve the right to eliminate the exam in question and retesting of any or all students can occur without prior notice.**
- In addition, any instance of academic dishonesty may result in the referral to the Vice President for Student Services for appropriate disciplinary action pursuant to the College’s Code of Student Conduct.

# Student Honor Code

- Academic dishonesty includes, but is not limited to:
  - cheating, including cybercheating
  - fabrication of reports or records of interactions with clients
  - facilitating academic dishonesty
  - plagiarism, including Internet plagiarism
  - forgery, bribery, or multiple submission (submitting the same assignment to more than one instructor without the permission of the instructors)
  - using prohibited study aids (accessing text book test banks which are a faculty resource from illegal website sources or otherwise obtaining a copy of a test/quiz)
  - sharing test/quiz content with another student verbally or in writing, recording in any form any part of a question or other assessment of learning for purposes of sharing such information with current or future students
  - giving or receiving unauthorized aid on test/quizzes/care plans/papers
  - abetting another student by allowing them to copy your answers or submit your work as their own.

# Student Honor Code

## Academic Dishonesty

- The active use of any device classified as a “communications device,” including but not limited to pagers, cellular phone, smart phones, smart watches, and messaging devices, cameras, audio & video recorders is prohibited in classrooms and during tests, as well as in other areas where a classroom atmosphere is assumed (e.g. libraries, labs, theaters, faculty offices, off campus clinical sites in client care areas).
- Students may not have any electronic devices on their person during tests or quizzes.
- Students are to remove hats and heavy outerwear and may not have any food or drinks during tests or quizzes.
- Students who leave a classroom during a test will not be permitted back into the classroom until the test is completed by all students.

# Student Honor Code

- At the college level, there is not excuse and no tolerance for plagiarism. Students at the college level are expected to know and demonstrate skills in paraphrasing, documentation, and academic research sufficient to practice academic honesty and to avoid plagiarism in any form. According to Jane E. Aaron's *The Little Brown Compact Handbook* (2<sup>nd</sup> ed., New York: HarperCollins, 1995), "Plagiarism...is the presentation of someone else's idea's or words as your own." (p.217)

Examples of Plagiarism include, but are not limited to:

Deliberate plagiarism:

- Copying a phrase, a sentence, or a longer passage from a source and passing it off as your own by omitting quotation marks and a source citation.

# Student Honor Code

- Deliberate plagiarism: (cont'd)
  - Summarizing or paraphrasing someone else's ideas without acknowledging your debt in a source citation.
  - Handing in as your own work a paper you have bought, had a friend write or copied from another student.
- Accidental plagiarism:
  - Forgetting to place quotation marks around another writer's words
  - Omitting a source citation for another's ideas because you are unaware of the need to acknowledge the idea
  - Carelessly copying a source when you mean to paraphrase (Aaron , 1995).

Plagiarism can involve incidents as blatant as downloading a paper in whole or in part off the Internet, turning in a paper a friend wrote or having someone else edit and revise your paper, and as incidental as forgetting quotation marks around word or phrases copied from a source.

## Student Honor Code (cont'd)

Therefore, as a student in the SUNY Orange Nursing Program, you will be required to agree to the following:

- To abide by the ANA Code of Ethics, HIPAA Privacy Rules and College and Nursing Department's standards regarding academic and professional integrity.
- To demonstrate professional behavior at all times. This includes demonstrating civility and respect for faculty, staff, peers and self on and off campus, including all clinical facilities.
- To demonstrate professional behavior including, but not limited to behavior presented on social media forms such as Facebook, Twitter, Instagram and YouTube and other such electronic/social media forms capable of transmitting information-this includes but is not limited to recording, posting, and commenting activities.
- I recognize the strong link between honesty in academic work and professional integrity. I further understand that acts of academic dishonesty and/or unprofessional behavior will jeopardize my enrollment in the SUNY Orange Nursing Program.
- I pledge to abstain from dishonest, deceitful, or fraudulent academic conduct and to report suspected observations or knowledge of such conduct to faculty.
- I understand that failure to follow these guidelines and/or noncompliance with the policies and procedures of the Nursing Program or affiliating agencies shall result in immediate removal from the clinical site and/or dismissal from the Program.

# Code of Ethics

- The Code of Ethics of the American Nurse's Association (ANA, 2015) is used as the standard for ethical practice and is used to assure that clients will be protected in accordance with the New York State's Nurse Practice Act.
- The Code of Ethics is based on a body of moral and ethical principles. These principles have been translated into statements of standards which will guide the nursing students' integrity and their conduct while engaged in learning within the nursing program and later as a nurse in practice.
- Conduct violating these statements will constitute reason for departmental warning or for dismissal from the nursing program.
- **Adherence to the Code of Ethics also requires refraining from substance abuse, the use, possession, or distribution of illicit drugs, and other illegal activities or behavior deemed unethical by the Nursing Department or the College's student conduct standards.**

# American Nurses Association Code of Ethics for Nurses (ANA, 2015)

## Provisions

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal professional growth.

# American Nurses Association Code of Ethics for Nurses

## Provision

6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment 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 principles of social justice into nursing and health policy.

American Nurses Association (2015). Code of Ethics for Nurses. Retrieved from: <http://www.nursingworld.org/codeofethics>.

# Standards for the Nursing Program at SUNY Orange

Nursing at the Associate degree level includes several essential cognitive, physical, and psychosocial functions. Among the most important are providing direct care for individuals and applying verified knowledge in the skill performance of nursing functions. This includes being able to assess, treat, and report on client conditions. These conditions include but are not limited to wounds, exposure to communicable disease, and others involving blood and other body fluids.

In order to successfully complete program objectives, students must possess sufficient:

- **Visual Acuity** to accurately administer medications and for critical observation of the client.
  - Near clarity of vision at 20 inches or less (corrected)
  - Far clarity of vision at 20 feet or more (corrected)
- **Auditory perception-** to receive verbal communication from clients and members of the health care team at normal conversational tone, to hear sounds depicting changes in clients status, and to assess physiologic condition of the clients through the use of assessment equipment e.g., monitors, stethoscopes, and safety alarms.
- **Ability to smell odors** that indicate a change in physiological status of the client, or unsafe environmental conditions.

## Standards for the Nursing Program at SUNY Orange

- **Have fine and gross motor skills** to perform such functions as assessing a client's pulse, preparing to give an injection, maintaining asepsis, or other nursing skills.
- **Gross motor skills** to move freely while observing and performing client care.
- **Ability to lift at least 35 lbs.** in order to reposition and transfer clients safely.
- **Physical health** to maintain wellness at a level to promote functioning at maximum capacity that avoids placing clients and other health care workers at risk.
- **Ability to communicate:** Speak, read, and write clearly to communicate with members of the health care team.
- **Intellectual functioning, cognitive ability, and emotional capacity** to provide and care for individuals, implementing skills and new technology.
- **Psychological stability** to perform at the required levels in the clinical portions of the program. When students exhibit conduct and behavior which the nursing faculty determines to be inconsistent with providing effective safe care, Faculty reserves the right to remove a student from the immediate setting. Follow-up actions will be consistent with department and/or college policies and procedures and may be grounds for dismissal from the Program.

# Standards for Clinical Experience

- Students must not be on clinical unit without instructor.
- Students must have their own transportation.
- Students must abide by all policies of the facilities, including, but not limited to, use of electronic devices and smart phones and use of social media.
- Students must not leave clinical site without instructor's permission.
- Personal cleanliness is essential.
- Chewing gum is not permitted.
- Smoking, including e-cigarettes, or any form of device that emits a vapor, any time on agency property or college property, or smelling of smoke is not permitted.
- Failure to notify instructor of tardiness is considered unprofessional.
- Photo identification badge is to be worn and be visible at all times.

# Uniform Policies

- Uniforms must be washed, clean and pressed each clinical day.
- Hair must be neat, clean, controlled, and off collar; use simple hair accessories to hold hair. Use conservative make-up; hair color should be natural-appearing. If a head covering is worn for religious reasons it should be white.
- Nails are to be fingertip length and clean. No nail polish may be worn, including clear color. No artificial nails/wraps, gels or tips are permitted.

# Uniform Policies

- Purses may not be brought into the clinical area.
- Beards and mustaches must be neatly trimmed. If no established beard or mustache, face must be cleanly shaved.
- Uniforms are not to be worn on college campus, except for the clinical simulation day on campus.
- If not properly attired, the student may be sent off the clinical unit.
- NO VISIBLE TATTOOS or FACIAL PIERCING JEWELRY during clinical classes or when in the campus laboratory/skill setting. Tattoos not covered by clothing (such as on hands) must be concealed by other means (e.g. makeup that does not wash off).

# Uniform Policies

- Jewelry: only plain post earrings with a diameter no larger than shown here ● and only one earring per lobe; plain wedding bands without stones may be worn. No other jewelry is permitted including any body piercing jewelry.
- Teal tailored uniform pants, white top with SUNY Orange emblem on left sleeve (purchased from the department's contracted vendor) to be worn in the clinical units (must be fully zipped). If a shirt is worn under the white top, it must be clean, white and short or not longer than  $\frac{3}{4}$  length sleeve. No clothing can be worn over the uniform when in client care areas.
- Plain white stockings or white socks.
- White leather shoes (no nylon, mesh or canvas shoes), including shoes laces, should be clean and have white soles and no colored logos; no open backs, open toes, clogs or crocs are to be worn to protect students from slip and falls, fluid seeping through, and other injury to feet in clinical.

## Articles needed for clinical practice for all semesters

- Skill Practice kit (available in bookstore)
- Wrist watch with second hand and narrow band (wide band not acceptable)
- Stethoscope
- Small note book
- Red and black pens (no blue pens)
- Pencil with eraser
- Pen light
- Surgical scissors
- College Photo Identification

# INDIVIDUAL PROGRAM PLANNING

- Planning a program of study for successful learning is important to all students. The average college credit hour load for undergraduate students is about 14 credits. Such a credit hour load requires at least 40 - 50 hours per week of a learner's time.

14 hours of class (if no laboratories)

28 hours of study/ homework (equates to grade of C)

\_\_\_ (Computed:  $14 \text{ credit hours} \times 2 \text{ hours} = 28 \text{ hours}$ )

42 Minimum hours for success\* (+skill practice in college lab)

- Nursing students or students with laboratory credit hours require more hours for a similar credit hour load.

For Example:

7 hours in liberal arts and sciences

4 hours of lecture or seminar (Nursing I)

9 hours of laboratory (Nursing I)

28 hours of study/ homework (equates to a grade of C)

48 minimum hours for success\*(+skill practice in college lab)

# INDIVIDUAL PROGRAM PLANING

- Faculty advisors urge students to see them before registration to plan their semester course loads. Many students have out-of-college demands on their time; for example, employment, family responsibilities, and other stressful endeavors, problems related to learning or study habits, etc. Planning a course load which is realistic and balances college-going and outside commitments are important to success in college. For some, planning might mean carrying a credit hour load of 10-12 or even less credit hours in order to be successful.

## \*SKILL Development

- Faculty encourage students to devote enough time in the skills laboratory to ensure successful skill performance in the college laboratory and clinical setting. Psychomotor development is vital.

# PROGRESSION POLICY

## Sequence of Courses

To qualify for enrollment in:

- NUR 101\* Nursing 1: Fundamentals  
\*\*Co-requisites: BIO 111- Anatomy and Physiology 1++  
MLT 106 – Microbiology
- NUR 102\* Nursing II: Fundamentals  
Pre-requisites: NUR 101\*  
BIO 111 Anatomy and Physiology I ++  
MLT 106 Microbiology  
\*\*Co-requisite BIO 112 Anatomy And Physiology II ++
- NUR 201\* Nursing III: Caring for the Growing Family  
Pre-requisites: NUR 102\* and courses listed above  
\*\* Co-requisites: PSY 111 Intro to Psychology  
NUR 205 Pharmacology & The Human Body
- NUR 202\* Nursing IV: Physical and Mental Illness  
Prerequisites: NUR 201\* and courses listed above  
PSY 111 Intro to Psychology
- NUR 203\* Nursing V: Transition to Practice  
Pre-requisite: NUR 202\* and courses listed above

++ A minimum grade of C is required in all lab science courses.

\*\* You may not withdraw from a co-requisite and remain in the nursing course.  
If you withdraw from a co-requisite, you must also withdraw  
from the nursing course.

## NOTE:

Students transferring courses from other colleges or applying prior SUNY Orange course work to the degree of nursing need to be aware that all science courses (except chemistry) must be within 5 years of program entrance and Intro to Psych\* (PSY 111) within 10 years of program entrance. The chemistry pre-admission requirement is to be within 10 years of entrance.

In general, no more than 30 semester hours of credit are acceptable from another college and credits more than ten years old (except those stated above) will be evaluated by the college registrar on an individual basis.

\*General Psych 1 will be accepted until 2026 if already taken; Psych of Personal Development accepted until 2019.

## Progression and Graduation

- **Students must earn a grade of “C” (75%) or higher** in each nursing course to progress or to graduate from the nursing program. Students are strongly advised to maintain a GPA of 3.0 or higher upon graduation in order to continue their education into a BSN program.
- An AAS degree in nursing is required for certification to take the National Council Licensure Examination (NCLEX) for Registered Professional Nurse (RN).
- **Basic Life support (BLS) is required for NUR 101.** Students must present documentation of completion of the course during the first week of the semester in order to attend clinical classes and care for clients. The course must include infants, children and adults. The ONLY acceptable course is the **American Heart Association Basic Life support (BLS) for the Healthcare Provider, which includes information on infants, children and adults.**  
*(The CPR course provided by the American Red Cross is not acceptable)*

**BLS must remain valid throughout Nur. 101 --Nursing V: NUR 203**

## Program Requirements

- Physical Examination: All students are required to meet New York State Hospital Code requirements and agency requirements prior to admission to clinical sites.

### **All students must have:**

- ✓ Annual physical - **Physicals submitted late will be subject to a late fee. Submission dates are determined by the Campus Wellness Center.**
- ✓ Annual seasonal Flu vaccine (by Oct 1<sup>st</sup> for Fall admits, or submit along with physical form for Spring admits).
- ✓ 2 Step PPD (tuberculosis) test (if first year) and single PPD each year thereafter; or a QuantiFERON TB Gold blood test may be submitted.
- ✓ 2 doses of MMR on or after 12 months of age and 2 Varicella doses; OR titers for Measles, Mumps and Rubella and Varicella; Proof of Hepatitis B Vaccine (series completed or started), or signed declination of the Hepatitis B vaccine
- ✓ All students who have a change in their health status which may affect their fitness to continue in clinicals, including the condition of pregnancy, after the submission of their physical must inform their lead instructor and the Department Chairperson. The student must submit medical clearance in the form of a signed “Change in Health Status” form at the beginning of each clinical rotation stating the student has no clinical restrictions.
- ✓ Students who have a latex or other serious allergy must establish an allergy action plan.

## Program Requirements

- ✓ Students must submit a negative urine drug screen as part of the initial admission or readmission physical.
- ✓ Random alcohol/drug testing may be required during enrollment in the nursing program. A student who refuses to submit to the alcohol and drug test or one who tests positive for the presence of alcohol, any illegal drug(s), unauthorized controlled substance(s) or prescribed medications that could interfere with judgment or motor coordination, will not be admitted into the nursing program and/or will not be allowed to continue in the program.

- **Criminal Background Policy**

An individual who has charges pending or has been convicted of a felony or misdemeanor and/or has been found guilty of professional misconduct or negligence may not be eligible to be licensed as a Registered Nurse. These matters should be discussed before applying for admission or during the enrollment in the Nursing Program, at the Office of Professional Discipline, New York State Education Department. Students seeking admission to the nursing program will be subject to the SUNY Orange-Health Professions Division: Criminal Background Check Policy. All students must undergo a criminal background check prior to admission or readmission.

## Procedure of drug/alcohol/substance testing

1. If a student is suspected of being impaired, he/she will immediately removed from the area of occurrence.
2. Student will be required to report immediately for witnessed drug/alcohol testing.
3. Student are responsible for expenses accrued with transportation (if location of witnessed testing is different than location of occurrence) and drug/alcohol testing expenses.
4. The faculty member will notify the chairperson immediately and he/she will notify the Wellness Center.
5. The refusal to be drug/alcohol tested is deemed to be the equivalent of a positive test and will result in immediate dismissal from the Program.
6. The results of drug/alcohol testing will be forwarded to the Wellness Center and the Chairperson of the Nursing Department will be notified. Student will meet with appropriate parties to discuss results and further actions. A positive test (drug or alcohol) will result in dismissal from the program. In addition, the presence of a prescribed medication that may interfere with the judgment of motor coordination, may be grounds for dismissal from the Program.
7. The Nursing Department recognizes its responsibility to provide a safe and effective environment conducive to learning on the College's premises and at all affiliated clinical agencies.

# Clinical Facility Requirements

- Clinical facilities have a responsibility to ensure that caregivers are “fit for duty” and provide the highest quality healthcare possible. We must adhere to all of the clinical facilities policy and procedures, accreditation requirements, NYS Department Health and HIPAA regulations. Students who are dismissed from one facility will not be assigned to any other clinical facility for that semester and will be unable to continue in the program.
- A student will not graduate from a program in the Health Professions without passing all clinical courses.
- In addition, when registering for nursing courses with a clinical component, please be advised that the day and time are subject to change prior to the start of the semester and potentially during the semester. Our goal is to provide all students with a clinical experience that meets course outcomes. Every effort will be made to notify the student in a timely manner.

# Clinical Facility Requirements

- SUNY Orange must follow all of the requirements that are requested by our community clinical facilities. Beginning in the Fall of 2016, a new credentialing requirement was added at some of our clinical sites that our faculty and students must follow. Registration with Symplr ®, a third party credentialing service, is now required for students to attend clinicals at Orange Regional or Catskill Regional Medical Centers. This may require an additional background check and drug screening, as well as uploading of a special immunization form signed by one's medical provider, prior to the student being allowed to attend clinical. This additional screening is done at the student's expense.
- As soon as the student receives notification that they must complete the process, attention must be directed to completing it as soon as possible so that clinical attendance is not hindered. Your acceptance packet will provide you with further information.

## Evening Part-Time Nursing Program

- The evening program is only for part-time students taking 11.5 credit hours or less. It is strongly recommended that all General Education courses be completed before admission to NUR 101. You may move to a day schedule during subsequent semesters if there is seat availability and with the permission of the Department Chairperson.
- Evening students may be required to attend clinical on two consecutive evenings (for Nursing 2 and Nursing 4), or on a Saturday during daytime hours, based on availability of clinical sites and instructors. This may result in the student having a 5-day per week schedule.

# Student Withdrawal from Nursing Course

- The Nursing department follows the college policy for withdrawal. Students are to discuss withdrawal policies with their lead instructor and to follow deadlines for withdrawals as presented in the college catalog.
- When a student withdraws from a clinical nursing course, they must also withdraw from all elective nursing courses that are designated as requiring concurrent/co-requisite enrollment.
- If you are no longer enrolled in nursing courses, an official change in curriculum/major must be completed to either Liberal Arts, Math & Science (220N) or to another eligible curriculum.

## Readmission to Nursing Courses

- After withdrawing or failing a Nursing course with a clinical component, students may only repeat one course one time (NUR 101, NUR 102, NUR 201, NUR 202, & NUR 203). Refer to college catalog for policy statement.
- Repeating a required clinical nursing course is taking a course after having received a C-, D, F, W, MW, or Z grade.
- Students wishing to repeat Nursing 101 will follow the usual procedure for admission to the program (the same as their original application).
- Students wishing to repeat NUR 102, 201, 202, or 203 after failing or withdrawing must attend an exit interview, as well as submit a letter to the department chairperson outlining what steps the student will take to ensure success should they be given a seat back into the program.
- The program must be completed in no more than 3 consecutive years of enrollment in the first nursing course.

## **Rights and Responsibilities**

Students can communicate their complaints and concerns as outlined in the SUNY Orange Student Handbook and the student grievance procedure outlined in the SUNY Orange Catalog. Students may also use the option of contacting the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326 (404) 975-5000.

## **Professional Integrity**

Students must conduct themselves in a professional manner as to reflect favorably upon themselves and the program they represent. Students are expected to assume responsibility for their actions and will be held accountable for them. If at any time a student behaves in a manner which is inappropriate, unprofessional, disrespectful, argumentative, or endangers the health or safety of fellow students, instructors, clients and the health care team, they will be disciplined for unprofessional conduct which may lead to immediate dismissal from the Program.

## Americans with Disabilities Act (ADA)

- SUNY Orange is committed to making reasonable accommodations to assist individuals with disabilities in reaching their academic potential. If you have a disability which may impact your performance in this course and require accommodations, you must first register with the Office of Accessibility Services. Accessibility Services is responsible for coordinating classroom accommodations and other services for students with disabilities. Please note that classroom accommodations cannot be provided prior to your instructor's receipt of an Accommodations Notice, signed by the Office of Accessibility Services. You can reach the Office of Accessibility Services at the Middletown Campus at (845)341-4077 and at the Newburgh Campus at (845) 341-9034 or my email at:

[accessibilityservices@sunyorange.edu](mailto:accessibilityservices@sunyorange.edu)

# Attendance Policy

- As in all professional circumstances, unprofessional behavior such as excessive absence and tardiness **will have** a negative effect on the final evaluation of your academic and clinical performance.
- Classroom, laboratory, or clinical tardiness of 15 min constitutes an absence.
- Clinical objectives must be met in order to receive a satisfactory clinical evaluation. Attendance is mandatory. **Arrangement for clinical make-up is not possible.**
- Students who miss a college laboratory may ask instructor permission to attend another scheduled lab for that week if available. The absence is recorded but no points are deducted. A student may only do this one time. If the student is unable to attend another scheduled lab, they are **required** to make up the missed material and skills in the skills lab with faculty or staff within one week of the absence. The absence will be recorded and points may be deducted as per the absence policy.
- In case of an unavoidable absence the student must contact the instructor and then provide a note explaining the reason, e.g., bereavement or illness (with MD note) within one week.
- **Absences in excess of 6 hours per semester for all nursing courses (NUR 101-NUR 205) are subject to a point deduction from the final grade. For every 3 hours of absence in excess of 6 hours, one point will be deducted from the final grade.**

## Attendance Policy

Two (2) or more occurrences of tardiness of between 1 and 15 minutes for a particular class or clinical will be considered an absence. NO CALL/NO SHOW WILL BE CONSIDERED AN UNEXCUSED ABSENCE. EXCESSIVE ABSENTEEISM WILL RESULT IN LOWERING OF YOUR FINAL GRADE. ABSENCES ADDING UP TO ONE OR MORE WEEKS OF CLASSROOM, LABORATORY, OR CLINICAL WILL BE REPORTED TO THE DEPARTMENT CHAIRPERSON AND A CONFERENCE WILL BE REQUESTED TO REVIEW STUDENT'S PROGRESSION IN THE PROGRAM.

*When a change in grade may result due to excessive absences, the student's attendance record will be referred to the nursing department attendance committee for review.*

*In accordance with college and department policies, a faculty member has the prerogative to lower grades for absences and tardiness. See the SUNY Orange Student Handbook, College Catalog, & Nursing Course Syllabus.*

## Religious Observance

Students may be absent due to religious observance without penalty. You should inform your instructor, prior to your absence, when you anticipate an absence for religious observance so that you and your instructor can make arrangements for make-up examinations or other work.

# Grading Requirements

- A grade in any nursing course will be based on knowledge and skills acquired in the classroom, clinical setting, and college laboratory. A minimum theory grade of C (75%) or above **without rounding** must be obtained in NUR 101, NUR 102, NUR 201, NUR 202, and NUR 205. In addition, a final clinical evaluation of satisfactory must be obtained in the following five nursing courses: NUR 101, NUR102, NUR 201, NUR 202, and NUR 203.
- Tests must be taken as scheduled. Tests missed must be made up within one week. The highest grade that can be received on a make-up test is **80**.
- Standardized, nationally normed tests will be administered via the Kaplan Nursing online product throughout the nursing curriculum. **Students are required to purchase the Kaplan Nursing Product prior to the start of each Nursing Course: NUR 101, 102, 201, and 202.** This product is only available in the College Bookstore. Failure to purchase the Kaplan Product will result in the inability to complete the tests, an incomplete grade for the course and inability to progress in the Nursing Program.
- Grades entered in the Blackboard program are theory grades only and may not accurately reflect a student's final grade, which takes into account attendance, lab and clinical performance.

## Grading Requirements (cont'd)

The student's final grade will be based on the following guidelines:

- ✓ Clinical performance grade (pass/fail)
- ✓ Theory Performance Grade
  - Quizzes (averaged out as one unit test)
  - Unit Tests (primarily multiple choice questions)
  - Standardized tests
  - Nursing Process paper
  - Simulation laboratory grades
  - Comprehensive final exam

Completed unit exams are never reviewed in the classroom. Exam grades will be given to students within one week of the exam.

Students wishing to review an exam with their lead instructor may do so within 2 weeks of receiving their grade. No exam will be reviewed after that time. Standardized tests are nationally normed online examinations and not subject to review.

Final examinations are secure exams and not subject to review.

## Grading Requirements (cont'd)

If a student disputes the keyed answer on an exam, they must individually complete a “Student Test Item Review Form” to explain their rationale for their chosen answer.

All Student review request forms must be submitted to the instructor within the exam review period as stated previously. Each student has the availability to challenge the maximum of two exam questions per exam.

For any student receiving a grade of less than 80% on an exam, it is recommended that the student attend a peer tutoring session in the department’s Tutoring and Advising Center; utilize the “NetTutor” service of the college, and any offered test review sessions for future exams.

In addition, any student whose grade falls below 75% is encouraged to meet with their lead instructor to discuss plans to improve their performance.

# Clinical Agency Performance Grade

- To achieve a satisfactory clinical evaluation, the student must achieve a satisfactory clinical agency performance evaluation, complete all assigned clinical papers satisfactorily, pass all college laboratory skill evaluations for the semester by the end of the 13<sup>th</sup> week and pass the clinical calculations skill (CCS) examination.
- Student evaluation in clinical will be described on specific clinical tools.
- A satisfactory evaluation means that the student has met the critical elements of the stated clinical course objectives.
- If a student receives an instructor referral form for the skill lab the skill must be remediated before the next weeks clinical class, or the student may not return to clinical.
- Two overriding considerations will be evaluated. These include the prevention of physical jeopardy to the patient and the prevention of emotional jeopardy to the patient. If, in consult with the clinical instructor and Chairperson, it is determined that the student is unsafe for clinical classes, the student will not be permitted in clinical classes. If deficiencies cannot be corrected in a timely manner, the student will risk receiving a clinical failure.

# Clinical Performance Grade (Cont'd)

## CLINICAL WRITTEN NURSING ASSIGNMENTS

- Once per semester in each nursing clinical course, the student is required to complete a Nursing Process/Concept Mapping assignment, which is a college level paper. Instructions are included in clinical assignment packet for each nursing course.
- The grade of the Nursing Process/Concept Mapping Assignment is part of the theory grade and is worth 10% of the semester course grade. The student will have one opportunity to submit a paper. The completed papers are due two weeks from being assigned and no extension of this time frame is permitted. Late papers are subject to point deduction of 10 points per day.
- Students may also be given other written assignments each clinical day that must be turned in according to the instructor's directions.

# Skill Performance Evaluation

- In each semester, critical skill are identified by faculty to be evaluated. Students are to pass skills, with two retakes permitted, within the identified time frame.
- In order to be skill-evaluated, the student must be able to provide photo ID. Professional behavior and appearance is expected throughout the duration of the skill evaluation process. Procedures must be completed within the time allocated. A change or canceled appointment without approval and/or notification will be recorded as a **NO SHOW and a forfeited attempt. Late arrival for an appointment is also a NO SHOW.**
- Students must pass skills in sequence.
- If a student does not pass the skill the first time, he/she must demonstrate remediation before the retest, including validated practice with an instructor or technical assistant. Remediation must occur on a day separate from the retest. A student cannot retest on the same day as the remediation. If a student fails the skill test two times, a “*Risk for Clinical Failure*” form is signed by student and skill tester. The student must again remediate and then on a different day, be skill tested by two different faculty. The third skill attempt will be viewed by two faculty members as well as being videotaped. Videotapes are for faculty review only and are not for student review. A third failure of the skill will result in a clinical failure for the course.

# Clinical Calculation Skill Examination

- All students **must** use the **Dimensional Analysis** method of medication calculation that is taught in the classroom and clinical. The formula must also be shown on all quizzes and exams. All computations must be shown on the exam booklet to receive credit for the answer.

|             | Passing | Retakes |
|-------------|---------|---------|
| Nursing I   | 90%     | 2       |
| Nursing II  | 95%     | 2       |
| Nursing III | 100%    | 2       |
| Nursing IV  | 100%    | 2       |

Failure to attain a passing grade by the third retake will result is a clinical failure (F) for the course.

**\*\*\*If a student fails the clinical or laboratory, or skill, or theory, or clinical calculations prior to the end of the course, the student will not be permitted to continue to attend or participate in any of the other course components.**

**Termination of student participation in course activities will be effective on the day they receive notification of the failure in one or more components.**

# Student Honor Code

- You hereby affirm your understanding and personal responsibility to uphold the Honor Code of the SUNY Orange Nursing Program as outlined in slides # 18-23. You further understand that your adherence to the Honor Code is required for continued enrollment in the Nursing Program.

Honesty and Integrity is of the utmost importance in the profession of Nursing. The SUNY Orange Nursing faculty take breeches in the Honor Code as being unacceptable and they will not be tolerated in the department.

**\*\*** During the first week of class you will be asked to read the current “Document of Nursing Student Policy” on which this presentation is based, and provide your signature indicating your understanding and personal affirmation that you will abide by the SUNY Orange Honor Code and all other policies contained therein.

# Proceed to Survey

- Now that you have completed this pre-admission presentation, please follow the link to take the presentation survey to obtain your certificate. The certificate is valid for two (2) years, and the printed certificate must be submitted to Student Services to be added to your records at the time of or before your application to the Nursing program. Keep a copy for yourself in a safe place. By submitting this survey you are attesting that you have read the entire power point.

CLICK [HERE](#) FOR SURVEY

**\*\*After survey completion go to next slide for your certificate\*\***

## **Reminder:**

For Fall consideration-Health Professions Application due Feb 1

For Spring- Health Professions Application due Oct 1

Please download, sign, and print the following link to your certificate

- <http://www.sunyorange.edu/nursing/docs/Pre-AdmissionsCertificate-interactive.pdf>
- Please hand in a copy of your signed certificate to Admissions along with your application to the Nursing Program.