NEW YORK INSTITUTE OF TECHNOLOGY
SCHOOL OF HEALTH PROFESSIONS

DEPARTMENT OF NURSING

STUDENT HANDBOOK

Nursing Website: www.nyit.edu/nursing

*The baccalaureate degree in Nursing at New York Institute of Technology is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791

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Welcome From the Nursing Department Chair

Dear Nursing Student:

It is a distinct pleasure to welcome you to New York Institute of Technology’s Nursing Program. The nursing faculty is pleased you have selected our Nationally Accredited (Commission on Collegiate Nursing Education--CCNE) nursing program to further your personal and professional career goals. We are particularly proud of our nursing program because of its focus on Transcultural Nursing. Since we live in a multicultural, global society, it is vitally important that we meet the changing health care needs of our patients, families and communities during these changing times.

The Nursing curriculum is academically challenging. It is important to develop a personal plan for time management as many of you are juggling multiple roles in addition to your student role. It is vital to your personal and professional development that you plan for some down time and participate in extra-curricular activities, of which there are many here at NYIT.

We foster cooperation among students and between faculty members and students regarding differing attitudes, beliefs, and value systems. Our goal is to assure that you have a challenging and enriching experience during your time in NYIT’s Nursing Program. Make sure you meet with your faculty advisor on an ongoing basis to ensure that you are progressing well throughout the program.

Again, Welcome! Work hard and take in a rewarding personal and academic experience at NYIT.

Sincerely,

Susan Neville, Ph.D., RN, CDP
Professor and Chairperson
Department of Nursing
www.nyit.edu/nursing
Welcome From the Faculty and Staff

The faculty and staff of the New York Institute of Technology’s Nursing Program welcome you. We are committed to being the college of choice for those seeking a unique transcultural learning experience and innovative learning environment that is characterized by openness, inclusion, support for personal and professional success and mutual respect.

The program will be challenging and rigorous. The rewards of completing the nursing program will be well worth your efforts. Graduation from the program will help to prepare you for the NCLEX-RN Licensing Examination and your professional career as a knowledgeable, skillful, and caring health care provider.

This handbook is designed to assist you in understanding the policies of the nursing program. Changes in this document are anticipated and you will be provided with updates as they occur. Our highest priority is your success! We are dedicated to fostering a lifelong learning experience in the nursing profession and look forward to the day when you will become our colleague.

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Introduction

This handbook augments the New York Institute of Technology (NYIT) catalog, the campus-wide Student Handbook and the NYIT Student Code of Conduct and serves as an introduction to important information required in order to succeed in the nursing program. This handbook is provided to help you become familiar with the resources available to assist you in the pursuit of your educational endeavors. It is a reference for information about academic requirements, DON policies, regulations, and students’ rights and responsibilities.

All nursing students should review this handbook on a periodic basis to ensure that they are adhering to stated guidelines. Students should feel free to ask faculty questions about information contained in this handbook, especially for clarification and possibility of revisions.

Disclaimer: The Department of Nursing (DON) Student handbook outlines policies pertaining to the Nursing Major. The contents, information, policies, requirements of students herein this handbook may change related to additional accreditation criteria, added student requirements and or changes in Nursing department policies and procedures. Such changes would be effective immediately upon student notice and would be required of all nursing students enrolled in the major. Students will be held accountable to meet current requirements regardless of date of admission to the Nursing Program. Students are advised to visit the Nursing Website: www.nyit.edu/nursing for current information regarding the nursing program.

Nursing Program

Generic

The Bachelor of Science in nursing program (accredited by the Commission on Collegiate Nursing Education (CCNE), fall 2010) prepares students for a professional nursing career. This program is under the auspices of the School of Health Professions: Bachelor of Science in Health Sciences, Bachelor of Science in Health and Wellness, Nursing, Clinical Nutrition, Occupational Therapy, Physician Assistant Studies and Physical Therapy. The generic nursing program admits high school graduates, transfer students and second degree students from other colleges or universities. Once a student is admitted into the nursing program, he/she is scheduled for classes to complete the requirements necessary to enter the Professional (Clinical) Phase of the Nursing Program. This includes life science courses such as chemistry, anatomy, physiology, microbiology, and pathophysiology; behavioral science courses such as psychology, statistics and anthropology; and liberal arts courses such as English, speech and history. Students are admitted as a matriculated student. Students fail to successfully meet the requirements for the nursing program (see Academic Policies and Procedures) will be dismissed from the program. Students can reapply to the nursing program, provided the student has demonstrated improvement in his/her academic performance and meets all current nursing requirements.
I. DEPARTMENT OF NURSING

History

The Department of Nursing started in 1996 with the idea of creating a unique nursing program grounded in a Transcultural Nursing philosophy. This type of nursing program is critical to meet the needs of a diverse population of clients and health care professionals. To this end, the program includes an enriched curriculum in traditional sciences, liberal arts and a foundation in Anthropology. This four-year program, which leads to a Bachelor of Science Degree in Nursing, is composed of two phases. The Pre-clinical Phase is the first two years consisting of a core curriculum including liberal arts and science courses. The Professional Phase is the last two years, consisting of the major nursing and supportive courses.

Mission Statement: NYIT

The mission of New York Institute of Technology is based upon fundamental principles that include career-oriented education access to all qualified students and applications-oriented research that benefits the larger world, and service in public interest. Committed to excellence in teaching, NYIT’s primary goal is to prepare students to succeed in their chosen fields through its career-oriented schools of Architecture and Design, Education, Engineering and Computing Sciences, Health Professions, Management, and the Colleges of Arts and Sciences and Osteopathic Medicine (NYITCOM).

Mission Statement: Department of Nursing

The mission of the DON is to provide excellence in nursing education from a transcultural perspective, extend access to opportunity to members of underrepresented groups in nursing, and to expand knowledge in the nursing profession with an emphasis on transcultural study. The DON prepares students to provide nursing care in varied settings and to assume community and institutional roles that meet the needs of a global society.

The DON educates students to provide culturally competent and safe care to people of similar or different cultures which promotes, maintains or restores health. Its program emphasizes communication in nursing practice that creates positive relationships across the social spectrum regardless of ability, age, class, gender or ethnicity or race. In this way, we remain responsive to community needs, identifying them throughout the curriculum. In addition, the student is prepared to pursue graduate work and life-long learning opportunities.

The recruitment and retention of students from under-represented groups in nursing into the baccalaureate level of nursing education is critical for assuring quality care in serving diverse populations. As many in these under-represented groups may also be from disadvantaged backgrounds, our program seeks to facilitate the completion of a nursing program for those from disadvantaged backgrounds as well.

Inherent to the DON’s Vision and Mission, is a faculty commitment to the success of students
and the establishment of a curriculum and a department culture that facilitates student learning and prepares them for careers in nursing. Since community-based population health care delivery is a prominent part of the contemporary health care system, students’ clinical experience will be devoted to health promotion, risk reduction, illness prevention and maintenance of optimum levels of health and wellness in a variety of community and ambulatory care settings.

**Philosophy of Nursing**

The New York Institute of Technology Nursing Program, as an integral part of its parent institution, is dedicated to the pursuit of higher learning grounded in the arts, sciences, and humanities. The mission of the Department of Nursing is to offer professional nursing education for undergraduate students pursuing a baccalaureate degree. This mission prepares our graduates to meet the challenges of professional nursing practice and strengthens the quality of nursing care rendered to the health care consumer in an age of health care reform. In addition to this primary goal, the Department of Nursing is committed to providing service and education to the professional nursing community and the public.

The faculty believes that Nursing is both an art and science based on a foundation of theory, research, practice and policy advocacy within a trans-cultural context. The nursing curriculum addresses individualized human needs across the lifespan from a holistic perspective that promotes excellence in nursing care, patient dignity and patient safety through the use of evidence based practice and information technology. Health promotion, disease prevention, risk reduction and the restoration and maintenance of optimum levels of wellness and function are pivotal to the care of clients as they live, work and interact within their environments. The paradigm includes the concepts of person, environment, health/wellness, nursing and culture.

A **Person** is a unique, holistic, ever changing system manifesting basic human needs as one progresses through the life cycle constantly interacting with the environment. Individuals have freedom of choice and are accountable for their choices. As caring individuals they enter into relationships that foster dignity, mutual trust, and a sense of self-worth and a feeling of belonging. The faculty believes that valuing the individual in the context of humanity, environment, and health gives meaning to humanistic nursing practice. The person as client may be an individual, family, group, community or organizational system.

The **Environment** is defined as the continuous and simultaneous interaction of variables that includes but is not limited to the social, physical, cultural, spiritual, psychological, economic and cognitive domains. The Environment is internal and external to the person. Individuals do not exist in isolation, but rather interact with and relate to other individuals, families, and communities within a constantly changing society. As such, they influence and are influenced by their environment. Analysis of the impact of the domains on individuals, families, groups and communities is an important activity of the professional nurse.

**Health and Wellness** encompass a broad-spectrum state that is culturally defined, valued, and practiced reflecting client system, stability and harmony. Health is more than the absence of illness. It is a dynamic, evolving process involving a sense of wholeness. The nurse promotes, facilitates and supports an the optimum level of health and wellness in patient care interactions.
Nursing: The faculty believes that nursing is a caring, humanistic, learned and scientific profession whose practice focuses on the health of the person, family, group and community. Faculty, students and staff will be guided by respect for the health care beliefs and practices of all, and above all, compassion and respect in their interactions with clients and with each other. Nursing practice and nursing education must be responsive to the uniqueness of persons and communities, fostering full partnership and interdisciplinary collaboration in the care and healing process. Accountability for decisions and ethical nursing care is pivotal to professional role behaviors and practice. The process of continuous personal and professional self-reflection and evaluation facilitates growth and change. Nurses recognize and reduce stressors and promote/enhance positive client response and incorporate these into the nursing process. Nurses strive to eliminate health disparities locally, nationally and globally. Nurses provide care directly and indirectly in the role of care giver, manager, leader, educator, researcher, consultant, advocate, and collaborator. The nursing process provides a critical thinking, problem-solving framework for all nurse-client interactions. The systematic method for providing care is composed of six interrelated phases: assessment, nursing diagnosis, planning, implementation, evaluation and change. As the student progresses through the program, she/he is expected to use the nursing process in planning and providing care for clients who have increasingly complex problems in a diversity of settings. Nurses provide care to individuals, families, groups, and/or organizations that is health-focused, culturally competent, effective, safe and evidence-based.

Culture: The nursing curriculum is founded on Madeline Leiniger’s Transcultural Nursing Care and is organized across the lifespan, incorporating increasing levels of complexity, acuity, and pattern and system analysis over time. The nursing profession has a responsibility to provide culturally based nursing care that facilitates the well being of the client. Culture is an important factor that impacts the relationship among and between the client, family, community and health care professional. Emphasis is placed on the holistic nature and cultural aspects of the client in relationship to families, groups, communities and systems.

Curriculum: Gordon’s Eleven Health Function Patterns and the Nursing Process provide the assessment and implementation framework for Nursing Care. The concepts of Holism, Caring, Culture, Communication, Critical Thinking, Professionalism, Information Technology and Global are pivotal to the curriculum. The curriculum is developed, implemented and revised to reflect clear statements of expected student learning outcomes that are consistent with professional nursing standards and baccalaureate nursing education. The mission and philosophy of the NYIT Nursing Program (in conjunction with the NYIT mission and philosophy) focuses on providing quality and career oriented education to a student population that is diverse in educational preparation, socio-economics, religion, race, culture and language. Stressing the faculty as knowledge facilitators and the students as responsible learners, the faculty believes in and reinforces the philosophy of adult learning as an ongoing process fostering critical thinking, decision making and accountability.

Outcomes: Baccalaureate education prepares the nurse generalist in a beginning leadership role as a member of an interdisciplinary health care team who is able to utilize evidenced based practice and health information technology in a variety of settings. The course objectives, content and educational pedagogy reflect the program’s seven terminal outcome objectives and provide a foundation for graduate education. The expected student outcomes are successful
completion of the professional sequence, program satisfaction, licensure and employment as a Registered Professional Nurse, life-long learning and membership in the profession.

The faculty believes and is strongly committed to:

- Providing a learning and practice environment where culturally based health-care beliefs and attitudes are identified, valued, and supported.
- Promoting understanding and respect between faculty and students regarding differing attitudes, beliefs, and value systems.
- Creating an atmosphere conducive to enhancing the academic outcomes for students from diverse backgrounds.
- Offering a curriculum that provides open access to opportunity, career orientation, and technologically based learning to improve and change health care.
- Incorporating flexibility in curriculum design to accommodate students' varied educational and experiential backgrounds, learning styles and evidenced based best practices.
- Using transcultural nursing research and theories to respond to and formulate social policy for the future.
- Establishing an environment of excellence and best practices in transcultural nursing care.
- Providing an environment for faculty to integrate the concept of culture into classroom teaching and clinical practice settings.
- Fostering the development of a strategy for lifelong learning in a professional career.
- Encouraging critical thinking and intellectual excellence by developing inquisitiveness and self-reflection.
- Facilitating and promoting the exchange of ideas and freedom of expression among students that fosters the development of peer relationships and builds team capacity.

Expected Outcomes

Individual Student Learning Outcomes:

The individual student learning outcomes of the baccalaureate program provide clear statements of expected student achievements, derived directly from the NYIT nursing model, accreditation and professional standards of practice and reflect the school's mission, core values, expected student and program outcomes.

Upon Graduation the Baccalaureate Nursing Student will:

1. Achieve a liberal arts education to serve as a solid base for providing the corner stone for the practice and education of nurses.
2. Apply leadership and management principles to act as a change agent and patient advocate in health care practice incorporating patient safety and quality indicators.
3. Use theoretical knowledge and evidenced based research to guide nursing practice and clinical decision making
4. Use concepts of interpersonal and technological communication in the provision of safe and competent nursing care.
5. Define the current healthcare policy, finance and regulatory environments and how these entities influence the nature and functioning of the healthcare system and consideration for practice.
6. Use interpersonal and technological communication effectively in the delivery of care and collaborate with health professionals and other disciplines in providing care to clients, families, group and communities in a variety of health care environments.
7. Demonstrate health promotion and disease prevention interventions at the individual and population level in order to improve population health
8. Demonstrate professional behaviors that incorporate legal/ethical responsibility, professional nursing codes/standards, client advocacy, self-reflections and evaluation to promote professional growth with lifelong learning
9. Practice as a baccalaureate nurse generalist with patients across the lifespan and cross the continuum, while respecting the variations, complexity and resources needed for care of patients

Pivotal Concepts:

Critical Thinking:
- Utilize creative problem-solving and decision-making based on theories and models in the delivery of health care to individuals, families, groups and communities locally, nationally and globally across the life span, at the point of care.
- Incorporate research concepts and evidenced-based best practice findings in planning and implementing holistic nursing care at the point of care.

Professional Communication:
- Utilize concepts of human interaction in establishing effective professional relationships that promote safe communication and inter-professional team building capacity.
- Use appropriate verbal/non-verbal communication strategies;
- Use appropriate technology in client care.

Professional Roles and Behaviors:
- Demonstrate responsibility and accountability;
- Recognize and implement care within ethical and legal parameters of professional practice;
- Provide culturally sensitive and culturally competent care to clients in an increasingly diverse society;
- Commit to provide evidence-based, clinically competent safe care in diverse settings;
• Advocate for Patient-family-group-community
• Collaborate with individual clients, families, and communities in the provisions of population health that promotes, protects and improves health outcomes, reduces risks and prevents disease;
• Collaborate with interdisciplinary health care providers within strategic community partnerships;
• Integrate leadership and management principles in the design and provision of safe quality nursing care;
• Incorporate concern for global issues in a philosophy of caring
• Identify issues and trends affecting the health care delivery system.

Professional Development:
• Commitment to continuing education and lifelong learning that supports professional development and supports safe and competent nursing practice.

Expected Program Outcomes:
The program tracks, analyzes, and sets goals on key metrics of aggregate program outcomes: Program Completion, Student, Alumni and Employer Satisfaction, NCLEX-RN Pass Rate, Faculty Outcomes and Employment rate.

• Program Completion and Graduation Rates reflect numbers of students entering, length of time to complete the program, and numbers of students graduated.
• Faculty Outcomes demonstrates achievement of expected faculty outcomes
• Program Satisfaction reflects the level of satisfaction with the program by students, alumni and employers.
• Licensure Pass Rates: NCLEX-RN tracks the percentage of students who achieve a first-time pass of the exam as well as overall cohort pass rates.
• Employment Rate tracks the number of graduates employed and practice setting.
<table>
<thead>
<tr>
<th>NYIT B.S. IN NURSING EXPECTED STUDENT OUTCOMES</th>
<th>NYIT CORE CURRICULUM EXPECTED STUDENT OUTCOMES</th>
<th>THE NINE NURSING ESSENTIALS (AACN, 2008)</th>
</tr>
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<tbody>
<tr>
<td>2. Apply leadership and management principles to act as a change agent and patient advocate in health care practice incorporating patient safety and quality indicators</td>
<td>(3) Critical and analytical thinking</td>
<td>II: Basic organization and systems leadership for quality care and patient safety: Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.</td>
</tr>
<tr>
<td>3. Use theoretical knowledge and evidenced based research to guide nursing practice and clinical decision making</td>
<td>(3) Critical and Analytical Thinking (7) Process and Nature of Science and Art</td>
<td>III: Scholarship for evidence based practice: professional nursing practice is grounded in the translation of current evidence into practice</td>
</tr>
<tr>
<td>4. Use concepts of interpersonal and technological communication in the provision of safe and competent nursing care.</td>
<td>(2) Literacy</td>
<td>IV: Information management and application of patient care technology: knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care</td>
</tr>
<tr>
<td>5. Define the current healthcare policy, finance and regulatory environments and how these entities influence the nature and functioning of the healthcare system and consideration for practice</td>
<td>(5) Ethical/Moral and Civic Engagement (6) Global Perspective/World View</td>
<td>V: Healthcare policy, finance, and regulatory environments</td>
</tr>
<tr>
<td>6. Use interpersonal and technological communication effectively in the delivery of care and collaborate with health professionals and other disciplines in providing care to clients, families, group and communities in a variety of health care environments.</td>
<td>(1) Communication (4) Interdisciplinary Mindset and Skills</td>
<td>VI: Inter-professional communication and collaboration for improving patient health outcomes:</td>
</tr>
<tr>
<td>7. Demonstrate health promotion and disease prevention interventions at the individual and population level in order to improve population health</td>
<td>(6) Global Perspective/World View</td>
<td>VII: clinical prevention</td>
</tr>
<tr>
<td>8. Demonstrate professional behaviors that incorporate legal/ethical responsibility, professional nursing codes/standards, client advocacy, self-reflections and evaluation to promote professional growth with lifelong learning</td>
<td>(5) Ethical/Moral and Civic Engagement</td>
<td>VIII: professionalism and professional values</td>
</tr>
<tr>
<td>9. Practice as a baccalaureate nurse generalist with patients across the lifespan and cross the continuum, while respecting the variations, complexity and resources needed for care of patients</td>
<td>1-7</td>
<td>IX: General nursing practice</td>
</tr>
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Curriculum Design:
The undergraduate nursing curriculum was developed in accordance with the college mission, to educate students for rewarding careers, responsible citizenship, and fulfilling lives by integrating liberal arts and sciences and professional study. The program has four broad foci that inform the curriculum: provide nursing education in the context of liberal arts and sciences; integrate nursing theory, knowledge and clinical experience in the preparation of a generalist practitioner; utilize an evidence based approach to nursing practice within a variety of settings, and prepare beginning leaders in nursing. The expected program outcomes of graduation rates, program satisfaction, employment rates and NCLEX-RN pass rates and the expected individual student learning outcomes contribute to the achievement of the mission, goals, and outcomes.

The College's curricula are designed so that students acquire and demonstrate college-level proficiency in general education and essential skills, including oral and written communication, scientific and quantitative reasoning, technological competency and global diversity. The College’s general education core curriculum provides all NYIT students with a valuable foundation in liberal arts and sciences. The NYIT Core Curriculum emphasizes the knowledge base and skill set that clearly prepares students and interfaces with the concepts required for professional practice.

The nursing program is designed to provide students with the necessary academic and clinical skills to function competently, safely, confidently, compassionately, accountably and caringly as baccalaureate-prepared registered nurses. Through a continuous and dynamic self-assessment, the nursing program has and will continue to identify and implement changes necessary to meet benchmark standards as outlined in The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN 2008), ANA Standards of Nursing Practice (2004), The ANA Code of Ethics for Nurses With Interpretive Statements (2001), Nursing's Social Policy Statement (ANA 2003) and The New York State Nurse Practice Act (www.op.nysed.gov/prof/nurse/article139.htm). The Program seeks to sensitize students to the diversity of healthcare needs and the impact of multidimensional factors on healthcare availability and access. Additionally, the program seeks to provide students with the desire to pursue graduate education and life-long learning. By fostering a sense of pride in self, profession and community engagement, students will be motivated to return to their communities and impact the quality and delivery of healthcare.

The curriculum design includes eight horizontal concept threads (Caring, Communication, Critical Thinking, Culture, Global Perspective/World View, Holism, Information Technology and Professionalism) and the vertical organizational threads of Simple to Complex, Increasing complexity over time, Acuity, Lifespan Scope and Pattern, and Systems Analysis using Gordon’s Eleven Health Patterns and the Nursing Process.

Paradigm:
Person, Environment, Health/Wellness, Nursing and Culture
A. Horizontal Concept Threads
- Caring
- Communication
- Critical Thinking
- Culture
- Global Perspective/World View
- Holism
- Information Technology
- Professionalism

B. Vertical Organizational Threads:
- Simple to Complex: Increasing complexity over time within diverse health care settings
- Acuity
- Lifespan Scope

C. Pattern and Systems Analysis
- 11 Health Functioning Patterns
- Nursing Process
<table>
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<tr>
<th>Name:</th>
<th>ID#</th>
<th>Date:</th>
<th>GPA:</th>
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### FRESHMAN YEAR: 33 CREDITS

**First Semester: 16 credits**

<table>
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<tr>
<th>Course</th>
<th>ID#</th>
<th>Credits</th>
<th>Prerequisites/Co-requisites</th>
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<tbody>
<tr>
<td>PSYC 101</td>
<td>1</td>
<td>3</td>
<td><strong>Placement Exam or WRT 100</strong></td>
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<tr>
<td>FCWR 101</td>
<td>3</td>
<td>3</td>
<td><strong>Placement Exam or MATH 101</strong></td>
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<tr>
<td>TMAT 125</td>
<td>4</td>
<td>4</td>
<td>Co-req: TMAT 135</td>
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<tr>
<td>CHEM 105</td>
<td>5</td>
<td>5</td>
<td><strong>Placement Exam or MATH 101</strong></td>
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<td>FSCP 105</td>
<td>3</td>
<td>3</td>
<td><strong>Placement Exam or MATH 101</strong></td>
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**Second Semester: 17 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>ID#</th>
<th>Credits</th>
<th>Prerequisites/Co-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 221</td>
<td>1</td>
<td>1</td>
<td><strong>Placement Exam or MATH 101</strong></td>
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<tr>
<td>FCWR 151</td>
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<tr>
<td>CHEM 215</td>
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<td>4</td>
<td><strong>Placement Exam or MATH 101</strong></td>
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<tr>
<td>BIOL 210</td>
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<tr>
<td>FSCP 103</td>
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### SOPHOMORE YEAR: 32 CREDITS

**Third Semester: 17 credits**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
<th>Prerequisites/Co-requisites</th>
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<tbody>
<tr>
<td>PSYC 210</td>
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<tr>
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<tr>
<td>ANTH 101</td>
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</tr>
<tr>
<td>BIOL 310</td>
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<td>Elective</td>
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</table>

**Fourth Semester: 15 credits**

<table>
<thead>
<tr>
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<th>Credits</th>
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<tbody>
<tr>
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<td>2</td>
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<td>All Courses (1st, 2nd, &amp; 3rd Semesters) &amp; Dept. Approval</td>
</tr>
<tr>
<td>ICBS 309</td>
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<td><strong>Placement Exam or MATH 101</strong></td>
</tr>
<tr>
<td>BIOL 260</td>
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<td>4</td>
<td><strong>Placement Exam or MATH 101</strong></td>
</tr>
<tr>
<td>BIOL 312</td>
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<tr>
<td>Elective</td>
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<td>4</td>
<td><strong>Placement Exam or MATH 101</strong></td>
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### JUNIOR YEAR: 32 CREDITS

**Fifth Semester: 16 credits**

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>NURS 301</td>
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<td>FCWR 302</td>
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**Sixth Semester: 16 credits**

<table>
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<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>NURS 360</td>
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</tr>
<tr>
<td>NURS 351</td>
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<td>4</td>
<td>All Courses (1st, 2nd, &amp; 3rd Semesters) &amp; Dept. Approval</td>
</tr>
<tr>
<td>NURS 350</td>
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<td>3</td>
<td>All Courses (1st, 2nd, &amp; 3rd Semesters) &amp; Dept. Approval</td>
</tr>
<tr>
<td>NURS 351</td>
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<td>All Courses (1st, 2nd, &amp; 3rd Semesters) &amp; Dept. Approval</td>
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<tr>
<td>NURS 340</td>
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<tr>
<td>NURS 330</td>
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<td>NURS 320</td>
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</tr>
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<td>NURS 310</td>
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<td>All Courses (1st, 2nd, &amp; 3rd Semesters) &amp; Dept. Approval</td>
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**SENIOR YEAR: 30 CREDITS**

**Seventh Semester: 15 credits**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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</tr>
</thead>
<tbody>
<tr>
<td>NURS 410</td>
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<td>All Courses (1st, 2nd, &amp; 3rd Semesters) &amp; Dept. Approval</td>
</tr>
<tr>
<td>NURS 401</td>
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</tr>
<tr>
<td>NURS 400</td>
<td>3</td>
<td>3</td>
<td>All Courses (1st, 2nd, &amp; 3rd Semesters) &amp; Dept. Approval</td>
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**Eighth Semester: 15 credits**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Prerequisites/Co-requisites</th>
</tr>
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<tbody>
<tr>
<td>NURS 461</td>
<td>4</td>
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<td>All Courses (1st, 2nd, &amp; 3rd Semesters) &amp; Dept. Approval</td>
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<tr>
<td>NURS 451</td>
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<td>All Courses (1st, 2nd, &amp; 3rd Semesters) &amp; Dept. Approval</td>
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<td>NURS 440</td>
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<td>All Courses (1st, 2nd, &amp; 3rd Semesters) &amp; Dept. Approval</td>
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</table>

**Notes:**
- Courses marked with an asterisk (*) are prerequisite courses that require a C+ or better. For admission and progression in the nursing major, students must achieve and maintain a GPA of 2.75, minimum grades of C+ in all designated courses for the nursing major, completion of all identified prerequisite courses listed on this page, and departmental approval. Students who fail to achieve this requirement are not eligible for the nursing major.
- Repeat Course Policy: Identifying Prerequisite Courses - Students may repeat only one (1) identified prerequisite course in which they received a grade of C or below; these courses may be repeated only once. This requirement includes courses taken at other colleges. Students who are required to repeat an identified prerequisite course must achieve a grade of C+ or better in the repeated course. Students who fail to achieve this requirement are not eligible for the nursing major.
- Repeat Course Policy: Nursing Courses (NURS prefix) - All nursing (NURS) courses require a C+ or higher. Students who receive a grade less than a C+ in a nursing course (clinical or didactic) may repeat the course only once. Students may repeat only one (1) nursing course. Students who are required to repeat a nursing course must achieve a grade of B or better in the repeated course. A grade of B+ or C+ is not acceptable as a grade for the repeated course and constitutes a course failure. Failure in more than one nursing course constitutes grounds for dismissal from the Nursing Program.
- Non-native English speakers take FCWR 111 instead of FCWR 101 and FCWR 161 instead of FCWR 151.
- Seminar pre-requisites include: FCWR 101, FCWB 101, FCSC 161, and FCSP 105.

rev (6/15)
II. ACADEMIC POLICIES AND PROCEDURES

Admission Requirements

Students must meet the requirements for admission into the New York Institute of Technology. In addition, all applicants to the Nursing Program are required to have the following general requirements:

- A personal essay detailing the candidate's reasons for choosing nursing as a career;
- Two letters of reference;
- Official transcripts from all schools attended

It is recommended that recent high school graduates or students with a Graduate Education Diploma (GED) and college transfer students with less than 24 transferable credits must have:

- A minimum combined SAT score of at least 950;
- One year each of math, biology and chemistry; and
- Minimum grade of C+ in all required prerequisite courses identified as followed (freshman and sophomore): TMAT 135; CHEM 105; FCSC 101; CHEM 215; BIOL 210; BIOL 310; PSYC 101; PSYC 210; PSYC 221; BIOL 260; BIOL 312; BIOL 235.

College transfer students with 24 or more transferable credits are recommended to have:

- Official transcripts from all schools attended
- A cumulative college GPA of 2.75 or better
- Minimum grade of C+ in all required prerequisite courses identified as followed (freshman and sophomore): TMAT 135; CHEM 105; FCSC 101; CHEM 215; BIOL 210; BIOL 310; PSYC 101; PSYC 210; PSYC 221; BIOL 260; BIOL 312; BIOL 235.

Identified Course Prerequisite Policy & Requirement:

- Students may repeat only two (2) of the above required prerequisite courses in which they earned a grade of C or below; these courses may be repeated only once. This requirement includes courses taken at other colleges. Students who fail to achieve this requirement are not admissible to the nursing program.
- All prerequisite course work taken at other institutions must be on your NYIT Transfer Equivalency Report with the appropriate NYIT course evaluation equivalencies prior to applying to the nursing program. It is the student’s responsibility to make sure all required admission forms/documents are on file with the admissions department. The Admissions Department will review all transfer evaluations for International Students and refer to the nursing department.

Applicants to the School of Health Professions should be aware that certain legal issues and/or convictions may preclude a student from being accepted by clerkships, internships and/or fieldwork and impact the student’s ability to complete the required program courses and qualify for graduation, certification and/or licensure.

Acceptance into the Nursing Major
Acceptance into the Nursing Major does not guarantee progression into the Professional (Clinical) Phase of the Nursing Program.

- All incoming nursing students, including current nursing majors, must submit a request for consideration to take the NURS 102 (the gateway course to the clinical phase of the nursing program) course. A student, who believes he or she is ready, meets progression criteria and is interested in beginning the clinical phase of nursing major at NYIT must request a separate and specific review in the fall semester indicating a desire to be considered for admission to NURS 102. This course is only offered every spring semester (be sure to review the nursing website for the NURS 102 notice posted at the beginning of every fall semester). Information regarding the application procedure can be found by visiting the nursing website at http://nyit.edu/nursing/nursing_review.

Academic Criteria for the Professional (Clinical) Phase (Junior and Senior Years)

The professional phase of the nursing program encompasses the junior and senior years. Students are required to meet the established nursing criteria listed below for progression into the professional phase. Students should be advised nursing requirements may change during the program. Students are held accountable to meet current requirements regardless of date of admission to the Clinical Phase of the program into the program. The number of students that progress to the professional phase depends upon available resources, class limits, college GPA, and meeting all nursing requirements.

- All nursing students must achieve a cumulative grade point average of 2.75 or better for admission consideration and continuation in the professional clinical phase.
- Completion of all required prerequisite courses listed as freshman and sophomore courses.
- A grade of C+ or better in all required prerequisite courses identified as: TMAT 135; CHEM 105; FCSC 101; CHEM 215; BIOL 210; BIOL 310; PSYC 101; PSYC 210; PSYC 221; BIOL 260; BIOL 312; BIOL 235.
- Recommendation by Program Chair or Designee.
- Recommendation by the Nursing Department Academic Review Committee.

Pre-Professional (Pre-Clinical) Requirements

All students are required to complete the following prior to the fall entry into the Professional Phase of the Nursing Program. Any student who does not complete this information, with copies of the documentation for their file, will not be able to start the professional phase. The Professional Phase of the Nursing Program must be completed in 3.5 years.

1. Health Evaluation Requirements

The NYIT Nursing program has partnered with Certified Background (effective junior class 2015) to make the collection and management of your immunization records quicker and simpler. Through this online service, you will be able to electronically upload copies of your records which will automatically be made available to your program administrator. The
service allows you to create your own student account which will house copies of your records that you will be able to access even post-graduation at any time. Follow the directions on the student instruction form to place your order online and begin the process. There is a one-time fee of $35.00 that will allow you the ability to upload any requested documents by your nursing program for however long you are in the program. The system will alert you to any updates associated with your records. Annual physical, required lab work PPD, immunizations and titers are required. Proof of immunizations must include date, titer and results.

- REMINDER: Make copies of ALL documents submitted to the NYIT, DON. You will need copies for your own records.

2. Pre-Clinical Checklist
   This form will be maintained in the student’s file to serve as verification that all the necessary items are completed.

3. Infection Control Certification
   This class will be arranged during the semester the students are taking NURS 102 – Introduction to Nursing. A certificate of attendance will be awarded to students upon completion of this class.

4. HIPAA (Health Insurance Portability and Accountability Act)/Patient Health Information Confidentiality Certification
   This class will be arranged during the semester the students are taking NURS 102 - Introduction to Nursing. A certificate of attendance will be awarded to students upon completion of this class.

5. Child Abuse Prevention Certification
   This class will be arranged during the semester the students are taking NURS 102 - Introduction to Nursing. A certificate of attendance will be awarded to students upon completion of this class.

6. Patient Safety Information
   This class will be arranged during the semester the students are taking NURS 102 - Introduction to Nursing. A certificate of attendance will be awarded to students upon completion of this class.

7. Basic Cardiac Life Support (BCLS) w/ AED Certification for Health Care Providers
   A copy of the student’s provider status will be maintained on file. Student is responsible for keeping the card current.

8. Uniforms
   Students are required to purchase and wear the official NYIT Department of Nursing uniforms from the designated uniform company. (cost varies)

9. Student Nurse Lab Package
   The student is required to purchase a Lab Nurse Pack (approximate cost $80.00) to be used throughout the curriculum for clinical practice lab

10. Certified Background Check by Designated Agency
    Students may be required as part of the requirements for clinical rotations to have a background check performed by a designated agency. Applicants to the School of Health Professions should be aware that certain legal issues and/or convictions may preclude student from being accepted by clerkships, internships and/or fieldwork and impact the student’s ability to complete the required program courses and qualify for graduation, certification
and/or licensure.

11. Mandatory Tutorial Support Program
All nursing students are required to pay a fee (approximately $189.00) each semester for the tutorial support program in place. Students are required to participate fully in the tutorial support program which includes reading assignments, practice tests and meeting the designated requirements for each nursing course. Students will be required to take all designated competency exams in each of the specified courses and achieve benchmarks set by the department.

Department of Nursing Policies

Progression in the Nursing Major
In order to continue in the Nursing major, students must receive minimum grades of C+ in (NURS 102, 301, 310, 315, 351, 360, 430, 401, 410, 421, 451, 461, 470, and 480) and maintain a minimum CGPA of 2.75. Students who receive a grade of C or lower in a nursing course or who fail any nursing course segment (didactic or clinical: NURS 102, 301, 310, 315, 351, 360, 401, 410, 421, 430, 451, 461, 470, and 480) will be allowed to repeat the specific failed course (didactic or clinical) only once. Only one nursing course may be repeated. Students who fail to achieve a B or better in a required nursing course (didactic or clinical) for a second time will be dismissed from the Nursing Program. Given the nature of nursing practice, students will not be permitted to use a withdrawal from a course to avoid failure. Withdrawal from a course is only permitted in the case of a documented illness, personal emergency or unusual circumstance and not because of a course/clinical/ lab rotation failure or anticipated failure.

Repeating a Course
- **Identified Prerequisite Courses**- Students may repeat only two (2) identified prerequisite courses in which they received a grade of C or below; these courses may be repeated only once. This requirement includes courses taken at other colleges. Students who are required to repeat an identified prerequisite course must achieve a grade of C+ or better in the repeated course. Students who fail to achieve this requirement are not admissible to the nursing program.
- **Nursing Courses**- Students who receive less than a C+ in a nursing course (clinical or didactic) may repeat the course only once. Students may repeat only one (1) nursing course. Students who are required to repeat a nursing course must achieve a grade of B or better in the repeated course. A grade of B-, C+ is not acceptable as a grade for the repeated course and constitutes a course failure. Failure in more than one nursing course constitutes grounds for dismissal from the Nursing Program.

Time Limit for Completion of Professional Phase
Students are accepted as a cohort into the professional phase of the nursing program in the spring semester of the sophomore year (fourth semester) beginning with the first nursing course NURS 102. The professional phase of the nursing program consists of 5 consecutive semesters. A student must complete the curriculum within **3.5 years from the date of enrollment**. If a student needs to take a leave from the program, extenuating circumstances will be considered by the department and upon department approval. A student must file a written request.
documenting: extenuating circumstances, history of satisfactory performance, and a plan to complete the requirements for the bachelor’s degree within a one year period of time. Returning students must submit a written request to the Department of Nursing one semester prior to the start of nursing courses as several competencies must be met prior to reentry into the nursing program. A student who is deemed eligible to return must take and pass competency exams and demonstrate clinical/lab competencies for all prior completed coursework. Students must receive a minimum grade of 77% on competency exams and pass the skill competency requirements via demonstration. If passed successfully, the student may then progress forward in the curriculum. If unsuccessful in meeting course competencies, the student must remediate and is eligible to retake the exam and or skill competency one time only. If still unsuccessful, the course must be repeated.

**Required Program Competencies for Returning Students**

The following are the competencies that must be met before returning to the nursing program to repeat one failed course or for any absence of more than 6 months.

| Required competencies for students returning to the nursing program. Effective September 2013-Fall Semester irrespective of admission to program. This is an official notification to students regarding this policy. |
|---|---|---|
| **Course Repeating** | **Didactic Requirement:** A competency exam will be administered at the end of the semester prior to taking the course you are repeating and/or prior to returning to the next level didactic course. | **Lab/Clinical Requirement:** Students must demonstrate skill competencies for the courses listed. Competency must be demonstrated at the end of the semester prior to returning to any clinical course. Clinical competency must be fulfilled prior to returning to a clinical course whenever there is a lapse in clinical course rotation regardless of the reason. |
| NURS 102 | No requirement, repeat NURS 102 | No requirement, repeat NURS 102 |
| NURS 301 | NURS 102, NURS 315 | |
| NURS 310 | NURS 102, NURS 315 | NURS 301 |
| NURS 315 | NURS 102, NURS 310 | NURS 301 |
| NURS 351 | NURS 310, NURS 315, NURS 360, NURS 430, NURS 470 | NURS 301 |
| NURS 360 | NURS 310, NURS 315, NURS 430, NURS 470 | NURS 301 NURS 351 |
| NURS 430 | NURS 310, NURS 360, NURS 315, NURS 470 | NURS 301, NURS 351 |
| NURS 470 | NURS 310, NURS 360, NURS 315, NURS 430 | NURS 301, NURS 351 |
| NURS 401 | NURS 310, NURS 360, NURS 315, NURS 430, NURS 470, NURS 421 | NURS 301, NURS 351 |
| NURS 410 | NURS 310, NURS 360, NURS 315, NURS 430, NURS 470, NURS 421 | NURS 301, NURS 351, NURS 401 |
| NURS 421 | NURS 310, NURS 360, NURS 315, NURS 430, NURS 470, NURS 410 | NURS 301, NURS 350, NURS 401 |
Re-applying to the Professional Phase

Students who have withdrawn, failed to return from a leave of absence at the designated time of 3.5 yrs, or have successfully repeated a failed course, may be considered for readmission with departmental approval and if:

1. They left in good academic standing.
2. Financial obligations to NYIT have been met.
3. There is space available in the professional courses of that particular year.
4. Demonstration of Competency: Absence in the Clinical Area for more than 6 Months
   - Students returning to the Professional Phase of the nursing program after an absence 6 months or more will be required to meet the competencies as outlined on page 22 of the Nursing Student Handbook, Program Competencies for Returning Students.

This policy supports the Nursing Department’s commitment to patient safety.

Grading, Testing, Attendance and Academic Policies

Academic Grading System

Grades for all courses are based on the standards outlined in the college-wide Student Handbook. The grading system for the nursing courses is based on the listing cited below. At the end of each semester, the grade point average (GPA) and cumulative grade point average (CGPA) are computed. The following information describes the process for calculating the GPA.

Quality Point Equivalent multiplied by # of Credits/Course = Course Quality Points

**Example:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Value</th>
<th>X</th>
<th>Credit</th>
<th>=</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology</td>
<td>B+</td>
<td>3.3</td>
<td>3</td>
<td>9.9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
English  B  3.0  3   9.0
Math   C+  2.3  3   6.9
Anatomy  B-  2.7  4   10.8

Total Credits = 13  Total Quality Points = 36.6

Total Quality Points (36.6) divided by Total Credits (13) = Grade Point Average (2.82)

<table>
<thead>
<tr>
<th>Grade Numerical Average</th>
<th>Quality Points/Credits</th>
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</thead>
<tbody>
<tr>
<td>A  96 - 100</td>
<td>4.0</td>
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<tr>
<td>A-  90 - 95</td>
<td>3.7</td>
</tr>
<tr>
<td>B+  87 - 89</td>
<td>3.3</td>
</tr>
<tr>
<td>B  84 - 86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-  80 - 83</td>
<td>2.7</td>
</tr>
<tr>
<td>C+  77 - 79</td>
<td>2.3</td>
</tr>
<tr>
<td>C  74 - 76</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Academic Probation**

Students must adhere to the standards specified in the college-wide Student Handbook. Students are placed on academic probation if their CGPA falls below 1.7 as a freshman, 1.90 as a sophomore, or 2.0 as a junior or senior. However, a nursing student cannot enter and/or progress in the professional phase with a CGPA less than 2.75. In addition, a nursing student who does not maintain a CGPA of 2.75 in his/her freshman or sophomore year will be evaluated by the Academic Review Committee for dismissal from the nursing program.

**Grievance or Appeal Procedure**

Refer to College-Wide Student Handbook. Students are required to follow the step-wise protocol as outlined in the School of Health Professions Grade Appeals Procedure.

**Dismissal/Failure**

The student may be dismissed from the Nursing Program if the grade point average and/or the cumulative grade point average fall below 2.75. Students may also be dismissed from the Nursing Program by exhibiting improper behavior or professional misconduct to include, but not limited to: rude behavior toward faculty, fighting on campus or institutional grounds, plagiarism, striking a client, compromising the safety of a client, unsafe nursing care and not adhering to the Department of Nursing Policies and the Policies of the Clinical Agency Partners.

**Withdrawal**

Application for voluntary withdrawal from the Nursing Program must be submitted to the Nursing Chairperson, in writing, with a copy to the Dean of the School of Health Professions. Withdrawals from a course are only permitted in the case of a documented illness, personal
emergency or unusual circumstance and not because of a course/clinical/lab rotation failure or anticipated failure. Given the nature of nursing practice, students will not be permitted to use withdrawal from a course to avoid a failure. In addition, withdrawals are permitted only for students who have no academic or disciplinary proceedings or financial obligations to NYIT. Letters of "Good Standing" will be written for students who meet the above criteria.

Late Registration Policy
Nursing students are required to register for all nursing program courses prior to the first class. Attendance in all didactic nursing courses, clinical nursing courses as well as all nursing labs is required.

Attendance and Punctuality
There are no absences permitted in Nursing Courses. Students are expected to attend every class and clinical rotation and arrive on time. If it is necessary to miss a class due to illness or other life events, you must notify the instructor/professor before class by phone or e-mail and submit proper documentation to receive an excused absence.

Two (2) or more lateness’s to class (15 minutes or more) will result in one unexcused absence. There are no makeup assignments in lieu of missed work due to lateness or unexcused absences. Two (2) unexcused absences and some include but are limited to: not e-mailing professor in advance, not showing up for clinical or class, and not taking off for personal reasons will result in a reduction of one letter grade for the final course grade.

Should a student become ill during a clinical session, he/she must go to the facility emergency department for assessment. The student may refuse treatment at the point of care but a record must be made.

Leave of Absence
Students desiring a Leave of Absence must request a leave, in writing, from the Nursing Program Chairperson, with a copy to the Dean of Health Professions. In the case of a Medical Leave of Absence, the request must be accompanied by a letter from a health care professional describing the nature of the disability for which the leave is requested and the estimated length of time needed for recovery. The Nursing Program Chairperson, upon consultation with the Dean of the School of Health Professions and NYIT, will recommend whether or not a Leave of Absence is granted and the conditions under which the student may return to school. Before a student may be re-instated, a written request for returning must be submitted to the Nursing Program Chairperson. If a Medical Leave of Absence was granted, a letter from a health care professional stating the student is medically cleared (100% participation with no restrictions) to return to school must be submitted. If the leave extends the completion of the Professional Phase, the student must adhere to the time limit policy as stated above.

Comprehensive Examinations
In addition to course requirements, students will be required to participate in tutoring and support programs and take nationally normed tests and comprehensive examinations throughout the curriculum.
ATI Policy: General Information and Requirements

Test of Essential Academic Skills (TEAS)

All nursing students are required to take the TEAS exam currently administered in NURS 102. The TEAS is the Test of Essential Academic Skills offered by Assessment Technologies Institute (ATI). It is designed to assess the general academic preparedness of students entering a nursing program in the areas of Science, Mathematics, Reading and English (grade is weighted 5% in NURS 102). Prep Books are available for this Exam.

The current exam for the NYIT Department of Nursing is Version V of the TEAS.

ATI EXAMS

- ATI’s are a series of examinations designed to measure competencies in selected areas of nursing education and provide feedback regarding the individual and aggregate nursing students status.
- All students need to create an account on atitesting.com in order to use all the components of ATI.
- ONCE YOU HAVE AN ATI ACCOUNT, YOU DO NOT RE-CREATE AN ACCOUNT EVERY SEMESTER. Please keep your ATI code in a safe and accessible place (i.e. Smartphone).
- You will use the same user name and password every time you access ATI.
- There is an ATI orientation at the beginning of every semester.
- There will be no makeup times for the ATI exam. If a student fails to keep his/her exam date, he/she will receive a 0% grade for the ATI exam.
- Each proctored assessment is administer once with no remediation or retakes.

A mandatory four day on-site review is held at the completion of NURS: 480 (usually the 1st week of June)

Questions regarding ATI’s should be directed to ATI representative via e-mail.

ATI EXAM GRADING

- Exact dates for the ATI exams are To Be Determined (TBD) each semester. The examinations are scheduled once in the semester in which an ATI proctored assessment is offered. The date, time and method of administration of the ATI proctored assessment may be within or outside of the scheduled course timeframe. The ATI grades account for 10% of selected course grades and will include the ATI Practice Exams and the ATI Proctored Assessments and or quiz grades where indicated on the course syllabus. Grade point allocations are set at a benchmark of Proficiency Level 2 or above (see grid).

ATI exams are given when you are enrolled in the following courses:

<table>
<thead>
<tr>
<th>NYIT Course</th>
<th>ATI Proctored Examination</th>
<th>Administered</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NURS 102: Introductions to Nursing and the Nursing Process</strong></td>
<td>Critical Thinking Entrance Grade not weighted. TEAS exam weighted 5%</td>
<td>Sophomore- Spring</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>NURS 310</td>
<td>Transcultural Nursing I: Adult Health</td>
<td>No ATI exam in this area. ATI Custom quiz grades as designed by the course professor &amp; will be weighted a total of 10% toward the final grade.</td>
</tr>
<tr>
<td>NURS 315</td>
<td>Pharmacology for Nursing</td>
<td>No ATI exam in this area. ATI Custom quiz grades as designed by the course professor &amp; will be weighted a total of 5% toward the final grade. ATI Module work will be assigned and included in this course weighted 5%</td>
</tr>
<tr>
<td>NURS 360</td>
<td>Transcultural Nursing II: Adult Health</td>
<td>Fundamentals ** final grade weighted 10%</td>
</tr>
</tbody>
</table>
| NURS 410    | Transcultural Nursing III: Maternal-Child and Family Health                 | RN Maternal Newborn- final grade weighted 5%  
RN Nursing Care of Children- final grade weighted 5%  
*BOTH exam final grades weighted for a total of 10% | Senior- Fall  
Senior- Fall |
| NURS 421    | Community Health Nursing and Population Health                              | RN Community ** final grade weighted 10%                                                                                                                                                                   | Senior- Fall    |
| NURS 461    | Transcultural Nursing IV: Adult Health/Mental Health and Elder Care          | RN Mental Health - final grade weighted 5%  
RN Adult Medical Surgical - final grade weighted 5%  
*BOTH exam final grades weighted for a total of 10% | Seniors- Spring  
Seniors- Spring |
2. RN Comprehensive NCLEX Predictor - final grade weighted 6%  
3. Pharmacology for Nurses – final grade weighted 4%  
**BOTH exam final grades weighted for a total of 10% | Seniors- Spring  
Seniors- Spring |

**Accountability and Benchmarking Plan includes: (maximum 10% of the course grade)**

<table>
<thead>
<tr>
<th>Proficiency on Content Proctored Exams</th>
<th>Points Awarded for Achievement on Proctored Assessments</th>
<th>Points Awarded for Submission of ALL Practice Assessments with a 77% grade or better.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proficiency Level 3</td>
<td>5 pts</td>
<td>5 pts</td>
</tr>
<tr>
<td>Proficiency Level 2</td>
<td>4 pts</td>
<td>5 pts</td>
</tr>
<tr>
<td>Proficiency Level 1</td>
<td>0 pts</td>
<td>5 pts</td>
</tr>
<tr>
<td>Below Proficiency Level 1</td>
<td>0 pts.</td>
<td>5 pts</td>
</tr>
</tbody>
</table>

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Exams and Assignments Policy

Missed Course Exam Policy

Please be advised that only a student, who has been officially excused by his /her Professor prior to the exam, may be permitted to take a make-up exam without penalty. Appropriate documentation must be submitted to the course professor prior to rescheduling the exam. Any student who misses an exam and who is not officially excused may at the discretion of the professor be given a make-up exam. The penalty imposed for a non-excused exam absence will be a **minus 10 points** from the exam grade. The Professor will determine the make-up exam date, the examination criteria and the setting for the test administration.

Arriving Late for an Exam:

"Students who arrive 15 minutes or more late on the day of an exam, and the exam has started, will not be permitted to take the exam. If a student arrives late but under 15 minutes into the exam, the student will take the exam, but will not be granted extra time, due to the late arrival on the exam day."

Late Assignments Policy

All assignments must be completed by the due date. There will be a **letter grade** deduction for all **late assignments**, unless arrangements are made **in advance** with the Professor. Late clinical assignments must follow the clinical criteria.

Med-Math Competency Policy

Accurate dosage calculation is a requirement of professional nursing practice and essential for safe and competent nursing care. The med-math competency policy is one measure of assuring that nursing students and graduates of NYIT are competent in this area.

- Medical math proficiency must be demonstrated in Pharmacology for Nurses (NURS 315).
- In addition a medical math proficiency exam will be administered and must be passed by the student prior to the start of each subsequent clinical course where medication will be administered (NURS 351, NURS 401, NURS 421 and NURS 451).
- The student must achieve 100% accuracy on the medical math proficiency exams.

Procedure:

1. The student must demonstrate competency at 100% mastery on the med-math proficiency exam required for each clinical course in which he or she anticipates to be enrolled.
2. The date and time for completion of the med-math proficiency exam is established by the faculty and communicated to the student by Black Board and/or published in the syllabus of the prior clinical course.
3. This med-math proficiency exam will be administered at the end of the semester preceding the clinical course.
4. Med-math proficiency exams may be taken a maximum of two (2) times prior to the start of the next clinical rotation at intervals designated by faculty but not sooner than 1 week apart.

5. The student will be given only 2 opportunities to pass this exam with a score of 100% before the start of the clinical course. Failure to achieve a score of 100% will result in the student having to step out of nursing until the course is given again and competency is demonstrated.

Policy on the Use of Calculators on Nursing Exams and Quizzes

The use of calculators supplied by the Nursing department will only be permitted for the math Progression Calculation Exams. The use of calculators will not be permitted on Nursing course exams and quizzes. Students are required to show their math calculations on the provided test forms. Calculators embedded in nationally normed exams used by the Nursing department are permitted.

It is imperative that nursing students assume personal responsibility for maintenance of math skills throughout the nursing curriculum and demonstrate their ability to calculate dosages and IV rates of administration without the use of electronic devices. (Adopted 2014)

Medication Administration Policy

Any behavior in the clinical area which exposes a client to physical or emotional harm may cause a student to be dismissed from the nursing program (see Appendix L).

Students may not administer medications of any kind without the instructor present. Students **may not administer medications or treatments requested by other health care providers or the unit nurse unless designated to do so by the NYIT clinical instructor.**

The student must be aware of the following:

1. The ability of students to administer medications in the clinical setting depends on successfully demonstrating competence in drug calculations as required by the department and as per course requirements. Once competent the student may **(UNDER SUPERVISION OF THE INSTRUCTOR):**
   
   i. Administer oral, topical, subcutaneous, intra-dermal, and intramuscular medications under supervision of the instructor.
   
   ii. Administer pre-mixed continuous intravenous solutions.

2. In order for the student to demonstrate safe medication administration the student must:
   
   i. Have knowledge of the client’s diagnosis, current condition, diagnostic and lab data and care needs.
   
   ii. Have knowledge of the pertinent medications.

3. The student must be able to report the following to the instructor:
   
   i. Classification
ii. Pharmacological actions
iii. Side effects
iv. Usual dosage and client’s dosage
v. Indications for use in this client
vi. Implications for nursing care related to the medication being administered
vii. Be able to calculate required medication dosage or rate as needed.

4. Verify current medication orders, P.O. status and allergy status prior to medication administration. **In situations where a medication order is questioned (i.e., automatic stop date, legibility, etc.) and cannot be verified with the prescribing health care provider or by agency policy, the student may not carry out the order.**

5. Students may not accept verbal or phone orders.

6. Students are to identify clients for medication administration by following facility policy and cross checking client name and identification with name band using at least 3 patient identifiers (name, medical record number and date of birth).

7. During medication administration the student must demonstrate to the instructor the 7 Rights of Medication Administration:

   I. **Right** drug
   II. **Right** dose
   III. **Right** time
   IV. **Right** route
   V. **Right** client
   VI. **Right** documentation
   VII. Clients **Right** to refuse

8. Medications may never be left unattended at the bedside. This is a violation of patient safety. Medication may never be left with a patient to take at a later time.

9. Students may not administer medication to a client in a psychiatric hospital (unless a protocol is established by agency and faculty). This directive includes the psychiatric units that are located in acute care settings.

10. Students may **NOT** administer:
    a. IV anti-neoplastic agents
    b. IV push medication
    c. Intrathecal medications
    d. Porta-cath meds into ports not previously accessed

11. Students are **NOT** to administer blood components that must be typed and/or cross-matched, i.e., RBCs, whole blood, platelets, fresh frozen plasma, cryoprecipitate, and
plasma products used for coagulation factor deficiencies. Students may assist in monitoring client responses to such therapies.

12. Students are not to enter the narcotic boxes or accept the narcotic keys.

13. **Students in the senior preceptored practicum may only give medications under the supervision and at the discretion of their preceptors.**

**Recording Lectures**

Recording any class or lecture is an exceptional event and should not be undertaken without prior and written permission of the professor. Permission to record must be sought from the professor well in advance and sufficient reason and documentation should be presented at the time of the request. Recording and transmission of classroom lectures and discussions by students is therefore not permitted unless written permission from the class instructor has been obtained and all students in the class as well as guest speakers have been informed that audio recording may occur.

Recording of lectures or class presentations is solely authorized for the purposes of individual or group study with other students enrolled in the same class. Permission to allow the recording is not transfer of any copyrights in the recording. The recording may not be reproduced or uploaded to publicly accessible web environments.

Recordings, course materials, and lecture notes may not be exchanged or distributed for commercial purposes, for compensation, or for any other purpose other than study by students enrolled in the class. Public distribution of such materials may constitute copyright infringement in violation of federal or state law. Violation of these laws may subject a student to disciplinary action under the university’s standards of conduct.

**Exceptions:** It is not a violation of this policy for a student determined by the office of disability services (ODS) to be entitled to educational accommodations, to exercise any rights protected under section 504 of the rehabilitation Act of 1973 and the Americans with disabilities Act of 1990, including needed recording or adaptations of classroom lectures or materials for personal research and study. If you have a condition or a disability which necessitates recording of a class, please contact the office of disabilities for further help and assistance.

**Academic Integrity and Plagiarism**

Academic dishonesty, cheating or plagiarism is unethical, will not be tolerated and will be treated very seriously according to the Academic Integrity Policy of NYIT. The complete policy can be found at: http://www.nyit.edu/about/administration/academic_affairs/academics/resources_faculty.html

Each student enrolled in a course at NYIT agrees that, by taking such course, he or she consents
to the submission of all required papers for textual similarity review to any commercial service engaged by NYIT to detect plagiarism (see Appendix M). Plagiarism is the appropriation of all or part of someone else’s work (such as but not limited to writing, coding, programs, images, etc.) and offering it as one’s own without proper reference documentation. This also includes academic dishonesty in the clinical/lab settings.

Cheating is using false pretenses, tricks, devices, or deception to obtain credit on a paper, assignment, exam or college course. If the faculty member determines that a student has committed academic dishonesty, the faculty has the right to:

- fail the student for the paper, assignment, project or exam,
- fail the student for the course, and
- institute proceedings for disciplinary charges, pursuant to Article VI, Academic Conduct Proceedings, of the Student Code of Conduct.

Policy for Proctoring Examinations

1. Faculty Presence:
   There will be faculty representation throughout each examination period. The faculty member administering the exam will be present throughout the test taking period. The department chair, at his/her discretion may designate a second faculty member to be present during the examination period.

2. Seating Arrangements:
   Faculty will randomly seat all students upon arrival to the test taking area.

3. Examination:
   There will be multiple versions of the examination.

4. Bathroom Privileges:
   If a student(s) needs to use the bathroom during the examination period, they must turn in their exam, and will not be allowed to return to the examination room. The exam is considered completed for such students and graded accordingly. Accommodations will be given for those with documented medical conditions that result in urgent/frequent use of bathroom facilities.

5. Food/Fluids:
   Food and/or fluids will not be allowed in the examination room. This includes but is not limited to water bottles, coffee cups and other fluid and food containers.

6. Coats/Hats:
   Coats and/or hats will not be allowed in the seating areas of the examination room. All personal belongings will be placed in the front of the examination room, apart from the test taking area. No sweat shirts, scarfs or any clothing with pockets or hoods will be permitted. Written request for religious headgear will be made the first two weeks of the beginning of the semester.
7. **Cell Phones/Communication Devices:**
   Cell phones and other communication devices such as pagers and blue tooth devices must be turned to the off position. All cell phone and other communication devices will be collected prior to the test and placed in the front of the class.

8. **Talking/Conversation:**
   Talking is prohibited in the examination room. This includes conversation occurring outside the testing site upon completion of the exam.

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**Exam Review Policy**

Faculty identify in class overall student content weakness specific to the exam through item analysis and response frequency. Faculty select questions that will be reviewed and conduct the review according to the stated protocol in the course syllabus. A student who receives a grade of **80 % and below is required to make an appointment with the course faculty** to develop a proactive plan for course success which may include mandatory referral to student support services.

**Course Syllabi**

The professor reserves the right to alter the course syllabus due to situations that may arise or require alterations or revision.

Students are required to follow the process related to issues/concerns/suggestions to:

1. Course professor
2. Level coordinator (Junior or Senior Year Coordinator)
3. Nursing Department Chair

**Policy: Student Protocol for Clinical Placement: Revised. Effective Fall 2015**

**Clinical Placement Process:**

Students will register for their clinical sites as they do for all course registrations. The clinical sites will be listed by facility location and section number and will include designated lab sections. The clinical registration will be opened at a specific time to give notice to students and to provide each student with the opportunity to register for a desired section. As each clinical section is filled, students will advance to the next available open site until all clinical sites are filled. There will be a predetermined number of spaces for each section. Changes to clinical sections will only be made if there is an agreed upon even exchange in writing between students.

**Exception:** The only time a clinical lottery will be used is when determining placement for the Senior Capstone Preceptored Practicum experience. Placement depends on number of preceptors, location and shifts available. Senior students must follow the shift of their assigned preceptor which may require the student to work nights, evenings or weekends See separate process.

**Requirements:**
• The clinical agency sites will be posted on Nursing Commons on BlackBoard™ so students may choose where they want to attend their clinical rotations for that semester (community, maternal/child, pediatrics, adult health, psychiatric/mental health.

• Students are reminded that they cannot attend clinical rotations at sites in the same institution where they are employees regardless of their employee status (position, full time and part time). It is the student’s responsibility to notify the DON if there is a conflict.

• There are a maximum number of students per clinical site based on agency requirements, staffing, and site regulations.

• Upon completion of the clinical registration process, results will be posted on Blackboard™. Students at that point have one week to make even exchanges with other students. Both students must email the clinical affiliation coordinator with their request. Requests that are late (sent after the due date) or incomplete (do not have both students names on the request PLUS confirmation email from each student requesting the exchange) will be ineligible for the exchange of sites. Once the deadline lapses, faculty will not make any other changes to the clinical placements.

• Students must also understand that changes to this policy may be necessary to provide the best clinical experiences for all students involved and that the NYIT Nursing Department and the Chairperson reserve the right to make these changes as deemed necessary.

• This clinical placement policy is applicable to ALL nursing students regardless of their admission date into the nursing program.

• Clinical hours may vary according to clinical site availability and may include any day of the week, including week-ends or evenings.

**Capstone Senior Preceptored Experience Assignment Protocol:**

• Students will participate in a Lottery Process.

• Students will be randomly chosen by SNA representatives and faculty representatives and given an assigned number. This number denotes the numerical position on the lottery placement choosing list.

• Students will rank all choices according to their preferences incorporating all clinical sites. Adherence to the deadline is strictly enforced. Students are given two weeks from the date of posting to submit preferences. Submissions will only be accepted via email to the Clinical Affiliations Coordinator.

• There are a maximum number of students per clinical site based on agency requirements, availability of preceptors, and site regulations. Once a site has filled up, the students will be placed according to their remaining prioritized choices.
• Upon completion of the selection process, results will be posted on Blackboard™. Students at that point have one week to make even exchanges with other students. Both students must email the clinical affiliation coordinator with their request. Requests that are late (sent after the due date) or incomplete (do not have both students names on the request PLUS confirmation email from each student requesting the exchange) will be ineligible for the exchange of sites. Once the deadline lapses, faculty will not make any other changes to the clinical placements.

• Students must also understand that changes to this policy may be necessary to provide the best clinical experiences for all students involved and that the NYIT Nursing Department and the Chairperson reserve the right to make these changes as deemed necessary.

Graduation Requirements and Recommendation for the NCLEX-RN Licensing Exam

Students are recommended for graduation and the NCLEX-RN Licensing Exam upon satisfactory completion of all academic and clinical education requirements.

The following are required:

1. Satisfactory completion of all general education course requirements.
2. Satisfactory completion of all Professional (Clinical) Phase education requirements in 3.5 years
3. Overall CGPA of 2.75, with minimal grades of C+ or better in all designated courses and nursing courses (repeated nursing course must have a minimal grade of B).
4. Filing of a completed application for graduation online through NYIT Connect at the beginning of your final semester.
5. Bursar account cleared.
6. Not be under any disciplinary action
7. Recommendation of the Department of Nursing faculty and Academic Review Committee.
8. Official graduate from NYIT

Confidentiality

Student materials, grades, records and files are considered to be privileged and confidential information. They are stored and locked when not in use in file cabinets. They are only accessible to faculty and staff. No information from a student record is to be given either verbally or in writing without the student’s written consent.

Honor Code

Students are expected to behave in a manner consistent with the mission of the college and refrain from cheating or plagiarism. Establishing an optimal test-taking environment is important for institutions for higher learning, especially for those in which examinations may represent
“high stakes” assessments, such as licensing boards. Issues such as test security and examinee comfort and safety are high on the list of priorities and are continually under review and enhancement in order to create a desirable testing environment. **Academic Dishonesty has a zero tolerance policy in the Department of Nursing. All NYIT policies and procedures governing academic dishonesty will be followed to the full extent by the Nursing Department.** The purchase of term papers or required academic work or having someone else do your required assignments is prohibited and includes but is not limited to (papers, care plans, reflections, journal critiques and homework)

**Professional Behavior**

A nursing student must consistently demonstrate the following:

- Ethical conduct, integrity, and honesty
- Concern for others, self, and rights of privacy
- Responsibility to duty
- An appearance appropriate to the clinical nursing professional
- Ability to recognize one’s limitations and accept constructive criticism
- Punctual attendance at all program and clinical activities
- Adherence to all deadlines
- Respect for interpersonal relationships with patients, their families, communities, faculty, staff and peers.
- Follows established policy when late or absent
- Follows institution policies and procedures

During didactic and clinical experiences, students will come in contact with patients, their families, and many health care professionals. Students as representatives of NYIT are expected to conform to the Student Code of Conduct, the ANA Standards of Practice and the ANA Code of Ethics.

**III. STUDENTS’ RIGHTS AND RESPONSIBILITIES**

**College ID**

Students are issued ID cards that are required in order to use the library and computer facilities. All nursing majors must carry their ID while on campus and wear the required NYIT Nursing Uniform at all affiliating clinical sites. In addition, the approved nursing student name pin and NYIT College ID must be worn in the clinical setting at all times.

**Policy: Attendance/Lateness**

Attendance in classes, lab and clinical courses is mandatory. Missing critical classroom information or clinical experiences may significantly impact a students’ ability to pass courses
and influence overall academic success. Lateness will also be noted. Clinical time is limited; therefore, no unexcused clinical absences are permitted. In the event of a clinical absence due to an emergency, personal illness or unusual circumstance, the student is responsible for contacting the faculty member before the clinical or within 24 hours of the absence in writing via e-mail even if the initial communication was already done via telephone. No text messages will be allowed except in extreme emergencies. The student must also inform the clinical unit in advance of the time they are due on the unit, a message cannot be relayed via another student unless an emergency situation is involved. The student must submit a written explanation along with appropriate documentation for the absence. The student who has an unexcused clinical absence will be at risk for not meeting the requirements of both the course and the program and will be at risk for clinical failure. Students are expected to attend all clinical laboratory experiences scheduled for a clinical rotation. Missing critical clinical experiences will significantly impact on a student’s ability to be evaluated in clinical practice and may significantly impact on the student’s ability to pass the course and influence overall academic success.

Advisement/Office Hours

Students are assigned a faculty advisor upon entry into the Department of Nursing. A listing of students and their assigned faculty advisor is posted and made available to all students at the beginning of each semester. Students can arrange to see their faculty advisor during posted office hours or by appointment. Faculty advisors will guide and facilitate the students’ progression throughout the nursing program. It is recommended that students arrange to see their faculty advisor at least twice during the semester. In addition, students must see their faculty advisor for registration and adding/dropping a course. The faculty advisor’s and Chairperson’s signature is necessary on all registration or add/drop forms.

Pregnant Student Nurses

If a student becomes pregnant during the Professional (Clinical) Phase of the nursing program, she must immediately notify in writing her advisor, faculty member and Chairperson of Nursing. The following procedure is required.

1. The student must obtain 100% medical clearance from his/her medical health care provider to continue their didactic, clinical rotation and lab sessions. The required documents must be presented to the Nursing Chairperson prior to starting or continuing in all nursing didactic/clinical/lab courses and sessions. A copy of this document will be maintained in the student’s file.

2. The student will be permitted to continue in the clinical rotation provided she is able to perform the necessary activities and is approved by her health care professional. If a student develops complications, she must present a note from her health care professional to support her ability to continue with her clinical experience. If the student is unable to complete her clinical rotation, she will receive an “I” - incomplete, and must complete the clinical rotation when it is offered again.
3. If a student completes a significant portion of the clinical experience, faculty’s discretion will determine if the student was able to fulfill course objectives.

4. After delivery, the student may return to the clinical experience with written authorization by her health care provider that states that she can participate 100% without restrictions in her courses (didactic, clinical, lab).

Language, Learning Problems and Disabilities

It is the policy of NYIT to make reasonable accommodations for students with disabilities. Students whose disabilities require accommodation must complete a “Request for Accommodations” form and an intake interview with a Campus Services Coordinator prior to the academic term. (Refer to the NYIT catalogue). There are special programs to assist students who anticipate difficulties because of language or learning problems. The student’s advisor can provide him/her with information on this matter. In addition, the student may be referred to the Language Institute, Learning Resource Center (LRC), Writing Center, Counseling Services or Student Development Office.

Any student that has a disability or a condition that compromises his/her ability to complete the requirements of this course must notify the instructor in writing immediately at the start of the semester. The Office of Disability Services assists with referrals and support services, Students wishing to receive accommodations, referrals and other services are encouraged to contact the Office of Disability. Requests can be made throughout the academic year. For further information please refer to http://www.nyit.edu/health_and_wellness/disability/.

A student may be excluded from the clinical area when his/her performance is deemed to be unsafe. Unsafe practice is any situation arising from a student's interaction with a client which places the client, student, health care facility and/or college at risk for harm. Unsafe practices may include but are not limited to lack of preparation, breach of confidentiality, physical or mental illness, leaving a client unattended or leaving the unit without permission. Student conduct will be reviewed, on an individual basis, in relation to the professional guidelines set out by the NYIT Department of Nursing as well as the terms of the course outcomes/evaluation forms.

Unsafe and Unethical Nursing Practice

1. Certain behaviors are essential for safe and ethical nursing practice. Violations of such practice are defined below, so that each nursing student may be aware of the seriousness of his/her actions. Unsafe and/or unethical practice may result in a clinical failure and suspension from the program. Unsafe or unethical nursing practice may be evidenced by, but is not limited to, one or more of the following behaviors:
   a. Performing activities for which the student is not prepared or which are beyond the capabilities of the student.
   b. Performing activities which do not fall within the legal scope of professional nursing practice.
   c. Recording or reporting inaccurate data regarding client assessments, care plans, nursing interventions, and/or client evaluations.
   d. Failing to recognize and/or report and record own errors (incidents) performed
in relation to client care. See Medication Administration Policy
e. Having physical, mental, and/or cognitive limitations which endanger or impair the welfare and safety of the client and/or others.
f. Disclosing confidential or private information inappropriately. See "Confidentiality and Privacy" section.
g. Behaving in a disrespectful manner toward clients, faculty and/or other health team members. Arriving late to the clinical area. Does not follow reporting protocol when absent from the clinical rotation.
h. Attending clinical experiences while under the influence of alcohol or drugs, including prescriptive medication which may impair performance or excessive lack of sleep. The clinical faculty member must be notified immediately of any prescriptions taken before or during clinical.
i. The student must be alert and actively participate in the learning situation.

2. Illegal acts are defined as follows:
   a. **Negligence**: is a careless act of omission or act that results in injury to another. Every individual is responsible for conducting himself/herself in a reasonable and prudent manner at all times, and failure to do so constitutes negligence.
   b. **Malpractice**: is negligence of a professional nature. Unprofessional actions or professional misconduct that injure or harm another are considered malpractice.
   c. **Slander**: is defined as a spoken false statement about another person that harms his/her reputation or defames the character of another.
   d. **Libel**: is defined as a written, false statement about a person that may injure his/her reputation or the character of another.

3. The following measures may be taken by the clinical faculty member if a nursing student demonstrates unsafe, unethical or illegal nursing practice as defined above:
   a. Immediate dismissal from the clinical area.
   b. Timely evaluation by nursing faculty and referral to the Nursing Academic Review Committee as needed.
   c. Depending on the decision of the Academic Review Committee the result may require remediation with faculty or immediate dismissal from the Nursing Program.
DRESS CODE POLICY

THE FOLLOWING DRESS CODE HAS BEEN DEVELOPED BY THE FACULTY OF THE DEPARTMENT OF NURSING AT NEW YORK INSTITUTE OF TECHNOLOGY. IT MUST BE COMPLIED WITH BY ALL STUDENTS ENROLLED IN THE NURSING PROGRAM AND OR AS REQUIRED BY THE AFFILIATING AGENCY.

ALL STUDENTS:

1. The student will be well groomed at all times; presenting a professional image.
2. **NYIT Nursing Student identification name tag and the NYIT Identification Card must be worn on the student uniform at all times in clinical area.**
3. **Hair is to be worn off the collar.** No ribbons or large hair adornment articles are to be worn. **Males are to be clean shaven OR** have a neatly trimmed beard/and or mustache. "If the student may not cut his beard due to religious reasons, he will be required to tie the beard in a protective net to maintain infection control policies." Modification may be made at the discretion of the Chair.
4. Nails are to be short, clean, and if polished only a clear/pale color polish. **NO artificial nails or nail wraps.**
5. Only **ONE** pair of stud earrings may be worn and only on ear lobes. No rings with stones, bracelets, or chains can be worn. **NO facial/tongue piercing.**
6. Students **must not** have unconventional colors in their hair (e.g. no pink, blue, green, orange or other like colors permitted).
7. Students **MUST wear a second-hand watch,** have their own stethoscope, bandage scissor, black & red pens, and penlight.

NURSING LAB:

All students must wear their **NYIT Nursing Department** scrub uniforms made of specified fabric and clean white uniform shoes and white socks/stockings, when participating in scheduled clinical lab experiences.

All students are required to wear a solid colored nursing scrub top and matching scrub pants or scrub dress to the lab **for the required mandatory lab hour** and for open practice hours. The solid colored scrubs may NOT have any characters or designs on them. Please make sure the material is not see-through. You will be permitted to wear a solid white or matching long sleeved shirt underneath the scrub top. You may also wear your NYIT uniform lab jacket on top of your scrub top, should you be cold. The scrubs may be of any color of your choosing. Your NYIT nursing uniform may be worn to the lab during your mandatory lab or open hours. You are required to wear closed toe shoes, nursing shoes or sneakers. No open toe shoes, sandals, boots, or high heels are permitted. Lockers are provided to our nursing students where an extra scrub outfit and appropriate footwear may be kept. As always, all other aspects of our uniform requirement will remain in place (regarding no scarves, hats, sweatshirts, hair up and off the collar, no jewelry, etc.) **Hats may not be worn unless required for documented religious requirements.**
HOSPITAL MEDICAL-SURGICAL, MATERNAL/CHILD CLINICALS:

1. All students are to wear the NYIT Department of Nursing Student Uniforms (beginning with the first clinical in the Fall semester), made of the specified Fabric (purchased from the authorized uniform company). Clean white uniform shoes/ uniform sneakers. Pumps and clogs are NOT acceptable footwear.

2. Men are to wear plain white socks, free of design or color. Women may wear plain white stockings or plain white socks, free of design or color.

3. ¾ length white lab coat with the NYIT Insignia or a clean white T-shirt may be worn under the uniform for personal warmth and at the discretion of the faculty. Sweaters or colored shirts are not permitted.

COMMUNITY CLINICAL:

1. Navy blue or black slacks, no jeans or denim. Women may wear navy blue or black color skirt.

2. A white collared shirt is to be worn (NO sweaters or sleeveless tops).

3. A hip length white lab coat with the NYIT Insignia to be worn.

4. Shoes are to be flat, clean and navy or black. NO high heels, open-toe or wedge shoes.

5. The NYIT regulation uniform is to be worn in the community clinical when indicated (in hospital clinics).

MENTAL HEALTH CLINICAL:

1. Professional street clothes are worn to the mental health unit. All students are to wear dark color slacks (NO jeans or tight fitting slacks)

2. Shirts are to be button down, collared, and loose fitting. (NO sweaters, low cut tops or tight fitting garments)

3. Shoes must be flat, clean and dark color.

4. A loose button down sweater may be used on top of shirt for personal warmth.

5. Identification must be worn at all times.

NURSING LAB RESPONSIBILITIES:

The laboratory courses provide a venue in which to practice clinical skills. You are expected to practice with each other in a respectful and professional manner. Designated lab faculties are available for lab instruction and supervision. Students are required to meet weekly lab hours as outlined in each syllabus and meet the required lab skill set competencies. Students are to take care of the equipment, participate in the clean-up and be responsible for the equipment and materials in terms of safety, maintenance and care. Students may only use equipment that has been previously covered in the classroom lecture and lab. Students are responsible for reporting any equipment in need of repair to a faculty member. Only NYIT nursing students are allowed in the Nursing Lab. There is absolutely no eating or drinking permitted in the Nursing Lab. OSHA recommendations in effect at all times. The nursing labs are considered clinical areas.
Students are required to purchase equipment/supplies that are essential for their performance. Equipment must be maintained in working order.

**Estimated Program Costs, Equipment/Supplies:**

1. Black pen  
2. Small writing pad  
3. Penlight  
4. Wrist watch with second hand  
5. Stethoscope & Sphygmomanometer  
6. Nurse pack  
7. Identification card (ID) uniform holder  
8. Nursing Bag (Community Health Clinical Course)

The estimated cost of books, equipment, and supplies is $350 - $1000/ year. There are also costs associated with graduation, Tutorial and Support On-line Program (approximately $189 per semester, X 5 semesters; licensure fees, pinning ceremony, background check, On-line NYS Infection Control, Child Abuse Prevention, HIPAA and Patient Safety required courses) and student uniforms (approximate cost varies $150- $250.00)). Certified background $35.00(one time fee). Students are strongly advised to purchase a personal computer.

**Student Uniforms:**

Students will be required to order their uniforms towards the end of the NURS 102 course. Students will be notified in advance about the times and dates for uniform orders. All student uniforms are ordered through Dove Professional Apparel. For company information visit [www.doveapparel.com](http://www.doveapparel.com).

**Required uniform for all students:**

1. (2) Uniscrub Top- Sailor Blue  
2. (2) Unisex Pants- White  
3. (2) Patch- NYIT (for top and jacket)  
4. Straight Skirt- White (optional for women)  
5. White Uniform Lab Jacket  
6. Uniform White Shoes or Uniform leather sneakers  
7. Name Pin and NYIT Identification Card

*Please be advised that amounts quoted are subject to change.*

**Course/ Student Evaluations**

Students are given the opportunity to provide on-going feedback on courses and faculty. At the end of each semester, students will complete an on-line evaluation regarding their opinions on the course content, faculty’s teaching ability, and clinical site. Selected evaluations are made available on-line. Careful thought should go into these evaluations especially since the information may be useful in supporting decisions related to the nursing program.

Students also evaluate themselves mid-semester and at the end of each clinical course, and they also evaluate the clinical agency they were assigned to each semester. Senior students also complete an exit survey and alumni survey that is mailed out after graduation.
Faculty Evaluations
Faculty complete clinical evaluations, preceptor clinical evaluations, clinical lab hours and clinical skills accomplished by students.

Student Awards
Students are acknowledged and given awards based on academic performance and other criteria established by the Department of Nursing.

Department of Nursing Awards
In addition to college-wide awards, the Department of Nursing will sponsor student awards. Criteria for these awards will be based on qualities such as leadership, college involvement, academic performance and/or service. The nursing department confers the following awards to seniors:

- **Excelsior Award in Nursing**
  Conferred by the Nursing Faculty upon the graduating student with the highest overall Grade Point Average.

- **Nursing Leadership Award**
  Conferred by the Nursing department faculty upon the graduating student who has demonstrated service to the students and faculty of the program in Nursing and to the NYIT community to large.

- **Madeline M. Leininger Award in Nursing**
  Conferred by the faculty of the Nursing department faculty upon the graduating student who best exemplifies the application of transcultural nursing principles to the challenge of nursing practice in a global society.

- **Nursing Chairs Award**
  Conferred by the Chair of the Department of Nursing upon the graduating student who has demonstrated significant perseverance in the pursuit of success in Nursing.

- **Florence Nightingale Award in Nursing**
  Conferred by the faculty of the Nursing Department upon the graduating student who best embodies the spirit of Nursing.

- **NACLI Award-Nurses Association of the Counties of Long Island**
  Conferred by the faculty of the Nursing Department upon one graduating student who has shown the most outstanding leadership qualities.
**Academic Recognition:**

**Dean’s List**
Full-time students who attain a semester grade point average of 3.5 or higher and complete 12 or more credits (without any incomplete grades) will be placed on the Dean’s List. Part-time students who attain a semester grade point average of 3.6 or higher and complete six or more credits (without any incomplete grades) will be placed on the Dean’s List.

**Presidential Honor List**
Students who are full-time, who attain a grade point average of 3.7 or higher, and complete 12 or more credits (without any incomplete grades) will be placed on the Presidential Honor List.

**Honor Societies**
- **Golden Key International Honour Society:** Founded in 1977, Golden Key recognizes college students solely on the basis of their academic achievements and encourages community service and scholarship. NYIT welcomed its first students into Golden Key in 2004, and its active chapter participates in organizing blood drives, toy drives, and other charitable activities. For more information, e-mail NYIT's Golden Key faculty advisor at LJirouse@nyit.edu.

- **Alpha Eta (School of Health Professions):** With the motto "Together We Serve" the Alpha Eta honor society promotes and recognizes significant scholarship, leadership, and contributions to the allied health professions.

- **Phi Eta Sigma:** The oldest and largest freshman honor society, Phi Eta Sigma was founded in 1923 and has over 365 chapters and 975,000 members. NYIT inducted its first students into Phi Eta Sigma in 2004. To qualify for membership, you must receive a 3.5 or higher GPA during the fall or spring semester of your first year. Members qualify for national and regional scholarships. For more information, email NYIT's Phi Eta Sigma chapter advisor at mschuere@nyit.edu.

*Notification of these awards is sent to students, and the appropriate honor is recorded on their transcript.*

**Transportation**
Students may be required to attend designated specific seminars, classes or events at either campus location (OW or MA) and are responsible for providing their own transportation to NYIT, and to their clinical experiences or field trips.

**Communication Strategies**

**Nursing Department Communication**
All students are required to regularly check Nursing Commons, and Course Specific Blackboard web sites, and NYIT e-mails. Students are responsible for all communications on Nursing Bb sites, bulletin boards, NYIT e-mails and the Nursing WEB. All e-mail communication is by official NYIT e-mail address-No personal E-mails.
Computer Requirements
All students attending NYIT are required to own or have access to a computer system with connectivity to the Internet and a current version of Microsoft Office installed. Students are expected to activate and use their NYIT student email account. Students are expected to access and check the Blackboard accounts that correspond to the courses they are taking. Additional students are required to check the nursing commons Black Board course section (all general announcements regarding the nursing major are posted, and the nursing website). Professors will communicate with students, post messages, assignments and course documents on the course Blackboard and/or via NYIT student e-mail account. Failure to this will result in student failure to complete course requirements.

Department of Nursing Committees
Students’ opinions and input are valued by the Department of Nursing. Therefore, students may be selected/ elected to serve on nursing committees deemed appropriate by the Department of Nursing.

IV. PROFESSIONAL DEVELOPMENT

Professional associations set standards for the professional and work for the practitioner in a number of ways: attendance at professional meetings, advocacy, lobby activities, continuing education, information, consultation, publications, product discounts, grants, loans, and scholarships and the opportunity for professional growth and recognition.

Students in a professional program are encouraged to join, at student rates, the organizations that represent and support the profession. Membership allows the student to vote on matters of importance to the profession and to become acquainted with other student members from other schools as well as practicing nurses. This encourages networking experiences and enhances the student’s professional development. There are over 200 professional nursing organizations. Some of the organizations are listed below.

- American Nurses Association - www.nursingworld.org
- Commission on Collegiate Nursing Education (CCNE)- http://apps.aacn.nche.edu/ccne/reports/accprog.asp
- American Association of College of Nursing - www.aacn.nche.edu
- American Assembly of Men in Nursing - http://aamn.org
- National League of Nursing - www.nln.org
- National Black Nurses Association - www.nbna.org
- National Hispanic Nurses Association - www.hispanicnurses.org
Student Nursing Club/ National Student Nurses Association

National Student Nurses Association’s mission is to mentor students preparing for initial licensure as registered nurses, and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession.

This organization is made up of nursing students at the pre-professional and professional levels. At present, there is a monthly meeting during the school calendar year. Its goals include, but not limited to, increasing student interaction, (especially between upper and lower classes), fundraising for the organization, and for outside causes, increasing nursing knowledge and experiences, and increasing public relations within the school and in the community. Elections are held annually for officers in the student nurse organization.

Student Nurses Association (SNA) Officers are posted on The Nursing Commons Blackboard site and on the Nursing WEB site.

Faculty Advisor
Dr. B. Suzy Diggle-Fox
bdigglef@nyit.edu.
516.686.3861

Old Westbury
500 Building, Rm. 506
516.686.3739
STUDENT CODE OF CONDUCT

We, the faculty at New York Institute of Technology Department of Nursing, ask that students demonstrate an honest desire to learn and the willingness to contribute to the overall wellbeing of our academic community. As such, students are consistently and respectfully expected to:

i. Work to develop and strengthen nursing knowledge, skills, and understanding in academic, clinical instruction, and research-based areas.

ii. Behave with politeness in all dealings with clients and their families, faculty, staff, students, and visitors.

iii. Treat clients and their families, faculty, staff, students, and visitors with respect regardless of differences in ability, age, cultural background, ethnicity, gender, race, or sexual orientation.

iv. Abide by appropriate email etiquette in that all messages to faculty, staff, and students be sent solely from a school-assigned address, and contain correct spelling and punctuation.

v. Treat school property with care.

vi. Meet with the appointed Faculty Advisor at least twice a year, especially prior to semester registration.

vii. Seek help from faculty as needed.

viii. Inform faculty, and when appropriate, the clinical agency as soon as possible of unavoidable absence, illness, or lateness.

ix. Make sure that employment does not take precedence over nursing coursework.

x. Make up coursework missed due to absence, illness, or lateness and discuss with faculty how to make up the coursework.

xi. Meet deadlines for all required work associated with courses, including but not limited to assignments, papers, projects, clinical instruction and laboratory-based components.

xii. Have a complete set of course materials, including all daily lectures and required textbooks.

xiii. Abide by the department of nursing’s dress code, have all required equipment (identification photo and name tags, pad, pen, penlight, stethoscope, watch with a second hand), and be groomed when in the clinical instruction setting. (including scheduled lab sessions).

xiv. Contribute fully in all classes by spending time on coursework in the form of learning objectives and tasks, reading and writing assignments prior to class, engaging in personal research, actively participating, and fulfilling course requirements.

xv. Be punctual and attend all classes, labs, and clinical instruction sessions.

xvi. Not participate in side-bar conversations, internet surfing, personal e-mails, etc while in the classroom

xvii. Refrain from eating or drinking in class without permission.

xviii. Stay awake in class and lab sessions.

xix. Ensure that all electronic devices and mobile phones are kept switched off and stored away while attending all School of Nursing activities and classes, labs, programs and clinical
CODE OF ETHICS

American Nurses Association Code of Ethics for Nurses

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

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

3. The nurse promotes, advocates for and strives to protect the health, safety and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.

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

6. The nurse participated in establishing, maintaining and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

7. The nurse participated in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice and for shaping social policy.

The Code of Ethics for Nurses serves the following purposes:

- It is a succinct statement of the ethical obligations and duties of every individual who enters the nursing profession.
- It is the profession’s nonnegotiable ethical standard.
- It is an expression of nursing’s own understanding of its commitment to society.

THE NIGHTINGALE PLEDGE

I solemnly pledge myself before God and in the presence of this assembly, to pass my life in purity and to practice my profession faithfully. I will abstain from whatever is deleterious and mischievous, and will not take or knowingly administer any harmful drug. I will do all in my power to maintain and elevate the standard of my profession, and will hold in confidence all personal matters committed to my keeping and all family affairs coming to my knowledge in the practice of my calling. With loyalty will I endeavor to aid the physician in his work, and devote myself to the welfare of those committed to my care.

Nursing Standards of Practice

Students are expected to behavior in a professional manner consistent with current American Nurses Association (ANA) Standards of Practice. To this end, the student is responsible for using the nursing process as the foundation for the delivery of quality, safe and competent nursing care. Additionally, students are expected to incorporate concepts of Transcultural Nursing into their practice and interaction with clients, faculty, staff and fellow students.

Students violate standards of practice when they:

1. Do not use Standard Precautions, Occupational Safety and Health Act (OSHA) standards and infection control concepts.
2. Do not adhere to the Patient’s Bill of Rights.
3. Do not comply with proper body mechanics and safety factors, such as, leaving the side rail down on elderly and pediatric clients.
4. Publicly discuss confidential client information in elevators or with individuals not involved in the client’s care.
5. Yell at or fight with a client, staff, faculty or peer.
6. Administer medication or perform a procedure not supervised by a faculty member or without the approval of a faculty member.
7. Are consistently late or absent from clinical.
9. Do not immediately notify faculty or staff of critical changes in a client’s condition.
10. Attempt to perform procedures that are not within the scope of nursing practice.
11. Do not adhere to the policies of the Department of Nursing or policies and standards of the clinical agency.
12. Do not accept constructive feedback or fail to incorporate the feedback into appropriate behavior modification.

Failure of students to adhere to these standards may result in disciplinary action which can include verbal or written warning, clinical/course failure or dismissal from the nursing program.
Commitment to Learning
Nursing and health care in general are constantly evolving, thereby, requiring the student to engage in life-long learning. This extends beyond the required readings that the student is responsible for in all courses. It is expected that students will continue to build upon their knowledge base by incorporating previous and new information into their current courses and clinical practice.

Interpersonal Skills
Students are expected to use appropriate communication skills when they address clients, faculty, staff and peers. When students do not use appropriate interpersonal or communication skills, this can affect the nurse-client interaction and create a negative experience for both the client and student. Therefore, student must always introduce themselves to the client, greet the client in a warm and caring manner, and always address the client with respect. Additionally, students must use honesty in their interactions and be tactful in dealing with difficult or potentially volatile situations. If a student encounters a difficult experience with a client, staff or peer, he/she must report this matter immediately to the faculty member.

Critical Thinking
Bandman (1995, p. 7) defines critical thinking as “the rational examination of ideas, inferences, assumptions, principles, arguments, conclusions, issues, statements, beliefs and actions.” Critical thinking takes into account the use of the nursing process in analyzing and problem-solving issues and situations in nursing practice and prioritizing. Students are presented with situations to foster the use of critical thinking, thereby, enhancing their ability to improve their performance and decision-making skills.

APPENDIX A

NEW YORK INSTITUTE OF TECHNOLOGY
SCHOOL OF HEALTH PROFESSIONS
DEPARTMENT OF NURSING

MOTTO: **UNITY**

**U**
Unwavering strength, commitment and perseverance to work together as a team.

**N**
Never letting failure consume or control us in our effort to succeed.

**I**
Individually and collectively striving for excellence

**T**
Thinking positive thoughts to achieve positive outcome

**Y**
You are wonderfully and beautifully made, capable of achieving great things by uniting and supporting each other.
APPENDIX B

NEW YORK INSTITUTE OF TECHNOLOGY
SCHOOL OF HEALTH PROFESSIONS
DEPARTMENT OF NURSING

NURSING STUDENT HANDBOOK

CONTRACTUAL AGREEMENT*

I hereby certify that I have received the Nursing Student Handbook, will read and be responsible for all information contained in the book. My continued enrollment in the Nursing Program signifies my willingness to abide by the rules and regulations contained within. I understand that I must comply with all policies as presented in the Nursing Student Handbook, campus-wide Student Handbook and Student Code of Conduct.

I further understand that failure to comply will result in disciplinary action.

__________________________________________
Student Signature     Print Student Name     Date

*This signed statement will be kept in your student file.
NAME: ___________________________________________________  YR: _____ JR: _____ SR: _____
ADM#: ___________________________________________________  DATE: ____________________
ADDRESS: ________________________________________________ APT.: _______ ZIP: _________
TELEPHONE: _____________________________ SS#:_____________________ DOB: ____________

IMMUNIZATION RECORD

<table>
<thead>
<tr>
<th>VACCINATIONS</th>
<th>DATES</th>
<th>TITER DATE</th>
<th>RESULTS</th>
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<td>MEASLES #1</td>
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<td>HEPATITIS B #3</td>
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<tr>
<td>Meningitis</td>
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</table>

recommended

PPD TYPE: _______       DATE PLACED: _______       DATE: _______
READ: _______          NEGATIVE: _______          POSITIVE: _______  MM: _______
CHEST X-RAY DATE: _______ RESULTS: _______
COMMENTS:

____________________________________________________________________________________________
MEDICAL HISTORY
PAST SURGICAL HISTORY: ________________________________  NONE: _________
MEDICATIONS: ________________________________  NONE: _________
ALLERGIES: ____________________________________________________________

PHYSICAL EXAMINATION
General ______ Normal  Comments: __________________________________________
HEENT ______ Normal

Neck ______ Normal
Lungs ______ Normal

Abdomen ______ Normal
Extremities ______ Normal

Vital Signs:
Pulse: _______  Respiration: _______  BP: _______  Temperature: _______
Height: _______  Weight: _______

Comments:

Physical Exam Performed By: _______________  Title: _______  License#: _______  Date: _______
Print Name: ______________________________________________________________

I have reviewed the above findings and examination of the patient and find no medical limitations to clinical/lab rotations.

Signature: ______________________________________________________________

Original Document  September 2005
APPENDIX D

NEW YORK INSTITUTE OF TECHNOLOGY
SCHOOL OF HEALTH PROFESSIONS
DEPARTMENT OF NURSING

PRE-CLINICAL CHECKLIST (Juniors/Seniors)

ALL INFORMATION BELOW MUST BE COMPLETED BEFORE STUDENT ENTERS THE PROFESSIONAL PHASE OF THE NURSING PROGRAM.

Name: _______________________________________________  Date: _______________________

REQUIREMENTS:

<table>
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<th>ITEM</th>
<th>COMPLETE</th>
<th>DATE</th>
<th>INITIALS</th>
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</thead>
<tbody>
<tr>
<td>Health Evaluation Form, Annual Physical and required lab data</td>
<td>________</td>
<td>______</td>
<td>________</td>
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<tr>
<td>Student Malpractice (Liability) Insurance</td>
<td>________</td>
<td>______</td>
<td>________</td>
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<tr>
<td>Infection Control &amp; Universal Precaution Class &amp; certificate</td>
<td>________</td>
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<tr>
<td>B.C.L.S (Basic Cardiac Life Support)</td>
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<tr>
<td>HIPAA/Patient Confidentiality Class &amp; certificate</td>
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<tr>
<td>Patient Safety Class</td>
<td>________</td>
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<tr>
<td>Child Abuse Prevention Class &amp; Certificate</td>
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<tr>
<td>Certified Background Check when applicable</td>
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<tr>
<td>Other:</td>
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YEARLY

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<td>Annual Physical Exam and required lab data</td>
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</tr>
<tr>
<td>Annual Chest X-Ray (Required from students with a positive PPD result)</td>
<td>________</td>
<td>______</td>
<td>________</td>
</tr>
</tbody>
</table>

Checked by: ________________________________________  Date: _______________________

Checked by: ________________________________________  Date: _______________________

1. This form and the Health Evaluation form should be given to the nursing student the first week of Introduction to Nursing.

2. All items listed above must be submitted by the first week of August prior to the first clinical rotation in the fall and where applicable by Jan 1st preceding Spring clinical rotation.

3. Students who do not complete the information as required will not advance to the professional phase and will not advance from the junior to senior year.

4. These forms will remain in the student’s folder.
CLINICAL DEFICIENCY NOTIFICATION FORM

Nursing Course: __________________________
Semester: ___________ Date: ___________

Student Name: ___________________________ Instructor Name: _____________________

This form is used to notify student of any clinical deficiencies that place the student in jeopardy of failing a clinical experience and provides corrective actions to facilitate the student’s ability to demonstrate improvement, thus, averting the possibility of failure.

Reason(s) for Notification (Include examples of clinical deficiencies):

Goals for Improvement:

Date for Re-evaluation:_____________________

*Student Signature: _______________________ Faculty Signature: _______________________

*Student’s signature indicates that the student has read this form and does not mean that the student agrees with the above.

Student’s Comments:

Follow-up Comments:

cc: Chairperson
Student
Student’s file
APPENDIX G

NYS Nurse Practice Act

LEGAL DEFINITION OF NURSING PRACTICE
NEW YORK STATE
Effective March 15, 1972

Section 6901:
Definitions as used in section 6902:

12. “Diagnosing” in the context of nursing practice means identification of and discrimination between physical and psychosocial signs and symptoms essential to effective execution and management of the nursing regimen. Such diagnostic privilege is distinct from a medical diagnosis.


14. “Human responses” means those signs, symptoms and processes which denote the individual’s interaction with an actual or potential health problem.

Section 6902:
Definitions of practice of nursing:

1. The practice of the profession of nursing as a registered professional nurse is defined as diagnosing and treating human responses to actual or potential health problems through such services as case-finding, health teaching, health counseling, and provisions of care supportive to or restorative to life and well-being, and executing medical regimens prescribed by a licensed or otherwise legally authorized physician or dentist. A Nursing regimen shall be consistent with and shall not vary any existing medical regimen.

2. The practice of nursing as a licensed practical nurse is defined as performing tasks and responsibilities within the framework of case-finding, health teaching, health counseling, and provision of supportive care under the direction of a registered professional nurse or licensed or otherwise legally authorized physician or dentist.

Section 6906:
1. Nothing in this article shall be construed to confer authority to practice medicine or dentistry.
APPENDIX H

NEW YORK INSTITUTE OF TECHNOLOGY
SCHOOL OF THE HEALTH PROFESSIONS
DEPARTMENT OF NURSING

Technical Standards for Admission and Matriculation in the Nursing Program

Technical standards are nonacademic admission requirements, related to the essential nature of the program, which must be met by all students admitted to the program. The standards include personal and professional traits. Some of these requirements include skills and experiences, physical, sensory, medical and emotional competencies and safety issues. The criteria may be objective or subjective, but are the same for all applicants. The standards must:

- be nonacademic
- be requisite for admission
- be related to essential function of the program
- apply to all students
- not be established to discriminate for or against a person with disability
- ensure that the student can benefit from the program.

The major focus is that the student must be able to succeed at the course of study.

A nurse must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of therapeutic interventions. In order to perform the activities required of a professional, the student must be able to learn, integrate and synthesize data quickly, accurately and consistently.

The multiple skills and abilities required include observation, communication, motor, conceptual, integrative, qualitative, behavioral and social. Reasonable accommodation can be made for persons with disabilities in some of the areas, but the student must be able to perform independently, without jeopardizing patient safety.

A student entering the nursing program will be able to demonstrate the following technical competencies in order to be able to learn through action, experience and communication, as guided by the philosophy of cultural humanism which underlies our program design:

- Documentation by letters of reference of personal character and desire to undertake a rigorous academic program; a personal statement describing the student's interest in nursing as a career; participation in the admission process, requiring a day on the college campus.

- The commitment to work in an intense setting which challenges the individual to meet the needs of people of diverse cultures and age groups who are ill, severely injured, limited by cognitive, emotional and functional deficits, and whose behavior may create at times an aversive reaction. The ability to interact with these individuals without being judgmental or prejudiced is critical in establishing a therapeutic relationship.

- The ability to communicate verbally and in writing, using appropriate grammar and vocabulary, in order to build relationships with faculty, advisors, fellow students, coworkers and clients and their significant others. Proficiency in communication includes transactions with individuals and groups in
learner, collegial, consultative, leadership and tasks roles.

- Students must be able to elicit information, gather information, describe findings and understand non-verbal behavior.

- The ability to meet the challenges of a medical environment which requires a readiness for immediate and appropriate response without interference of personal or medical problems. This requires training in infection control and emergency training in cardiac life support.

- The ability to travel independently to and from classes and clinical assignments on time, and possess the organizational skills and stamina for performing required tasks and assignments within allotted time frames.

- Commitment to adherence of policies of the college, of the nursing program and of the clinical sites. These rules include matters relating to professional dress and behavior.

- Professional competence and moral character that meets state licensure guidelines.

- Emotional health for full utilization of intellect, the exercise of good judgment, prompt completion of responsibilities and the development of mature, sensitive and effective relationships with others. Working with persons in need often requires taxing workloads and adaptation to changing and challenging environments requiring flexibility and a spirit of cooperation.

- Critical thinking skills in order to be able to problem solve creatively, to master abstract ideas and to synthesize information in order to handle the challenges of the academic, laboratory and clinical settings.

- Physical coordination to be able to handle moving clients and to direct clients in varied practice settings. Visual acuity and independent mobility, fine and gross movement, equilibrium and the use of touch are essential to assure safety of clients, significant others and staff.

- Commitment to the code of ethics of the profession and behavior which reflects a sense of right and wrong in the helping environment.

I have reviewed the Technical Standards for the Nursing Program at the New York Institute of Technology, and had an opportunity to discuss them with a faculty member.

My signature below indicates that, to the best of my knowledge, I am presently able to meet the technical standards of the program. I also understand that should there be a change in my status with regard to meeting these standards, I am obligated to share this with the Chair of the Department of Nursing, so that appropriate action can be taken with regard to my continuing to pursue my interest in the nursing program.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
<th>Print Student Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Signature</td>
<td>Date</td>
<td></td>
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</tbody>
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APPENDIX I
NEW YORK INSTITUTE OF TECHNOLOGY
SCHOOLS OF THE HEALTH PROFESSIONS
DEPARTMENT OF NURSING
Student Anecdotal Form

Name: ______________________________________  Student ID #: __________________________
Date: _______________________________________  Semester: _____________________________

Please provide a narrative summary of the student’s academic progress. This form may be used for
Didactic as well as Clinical Experiences. If the student is at risk for academic failure in the
course(clinical rotation, please include a pro-active student plan for meeting the goals of the
course/rotation. Student must receive a weekly anecdotal documenting their progress in the clinical
rotation. A student signature means that they have read the anecdotal. Students should comment
on both positive and negative feedback.

Date    Exam    Grade    Average

TBA    Final

− I met with this student to discuss the above examination grades.
− Additionally we reviewed the test Scantron and exam.
− We discussed test taking strategies and identified areas of difficulties and strategies for
  improvement.
− A minimum exam average of 77% is passing.

The following recommendations for success include:

1. Consult syllabus for weekly assignments and readings.
2. Self-read assignments before class.
3. Self-note taking of assigned readings prior to class.
4. Utilize unit objectives as a study guide and blueprint for exams.
5. Meet with study group for lesson review and question/answer sessions.
6. Attend all lecture classes and review all lecture notes.
7. Other:

Your success is directly related to the amount and quality of time devoted to the above mentioned
recommendations. I am confident you will strive for success and am available for additional
consultation.

Faculty signature: ____________________________________________________________

Student signature: ____________________________________________________________
APPENDIX J

NEW YORK INSTITUTE OF TECHNOLOGY
SCHOOL OF HEALTH PROFESSIONS
DEPARTMENT OF NURSING

STUDENT ADVISEMENT FORM

Name: _______________________________  SS#: ____________________________

Faculty Advisor: __________________________

Date: _______________________________  Semester: ________________________

Please provide a narrative summary of the student’s academic progress: where appropriate include some or all the following information: student’s perceptions of their strengths/weaknesses in the program, what are issues in the student’s performance that are of concern to faculty, what are some areas/ideas for improvement in the student’s efforts. Please include date of next follow-up meeting.

Faculty Signature: ______________________  Student Signature: ______________________
External Student Support Referral Form

Student Name: ______________________________________ Date: ___________________________

Referring Professor: (print) ____________________________ (Signature) ______________________

You have been referred to

_____ Learning Center       _____ Math Center       _____ Writing Center

_____ Advising Center       _____ Counseling and Wellness

_____ Student Solutions Center (financial aid, registration)

_____ Other_____________________

Specifically for: ________________________________________________________________

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Support Center: Please complete this section, fax to Department of Nursing (516-686-3781), and return form to student.

The above named student has attended ____________________________ and worked on the following (if confidential, please indicate):

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_______ The student has completed needed support session(s).

_______ The student has been advised to return to __________________ for continued support.

Support Center Staff/ Faculty: ____________________________ Date: ______________

Phone #: __________________________________________

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This section to be completed by the student. Please return completed form to referring professor.

The referral to ____________________________ has assisted me: _____ YES _____ NO

Please describe your experience:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________
APPENDIX I

NEW YORK INSTITUTE OF TECHNOLOGY
SCHOOL OF HEALTH PROFESSIONS
DEPARTMENT OF NURSING

Student Medication Administration Contract*

- I have received a medication administration review at post conference on ______________.
- I fully understand the accountability of administering any and all medications.
- I fully understand the medication administration system of the 7 rights and realize the seriousness of a medication error.
- While I am a student, I am to only administer medication under the guidance of the instructor. If a medication administration request is made by the patient or nurse, I understand that I have to consult with my professor and I cannot administer the medication without doing so.
- If any medication administration step is eliminated which jeopardizes patient safety, the consequences are disciplinary which can include clinical deficiency notice, failure for the day, failure of the course or dismissal from the Nursing Program.

NAME PRINTED: _____________________________________________________________

SIGNATURE: ____________________________________ DATE: _____________________

*This signed contract will become part of the student’s file.
APPENDIX M

NEW YORK INSTITUTE OF TECHNOLOGY
SCHOOL OF HEALTH PROFESSIONS
DEPARTMENT OF NURSING

Admission Date: _____________________

Academic Integrity Pledge

- I have read the NYIT Academic Integrity Policy:

- I have read the NYIT Grade Appeals Policy:

- I understand that all work in this course must be done by me.

- I understand that when I use language or ideas not my own, whether quoting or
  paraphrasing, I must attribute them to the source in some standard form.

- I understand that the academic integrity requirements apply to all course work that is
  involved in didactic, lab, clinical courses, **including but not limited to**: drafts,
  comments, discussions, papers, care plans, Electronic Medical Records, clinical journals,
  process recordings and student reflections and all other work produced for this course.

- I understand that the instructor and the school may utilize commercial plagiarism
  detection software as part of the course.

- I understand that plagiarism or other violations of academic integrity will result in
  consequences that may include failing marks for assignments, dismissal from the course,
  and other consequences in accordance with appropriate College procedures.

__________________________________________________________________________
Student Signature   Print Student Name    Date
APPENDIX N

CLINICAL LAB REFERRAL
DEPARTMENT OF NURSING

Student Name: ____________________________ Referring Professor: ____________________________ Date: ____________________________

INSTRUCTIONS

You have been referred to the Nursing Arts Lab to further advance your clinical skills, specifically:

__________________________________________________________________________________________

Please make an appointment with any of the following lab instructors via e-mail and cc Professor P. Treister at ptreiste@nyit.edu on your request.

Lab Instructors: Professor K. Eisenstein keisenst@nyit.edu  Professor J. Lincks jlincks@nyit.edu  Professor B. Wighton bwighton@nyit.edu  Professor N. Wolinski nwolin01@nyit.edu

The appointment must take place by ____________________________. Appointments must take place outside of scheduled Junior or Senior practice hours. This form will be returned to the referring Professor with a cc to Professor L. Sparacino by the lab faculty within 24 hours of the scheduled appointment.

Thank you.

__________________________
Referring Professor Signature

CLINICAL SKILLS PERFORMANCE

Student Name: ____________________________
Lab Instructor: Professor K. Eisenstein  Professor J. Lincks  Professor B. Wighton  Professor N. Wolinski
Lab Instructor Signature: ____________________________

Attended Lab: ____________________________ Date: ____________________________ Follow-up Appointment Date: ____________________________ Time: ____________________________

The above named student has attended the Nursing Arts Lab and has worked on the following skills:

☐ The student has performed these skills with a satisfactory return demonstration.
☐ The student has practiced these skills, but has been advised to return to the Nursing Arts Lab for further practice. A follow up appointment has been scheduled (see Follow-up Appointment Date).
I, ______________________________________, understand and accept the following conditions for participation in a simulated clinical/lab experience.

Confidentiality:
- NYIT Department of Nursing (DON) cases and assessment materials are the confidential property of NYIT DON.
- Removal of any materials including training, case and checklist materials, and disclosure or discussion of these materials with anyone outside the DON is strictly forbidden.

Permission to Videotape:
- NYIT DON has my permission to videotape my simulated clinical/lab experiences and to use my videotapes for educational, research and promotional purposes. I understand that I will not be identified by name on such videotapes, which will become the property of NYIT DON.
- In addition, I understand that my video (anonymously) will be on the Internet, accessible for designated faculty members to review.

Name: ________________________________
Signature: ____________________________
Witness: ______________________________
Date: _________________________________