

MARIA COLLEGE OF ALBANY



PNC PROGRAM (Practical Nurse Certificate Program)

Student Manual

2020

MARIA COLLEGE OF ALBANY

Nursing Program Welcome Letter

Dear Student:

Welcome to the Maria College Practical Nurse Certificate Program. Nursing is an exciting career and a profession that is committed to service to others. It is a profession that requires its members to commit to lifelong learning to assure safe and quality care. The nursing faculty and I will challenge you to think differently and more critically than you have in the past. Our role as faculty in the nursing program is to teach you how to think critically, like a nurse.

This manual was prepared to provide you with valuable information to facilitate your achievement of academic and professional excellence as a student nurse. The manual contains those policies and procedures that are applicable to the Practical Nurse Certificate Program at Maria College. General College policies are found in your *Maria College Student Handbook* and the online *Maria College Catalog*. As a student, you are accountable for both the Maria College and Nursing Program policies and procedures.

**Please keep this manual
your nursing education.
College Catalog and
information contained in**

***Changes will be communicated by email or through a Blackboard
announcement as they occur.***

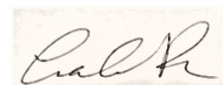
Victoria A. Callagan EdD RN

**to use as a reference throughout
It is a supplement to the Maria
College Student Handbook. All
this manual is subject to change.**



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Student Handbook Disclaimer

Notwithstanding anything contained in this *Maria College Associate Degree Program Student Manual*, Maria College expressly reserves the right, wherever it deems advisable, (1) to change or modify its schedule of tuition and fees, (2) to withdraw, cancel, reschedule or modify any course, program of study, degree or any requirement in connection with the foregoing, and (3) to change or modify any policy. Please be advised that, due to printing deadlines, information in this *Student Manual* may be outdated. It is the responsibility of each student to ascertain current information that pertains to the individual's program,

particularly with regard to satisfaction of degree requirements, by consultation with the student's advisor, the Program Director, the office of the Academic Dean and other appropriate offices such as the Registrar or Financial Aid. In preparing this Manual, efforts are made to provide pertinent and accurate information; however, Maria College assumes no responsibility for Manual errors or omissions.

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Introduction to Nursing

As a nursing student, it is important to be aware that there are different levels of preparation that you may choose in order to achieve your goal to become a nurse. The differences in types of nurses involve both professional responsibilities and education. Professional responsibilities vary with the level and depth of education, and are determined to some extent by the area and facility in which you are employed. Educational programs and the approximate times for completion based on full time study include:

1. Licensed Practical or Vocational Nurse (LPN, LVN): 9 -15 months
2. Associate Degree Nurse (RN): 2 years
3. Baccalaureate Degree Nurse (RN, BS): 4 years
4. Master of Science of Nursing (MS, MS): 2 years
5. Doctorate in Nursing (PhD or DNS): 2 or more years after MSN
6. Doctorate of Nursing Practice (DNP): 2 or more years after MSN

Each of the above programs is a separate course of study. However, some schools have a ladder-type program that allows students to receive some credit for education at another level, should they wish to pursue a higher degree.

There are three nursing programs at Maria College:

1. Practical Nurse Certificate Program – a 16 month weekend program that prepares the student to take the NCLEX – PN licensure examination upon completion of the program
2. Associate in Applied Science in Nursing – with full time study this is a two-year program (full time study) that prepares the student to take the NCLEX-RN licensure examination at completion of the program. Maria offers a part-time option that takes more than two years to complete.
3. RN to BS Degree in Nursing Completion Program - with full time study this is a two-year program designed for the licensed RN to obtain a baccalaureate in nursing. This program may also be completed through part-time enrollment.

It is important to remember that completion of a formal program that allows for licensure does not end one's education but marks the beginning of one's professional learning. All nurses, at whatever level, have an obligation and responsibility to take advantage of academic and non-academic educational opportunities. Nursing is an ever-growing and ever-changing profession that requires its members to commit to life-long learning to assure that the clients receive safe and quality care.

Maria College Program of Nursing- Mission of Maria College

Maria is a Catholic college sponsored by the Sisters of Mercy and animated by the Mercy charism. It provides career-relevant, opportunity education in the context of the Catholic Intellectual Tradition to all who can benefit from it. Maria is committed to outstanding and holistic student support services, financial sustainability and the purposive use of evidence to drive institutional renewal and student success. Maria seeks to foster graduates who recognize and respect the dignity of every human person and who will transform their knowledge and skill into caring and compassionate service to others.

The Mission of the Maria College Nursing Department

The Mission of the Maria College Nursing Department is to promote lifelong learning through education reflective of the Mercy charism. Nursing students take part in rigorous academic programs offered in a supportive environment. The nursing department seeks to foster graduates who recognize and respect the dignity of every human person and who will transform their knowledge and skill into caring and compassionate service to others.

The Philosophy of the Maria College Practical Nurse Certificate Program

The philosophy of the faculty of the Maria College Nursing Program is based upon the theories of Florence Nightingale and Jean Watson. From these two theories the faculty identified human needs, environment, the nursing process, caring, critical thinking and the roles of the nurse as the foundation for the conceptual framework for the nursing program curriculum.

Nursing as a discipline is concerned with human beings who live as individuals, families, groups, communities and organizations in diverse multicultural societies. These human beings are individuals who are holistic, thinking, feeling, and organized, possessing integrity, free will, and a potential for learning, and a spiritual dimension. These individuals have human needs that impact their health and illness. Such needs can be biological, psychological, social, and spiritual in nature. Nursing is a systematic, caring profession which provides results in meeting these human needs.

The PNC faculty believes that the environment includes all the conditions, internal and external, surrounding and affecting the individual. Environment can be manipulated to place a client in the best possible condition for health promotion, healing and/or a dignified death. The PNC faculty also believes that the nurse must recognize the influence in which the internal and external environments have on the health and illness of individuals. These learning experiences are arranged in sequence by/from the nursing process, considering various learning styles and the needs of a diverse, multicultural student body, along with a multiethnic community, thereby influencing the clients' environment to promote optimum healing, prevention of illness and creation of a healthy/healing environment.

Nursing is an art and science, constantly dynamic and evolving, which utilizes the nursing process as the scientific approach to nursing care. The Practical Nurse gathers data about the client situation, contributes to the development of a plan of care, implements the plan within the LPN Scope of Practice, and in consultation with an RN, and reviews the plan for necessary modifications to optimize the client outcomes. This is done as often as necessary, in collaboration with the RN and the health care team, until the client achieves the optimum level of health, or a dignified death. The Practical Nurse uses critical thinking, clinical competence, accountability, and caring in the nursing process.

The PNC faculty have organized the nursing curriculum based on human needs. The human needs form the vertical strands of the nursing curriculum and are organized as the biological needs and the psycho-social-spiritual needs, these concepts provide the organization and framework for the content taught in progression throughout the curriculum. The horizontal strands are process oriented, focus on the use of the content, and are in place throughout the curriculum. The application of content is achieved through the horizontal strands of the curriculum. (Appendix C)

The PNC faculty believes the practice of nursing is based on a holistic framework and is committed to the value of caring. The practice of caring is central to nursing. The practice of nursing is lived in caring relationships between individuals, families and communities. These relationships support and enhance health, healing and quality of life. The nurse demonstrates caring behaviors toward the client, significant support person(s), peers, and others in the health care team.

The PNC faculty believes that critical thinking is the foundation for appropriate clinical decision making. Components of critical thinking include clinical judgments, ethical, diagnostic and therapeutic dimensions. Nurses are responsible and accountable for ethical practice to their

clients, the public, their colleagues, and themselves. Nurses have a professional responsibility to continually seek to improve their clinical judgment and practice through critical self-reflection, life-long learning, scholarship, and research. Critical thinking is essential for the nurse to function in the role of a Licensed Practical Nurse.

The practice of the student nurse is characterized by critical thinking, the nursing process, and a commitment to the value of caring. The student nurse utilizes a systematic process to provide individualized, holistic, safe, diverse care to assist human beings in meeting health care needs in a variety of settings while coordinating care across the life span using a collaborative multidisciplinary approach. To prepare the nursing student for practice, faculty recognize the NLN Competencies of the Practical Nurse. At Maria College, graduates of the Practical Nurse Certificate program are prepared to:

- promote and enhance *human flourishing* for patients, families, communities, and self
- demonstrate sound *nursing judgment* in practice
- acquire and maintain a *spirit of inquiry* as they move into the world of nursing practice
- internalize values and continually develop their *professional identity*

To promote human flourishing, the student nurse advocates for each client's health and wellness through promotion of self-determination, integrity and growth. Using sound nursing judgment and with a spirit of inquiry, the student nurse encompasses critical thinking, clinical judgment and scientific evidence to provide nursing care, optimizing resources and achieving desired outcomes for the promotion of health in client populations. Finally, the student nurse as a member of the profession of nursing is accountable for the ethical, legal and professional practices of nursing. Growth in professional identity ensures that the nursing student is committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse clients and families.

The faculty believe that within these core competencies the associate degree nurse is prepared to provide direct care in a variety of settings. These core competencies are actualized through demonstration of professional behavior, clinical competency, nursing process, managing care, communication, clinical decision making/critical thinking, teaching/ learning, collaboration, and caring interventions.

Program Outcomes of the Practical Nurse Certificate Program

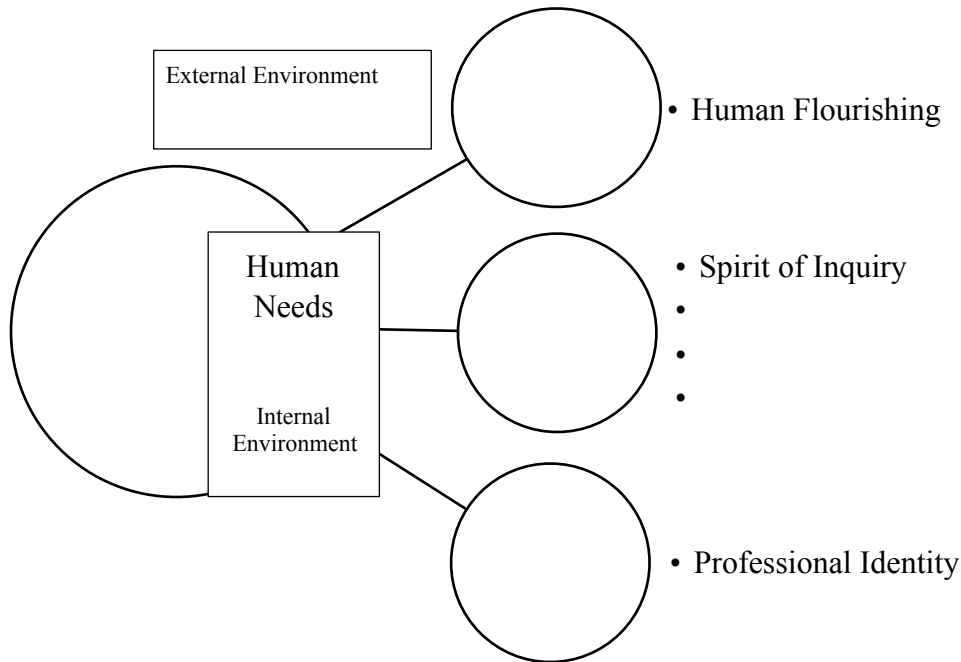
The program outcomes of the PNC program are to:

1. Support the mission and goals of Maria College.
2. Educate students for entry level positions in current technological complex health care

- settings. (As measured by a graduation rate of 60%).
3. Provide a Practical Nursing curriculum that meets the needs of the local community agencies and provides caring service to the community (As measured by employment rate of 90%).
 4. Prepare the Practical Nurse to be eligible to take the NCLEX – PN Examination. (As measured by a NCLEX pass rate of 85%, or equal to, or greater than the national mean, whichever is higher).
 5. Foster the concept of lifelong learning for both personal and professional growth. (As measured by continuing education/professional activity rate of 80%).
 6. Provide an educational program that prepares the graduate to accomplish their career goals. (As measured by student program satisfaction rate of 85%).

Conceptual Framework

The conceptual framework of the PNC Program is derived from the philosophy of the Maria College Nursing Program. The major foci are human needs, environment, the nursing process, critical thinking, caring, and the roles of the nurse.



The PNC Program faculty envision the Practical Nurse as a caring professional who effects the meeting of human needs as they are impacted by the external and internal environment. The Practical Nurse utilizes the Nursing Care Concepts, in collaboration with the

RN, to critically think while functioning as a care provider, manager of care and member of the profession of nursing.

End of Program Student Learning Outcomes

After completion of the PNC Program at Maria College, the graduate will be able to:

1. Collaborate effectively within multidisciplinary teams, fostering open communication, mutual respect, and shared decision making while advocating for comprehensive client centered care.
2. Incorporate critical thinking (CT) and clinical decision making when advocating care for clients, families, significant support persons or groups in a variety of environments.
3. Demonstrate professional behavior in an accountable, responsible manner within the legal scope of LPN practice, as a member of the profession of nursing.
4. Demonstrates knowledge of data gathering and nursing care concepts of the human system, with consideration of how the environment, cultural and ethnic diversity, affects client care in various environments to promote, maintain and manage health.
5. Demonstrate clinical competency by applying principles to meet the basic physical and psychological needs of clients through the lifespan with primary foci on activities of daily living (ADL), caring interventions, technical skills, and safety needs of clients.
6. Teaches basic health promotion/maintenance and self-care to an individual using a designed teaching tool to promote teaching-learning.

Students will develop these competencies through a sequenced set of nursing courses with progressive objectives and clinical skills and outcomes. The components of these competencies are available in each of the course syllabi which have identified course outcomes and clinical evaluation tools. Bolded items in the competencies are defined in the glossary. (Appendix B)

Concepts of Practical Nurse Education

The PNC faculty believes that the study of the Humanities, Social Sciences and Biological Sciences provide the student with an appreciation of and respect for the human experience and dignity of the individual, which is central to nursing. Knowledge, skill and beliefs acquired, assist the student to develop critical thinking and decision making skills essential to nursing practice.

The faculty believes nursing education involves mentoring and role modeling for nursing students. The faculty believes that nursing education facilitates the learning of scientific principles and ability to transfer learned skills into caring service. Recognizing that students have

unique and varied learning styles, the PNC nursing faculty strives to establish a caring environment that maintains the cultural integrity of students and nurtures commitment to the learning process. We believe this learning is a lifelong process that takes place in the learner, takes place at different rates in learning and results in behavior change. The PNC faculty fosters the student's growth through enhancement of life experiences and social/cultural/ethnic diversity. Nursing education is based on scientific principles and clinical experiences for the mastery of skills. Nursing education is a synthesis of clinical experience and classroom learning.

The PNC faculty recognizes the necessity for an organizing framework for teaching and testing. Bloom's *Taxonomy of Educational Objectives* for the cognitive, affective, and psychomotor domains, is used for stating level and course objectives. Bloom's Taxonomy is a classification of learner behaviors representing intended outcomes of educational experiences. The behaviors are progressive in nature and are categorized from simple to complex, and from concrete to abstract. For instance, if more complex behaviors such as synthesis are seen, simple behaviors such as recognition must to some extent also be present. The logical, sequential and consistent nature of the classification system suggests methods for curriculum development and gives faculty guidance for providing appropriate learning activities and evaluation methods.

Faculty/Student Responsibilities

Teaching and learning are crucial activities for an educational program. The teaching-learning process is interactive and occurs between a teacher and learner when specific objectives or desired behavioral changes are achieved.

The PNC faculty member as facilitator will:

1. Consider the needs of the learner when formulating course objectives;
2. Provide an educational environment that is conducive to effecting behavioral changes;
3. Acknowledge the individuality of the student;
4. Present appropriate content in an educationally sound manner;
5. Utilize varied teaching techniques that are appropriate to the identified objectives;
6. Evaluate the learner based on identified learning objectives;
7. Serve as a role model as a member within the profession of nursing;
8. Encourage continuing growth and development;
9. Assist the learner with setting objectives for professional growth and development;
10. Participate in evaluating teaching effectiveness.

The student as participant will:

1. Identify learning needs;

2. Work actively toward identified learning objectives;
3. Assume responsibility synthesis knowledge presented;
4. Evaluating learning based on identified learning objectives;
5. Develop behaviors/skills appropriate to nursing practice;
6. Take responsibility for professional growth and development;
7. Participate in evaluation of teaching-learning process.

Licensing Requirements

The practice of nursing or use of "Licensed Practical Nurse" (LPN) title within New York State requires licensure.

To be licensed in New York State you must:

- be of good moral character
- be at least seventeen years of age
- meet education requirements
- complete infection control coursework within the program
- meet examination requirements

You must file an application for licensure and any other forms as indicated, along with the appropriate fee, to the Office of the Professions at the address specified on each form.

The specific requirements for licensure are contained in Title 8, [Article 139](#), Sections 6905 and 6906 of New York State Education Law and [Part 64](#) of the Regulations of the Commissioner of Education. Copies of the relevant sections of NYS Education Law and the Commissioner's Regulations are also available upon request by e-mailing opforms@mail.nysed.gov or by calling 518-474-3817 ext. 320.

The fee for licensure and first registration is currently \$143 and the fee for a limited permit is \$35. Fees are subject to change. The fee is due when your application is received. You will be billed for the difference if fees have been increased.

- Do not send cash.
- Make your personal check or money order payable to the New York State Education Department. Your cancelled check is your receipt.
- Mail your application and fee to:
NYS Education Department
Office of the Professions
PO Box 22063
Albany, NY 12201

- You may also apply for licensure on line at <https://eservices.nysed.gov/professions/before/exp/022>
- You may refer to the following web sites for more information:
<http://www.op.nysed.gov/prof/nurse/nursing.htm>

Academic Policies

Course Sequence and Grade Progression Requirements

The Nursing courses and their requisites must follow the sequence identified in the *Maria College Catalog*. Please note that you may not withdraw from a co-requisite course and remain in the Nursing course. If you withdraw from a co-requisite course, you must also withdraw from the Nursing course. If you are unsuccessful in a co-requisite course, your seat in the nursing program may be in jeopardy.

Assessment Methods

To successfully complete a Nursing course, the student must demonstrate competency in all four components of the course—**Classroom, Clinical, Nursing Skills and Dosage**

Competency

- **Classroom:** Students must achieve a final grade of C+ (77%) or higher. The academic grade will be based on course objectives and determined by examinations.
- **Clinical:** Satisfactory clinical performance is required to pass the course. Clinical performance will be evaluated utilizing a Clinical Evaluation Tool. Students are expected earn a *satisfactory* rating or a limited percentage of *developing* ratings for each criteria leveled across the program as follows:
 - PNC 102: no more than 30%
 - PNC 103: no more than 15%
 - PNC 104: 0%

An *unsatisfactory* clinical rating will result in a course grade of F. Any student demonstrating consistently unsafe behaviors will be removed from the clinical area which will result in a failing grade for the course. See additional details in the **Clinical Expectations** section of this manual.

- **Nursing Skills Laboratory:** Students must successfully pass skills competency given two attempts per course and demonstrate satisfactory performance on all laboratory skill and attendance requirements in order to progress to the next nursing course. An unsatisfactory Nursing Laboratory rating results in a course grade of F. See additional details in the **Nursing Student Evaluations** section of this manual.
- **Dosage:** Each semester a student must receive a 100% on a dosage competency test within the established time frame. Failure to do so will result in an F in the course.

Social Networking Policy

Social Media is a way for people to use technology for social interaction through the use of words, images, audio and video. Examples of Social Media sites include, but are not limited to, websites such as Facebook, LinkedIn, Twitter and YouTube. **Any statement made electronically which can cause actual or potential harm or injury to another individual or to the school may be grounds for dismissal.** Maria College Nursing students are free to express themselves as private citizens on social media sites to the degree that their speech or posting:

- Does not violate the American Nurses' Association (ANA) Code of Ethics (Appendix D)
 - Does not violate confidentiality implicit in their roles as nursing students
 - Does not impair working relationships among students and staff of the Nursing Department
 - Does not ridicule, malign, disparage or otherwise express bias against any race, religion or protected class of individuals
 - Does not reflect behavior that would reasonably be considered reckless or irresponsible as members of the Maria College Nursing Department
 - Does not contain false information that harms the reputation of another person, group or organization (defamation).
 - Does not cause harm or injury to another or to the Maria College Nursing program.
1. Maria College Nursing students shall not post, transmit or otherwise disseminate any information to which they have access as a result of their attendance in the program without written permission from the Nursing Department Chairperson and the instructor of the course. This includes but is not limited to audio or videotaping of lectures and lab.
 2. Maria College Nursing students may be required to access their social media sites at the request of the Nursing department or Maria College administration to verify compliance with the above stated policies. Failure to comply may result in immediate dismissal from the Nursing program.
 3. Failure to comply with this social media networking policy may be grounds for disciplinary action, including but not limited to dismissal from the Maria College Nursing program.

Academic Integrity – Student Responsibilities

Maria College expects that students will act as responsible, courteous, and law-abiding citizens. All students are expected to contribute to a positive learning environment. Nursing students are expected to be reflective, courteous, respectful, and empathetic to classmates, instructors, and others assisting students in their learning. Further, as members of an intellectual community, students are expected to maintain standards of personal and academic honesty in all course work and examinations.

Academic misconduct includes plagiarism, cheating, forgery or alteration of institutional records. Please refer to the *Maria College Student Handbook* for more specific information.

Within the nursing program as a part of academic integrity, students are also expected to adhere to the *ANA Code of Ethics* (Appendix D) in the classroom, lab and clinical settings. A nursing student who violates the academic integrity policy of the college and/or *ANA Code of Ethics* will be referred to the Office of the Dean of Students and may be dismissed from the Maria College nursing program.

Recording a Class

Audio/video recording of a class by students is at the discretion of the faculty teaching the class. In order to audio/video record the class, the student must request the permission of the faculty teaching the class. There is no audio/video recording by students in the laboratory or test review classes.

Email

All students are assigned Maria College email addresses to facilitate communication with the faculty and students. All communication between faculty and students will occur via Maria College email. Course updates are communicated to students via Maria College email, therefore, students are expected to check their Maria College email at least daily.

Blackboard

Since course-related material is posted on Blackboard, students are expected to be proficient in the use of Blackboard. Faculty will post announcements and updates for students on Blackboard. All students should regularly check Blackboard for announcements and updates.

In addition, course exam grades are posted on Blackboard. Students receive exam grades under the following conditions:

1. Faculty are prohibited from giving out grades to students, please do not call or e-mail your advisor, the Practical Nurse Program faculty, other members of the nursing faculty, or the nursing administrative assistants to inquire about your grade.
2. Unit examination grades will be posted on Blackboard.
3. Final course grades will be posted on MyMaria.

Nursing Student Evaluation

Academic/Competency Grading

LETTER GRADE	NUMERICAL GRADE	CLINICAL PERFORMANCE
A	92.5-100	Demonstrates expected level of competency on clinical performance evaluation tool with a “satisfactory” rating in all areas and demonstrates satisfactory performance in skills laboratory. Achieve a grade of 100% on the dosage calculation competency by designated date
A-	89.5- 92.4	
B+	86.5-89.4	
B	82.5 -86.4	
B-	79.5- 82.4	
C+	76.5-79.4	
I		Has not completed course requirements

Students must maintain a C+ average in each nursing course to continue in the Nursing Program

C	72.5-76.4	
C-	69.5-72.4	
D+	66.5-69.4	
D	62.5-66.4	
F	Below 62.4	Clinical failure and /or failure to demonstrate satisfactory performance in skills laboratory before the beginning of the next nursing course Unsuccessful in achieving a grade of 100% on the dosage calculation competency by the designated date.

Grading Process

Progression in the program is dependent upon successful completion of all nursing courses with a C+ or better, completion of science courses and English composition courses with

a C or better, and a passing grade in all other required pre and co-requisite courses. Clinical, laboratory skills, and dosage calculation competency are pass/fail and are not incorporated into the final numerical course grade; however, all must be passed in order to successfully complete the course.

The final grade for PNC 101, 102, 103 and 104 is a composite of the numeric theory testing grade, successful skills competency testing, a satisfactory clinical evaluation, and passing the dosage calculation competency with a grade of 100%. A second failure of skills competency will result in course failure regardless of academic performance. In this case, the student will receive an “F” for the course and will not be able to progress.

Examinations

Clinical nursing courses; PNC 101, 102, 103 and 104 have unit examinations, an ATI content mastery assessment worth 10% and a cumulative final examination. See course syllabus for individual grading criteria. If a unit examination is missed by a student, the percentage value of that exam grade will be added to the final exam grade. Examination grades cannot be dropped from the final grade after an examination has been taken. The final exam must be taken to pass the course. Students are expected to take the exams at the regularly scheduled exam times. The date and time of the final exam is scheduled by the registrar.

Students may utilize Maria College approved calculators in testing situations. Students are not permitted to share calculators during testing. Students may not use or have on their person, cell phones, smart watches, programmable calculators or any other technology that allow storage and retrieval of data, in testing situations.

Process for Disputing an Exam Question

The process for disputing an exam question is to submit the following in writing (email is acceptable) to faculty who are responsible for the exam within five business days of the receipt of the exam grade:

- The content of the question or questions to be disputed
- A written claim that has evidence-based support why the answer you chose is the **best** answer over the other possible choices.

The disputed grade will be responded to by the faculty in writing within five business days of the complaint. Any further concerns, after the faculty’s response, should be taken to the Nursing Department Chairperson(s) following the same procedure.

Rounding of Grades

Only the final grade for the course will be rounded. Final grades will be calculated to the tenth. Grades 0.5 and greater will be rounded up to the next highest whole number. Grades 0.4 and lower will be retained at the same whole number value.

ATI Policy

Assessment Technologies Institute (ATI) offers comprehensive assessments designed to increase students' mastery of nursing knowledge and ultimately their success on the nursing licensing exam. ATI tools can help students prepare more efficiently as well as increase confidence and familiarity with content and testing. These tools include web-based practice assessments, videos, and text books on specific content. These materials are distributed to the students by the faculty at the beginning of the program. Nurse-educator content experts from around the U.S. participate in setting a national standard for the ATI scores of each of the content mastery assessments. They are expressed in different levels of proficiency. These proficiencies are:

- Proficiency Level 3: indicates the student is expected to exceed NCLEX standards in this content area
- Proficiency Level 2: indicates the student is expected to readily meet NCLEX standards in this content area
- Proficiency Level 1: indicates that the student is just likely to meet NCLEX performance standards in this content area. Students are required to develop and complete a rigorous plan of focused review to achieve a firmer grasp of this content.
- Below Proficiency Level 1: indicates a need for thorough review of the content area.

All students achieving **Proficiency Level 1 or below a level 1** on ATI content-specific course mastery assessments will:

- Respond to a remediation request made by the faculty.
- Participate in and complete a focused self-remediation plan **in order to advance to the next semester.**
- Meet the minimum time requirements determined by faculty, for participation in the focused review **in order to advance to the next semester**

Even though students achieving Proficiency Level 2 or above on the proctored course-specific assessment are not required to participate in the focused review tutorial program they are encouraged to create a focused review independently.

A variety of learning resources may be used in the remediation process, including the case study approach, selected components of the ATI Content Mastery Series review modules, non-proctored online practice assessments, and course materials.

Each semester, students are provided with practice assessments before the proctored ATI assessment is given. The practice assessments may be taken multiple times and the student is encouraged to conduct a focused review and repeat the practice assessments until a grade of **90%** is obtained. Faculty may choose to require this process, refer to individual course syllabi for more information.

The proctored ATI assessment grades will count for 10% of your final grade in PNC 101, 102, 103 and 104. The grades for the ATI will be based on proficiency levels:

- Proficiency Level 3 –ATI grade 100%
- Proficiency Level 2 –ATI grade 90%
- Proficiency Level 1 - ATI grade 75%
- Below Proficiency Level 1: ATI grade 60%

Completion of the ATI exam is a part of the course requirements. Proctored assessments may only be taken once and must be taken at the scheduled time. All proctored assessments are taken electronically on Campus. The date of each ATI assessment will be identified in each course's calendar. If you have been approved for extended test taking time, and would like extended time for an ATI assessment please let the Program faculty know 24 hours in advance of the test.

ATI results for the proctored tests will be available when all students have completed the assessment. Students are required to sign an attestation prior to each exam stating that they will **not** discuss the test content with other students. Students will be held accountable to this attestation. Violation of the attestation is a form of academic dishonesty and the same penalties will apply.

Dosage Calculation Testing

Dosage calculation testing occurs throughout the curriculum. Each semester the student will have a separate dosage calculation test.

- **Students are required to earn a grade of 100% with no more than four (4) attempts by the end of the third weekend of the semester.**

Medication administration affects multiple aspects of the nurse's professional responsibility and a successful dosage calculation competency is a requirement of medication administration during the clinical experience. **Students who have not passed the dosage calculation competency by the end of the third week of the semester will not be permitted to attend clinical until they pass. A clinical absence due to dosage calculation competency failure will be subject to the clinical make-up policy including clinical make-up fees.** In addition, students will receive the following notifications;

Students who have not passed the PNC dosage calculation competency by the end of the:

- **first weekend of the semester will receive a written clinical warning.**
- **second weekend of the semester will receive a second written warning.**
- **third weekend of the semester will be placed on clinical probation and will not be allowed to return to clinical until the competency is passed.**

The time between attempts should be used for remediation. Students can and should review the questions that they got wrong with a faculty member before attempting the next exam. Students are required to begin their attempts at taking the dosage competency the first week of classes.

Students are not permitted to share calculators during testing. Students may not use cell phones, PDA technology, or programmable calculators (also called graphing calculators, which allow storage and retrieval of data), in testing situations. Unit examinations in clinical nursing courses may also have dosage calculation problems.

Basic Skills Measurement in PNC 101 (Clinical lab)

Basic skills required for the clinical setting are taught in PNC 101 in clinical lab. Students must successfully pass basic skills measurement (BSM) competency before beginning clinical practice. If the student is not successful in passing BSM they will receive remediation. If the student is not successful in passing BSM within two attempts they will receive an "F" for the PNC 101 course. Students who do not appear for their scheduled competency testing time, elect

not to complete the competency, or who do not arrive on time, will receive an automatic competency failure. If a student misses clinical lab it is considered a clinical absence.

Clinical Competency Testing in PNC 102, 103 and 104

Competencies are periodic assessments of identified essential behaviors and skills in a neutral environment. The skills are based on course objectives and test application of theory to practice. The student's performance of selected clinical skills and behaviors is evaluated by faculty in the laboratory. Competency tests may be video and audio recorded and viewed by Maria College faculty only. Specific days for the competency testing will be scheduled. Students who do not appear for their scheduled competency testing time, elect not to complete the competency, or who do not arrive on time, will receive an automatic competency failure.

Each student will have two (2) attempts to successfully complete the competency testing. Students will receive a grade of successful (S), or Unsuccessful (U) in the learning management system, Blackboard, within one week of their competency testing day. If a student is unsuccessful (U) on the first attempt, they are encouraged to practice in open lab prior to the second attempt and may be assigned remediation. If the student does not complete the remediation they will not be eligible for a second attempt and will receive a failure for the clinical course. If a student is unsuccessful on the second attempt, they will receive a failure for the clinical course.

Clinical Responsibilities

Clinical Roles & Responsibilities

The clinical roles and responsibilities have been established as minimum expectations for the faculty and student. These minimal expectations have been developed to help the faculty and students involved with the client's care to have an understanding of what is expected of them. Expectations are further defined, based on course objectives in each course evaluation tool. In addition, various facilities have developed roles and responsibilities for the student, faculty, manager and co-assigned RN that the faculty and student nurse are expected to meet. From understanding comes good communication and interaction that benefits the client. Role responsibilities are categorized as:

1. NURSING JUDGMENT
2. HUMAN FLOURISHING

3. SPIRIT OF INQUIRY

4. PROFESSIONAL IDENTITY

NURSING JUDGMENT

Faculty	Student
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<p>Communicates student learning needs and clinical focus and to co-assigned nursing staff.</p> <p>Discuss quality of care, standards and policies and procedures with nurse manager.</p> <p>Communicate weekly clinical focus and clinical objectives to co-assigned nursing staff.</p> <p>Identify student assignments and related responsibilities and ensure that student and co-assigned staff member are aware of student's role in nursing care assignment.</p> <p>Communicate to co-assigned staff regarding student's responsibilities for completing client assignment.</p> <p>Supervise and evaluate student documentation.</p> <p>Maintain and demonstrate competency in skills according to recognized standards of nursing care and agency policy.</p> <p>Communicates to co-assigned nursing staff what procedures will be done by student</p> <p>Supervise students in the performance of treatments, procedures and nursing interventions.</p> <p>Communicate clinical objectives to nursing staff.</p> <p>Supervise the student in the preparation and administration of medication.</p> <p>Evaluate care completed by students.</p> <p>Supervise student learning activities.</p>	<p>In collaboration with faculty, communicate procedures which are to be accomplished and arrange supervision.</p> <p>Collaborate with the health care team to receive, and give appropriate information pertinent to assigned clients.</p> <p>Accurately communicates care using agency documentation system.</p> <p>Communicate pertinent data to faculty and co-assigned nursing staff.</p> <p>Accept responsibility for own actions.</p> <p>Prepare for all aspect of client care.</p> <p>Complete procedures and care according to accepted nursing standards and agency policy in a caring manner.</p> <p>Communicate client response upon completion of procedures to faculty and co-assigned nursing staff.</p> <p>Utilizes the nursing process to provide client care safely and accurately.</p> <p>Maintains a safe environment.</p>
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HUMAN FLOURISHING

Faculty	Student
<p>Supervise the student in the nursing process to provide client care in a caring manner.</p> <p>Assign clients according to student learning needs and clinical objectives.</p> <p>Act as a role model and facilitate student learning utilizing the nursing process.</p> <p>Demonstrates assessment and planning for total client needs.</p>	<p>Achieves weekly clinical objectives.</p> <p>Prepares appropriately for administration of medications.</p> <p>Communicate information with student peers.</p> <p>Address environmental issues when providing care to clients.</p> <p>Collaborate with the faculty and co-assigned nursing staff member to achieve client outcomes.</p>

SPIRIT OF INQUIRY

<p>Identify student learning needs and clinical focus.</p> <p>Identify and communicate weekly clinical focus and clinical objectives to students.</p> <p>Demonstrates knowledge and competency.</p> <p>Conduct pre- and post-conferences related to identified clinical focus.</p>	<p>Raise questions, challenge traditional and existing practices and seek creative approaches to problems.</p> <p>Initiate appropriate teaching-learning for assigned clients.</p> <p>Participate actively in conferences in a professional manner.</p> <p>Utilize college laboratory to achieve clinical competencies.</p>
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PROFESSIONAL IDENTITY

Faculty	Student
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Act as role model for students in professional activities.	Arrive on time and prepared for effective care.
Act as a student advocate to facilitate the accomplishment of goals for student learning.	Complete assignments accurately and efficiently.
In conjunction with the co-assigned nursing staff member and student, ensure that nursing care accurately and efficiently completed.	Act as a client advocate.
Act as a client advocate.	Act in a professional manner.
Act in a professional manner.	Practice legal and ethical role responsibilities.
Demonstrate knowledge of legal and ethical role responsibilities.	Maintain confidentiality of client information based on standards of care.
Maintain confidentiality of client information based on standards of care.	

Clinical Expectations

For the clinical experience, students are expected to attend the clinical orientation. Failure to do so will count as a clinical absence. The student will need to complete the orientation before the student can go to the clinical setting. Students are expected to be at the clinical site 15 minutes prior to the shift starting. During the clinical experience, the student will remain in the agency for breaks and meals. The faculty will supervise all procedures performed by the student until the student is evaluated as competent and independent in that specific procedure. Faculty may ask a student to leave the clinical site if for any reason the faculty deems that the student cannot provide safe care. This incident will count as a clinical absence and will need to be made-up.

The student is responsible to complete all assigned clinical documentation and submit to their clinical instructor within the assigned time frame. Failure to do so will result in an “Unsatisfactory” for weekly clinical grading and may result in a clinical warning and/or probation.

Core performance standards

Core performance standards define the cognitive, sensory, affective, and psychomotor

performance standards that are required to successfully meet course and program outcomes. Students must be capable of meeting the eight core performance standards with reasonable or no accommodations for progression in the nursing program. See these performance standards in Appendix E. Students will be asked to read and sign the Core Performance Standards and the ANA Code of Ethics prior to each clinical practice experience.

Clinical Agency Requirements

The nursing program is committed to providing meaningful experiential learning opportunities for all students enrolled in the program. The nursing program has entered into agreements with agencies to assist in providing student learning opportunities. As a part of these agreements, the nursing program is required to maintain student records that ensure that each student meets that agency's health requirements and other mandates. Castlebranch is a health records service that students subscribe to for submission and maintenance of their records. In addition, there may be agency specific requirements that the student must complete prior to the clinical experience. Some agencies require criminal background checks and an agency identification badge.

1. Students must submit a completed Maria College Physical Form annually to CastleBranch. The physical form is located on the Maria College web site under nursing department.
 - a. The Physical Form requires:
 - Physical assessment
 - Results of Mantoux-PPD test (s) or chest x-ray.
 - Description of any physical limitations
 - Date of vaccination or antibody titer levels with accompanying laboratory report.
 - Measles
 - Rubella
 - Mumps
 - Varicella
 - Tdap (within last 10 years).
 - Flu (**Annually**)
 - Hepatitis B or a signed declination
 - Pneumovax or a signed declination
 - b. Submission of a completed Physical Form with accompanying laboratory reports by the required due date results in clearance for experiential learning opportunities in the specific clinical sites. If completed information is not provided prior to the required dates,

the student will be **prohibited** from attending clinical experiences, will be required to attend a clinical make-up and will be subject to a clinical make-up fee.

2. Certification in Basic Life Support (BLS)

The student must submit to Castlebranch a copy of a current **Basic Life Support (BLS) card** from either American Heart Association (AHA) or the American Red Cross before attending clinical experience. These agencies offer many different courses, you must select and participate in a **BLS certification course designated for healthcare providers.**

Accepted courses are:

- 1) American Red Cross: **Basic Life Support (BLS) training for healthcare providers** which provides two years of certification.
 - 2) American Heart Association: CPR with **Basic life support (BLS) for healthcare providers** which provides two years of certification.
- A copy of both sides of the card is required with signature.
 - If a signed card from the correct source is not submitted prior to the required dates, the student will be **prohibited** from attending clinical experiences, will be required to attend a clinical make-up and will be subject to a clinical make-up fee.

Clinical Assignments

A variety of clinical agencies are utilized to meet the clinical learning needs of students. Clinical placement is randomly made and special assignments will not be granted. During a clinical experience, students will be assigned a client or clients to whom they will be providing nursing care refer to appendix F. While providing direct client care, there will be faculty in the area for guidance and supervision. A specific student to faculty ratio is maintained to ensure availability of individual assistance. For this reason, the student will be assigned to a clinical section each semester. To broaden the clinical experiences, the student will **not** participate in a clinical experience on a unit in which they are employed. It is the student's responsibility to notify the Clinical Placement Director of this conflict so this change can be made.

While in the clinical area, students are expected to be alert, oriented, and have the physical and mental capacity to provide safe client care. If in the clinical faculty's judgment the student is unable to provide safe client care:

1. The student will be asked to leave the clinical area.
2. The clinical time will be made up per policy.
3. An incident report will be completed and filed.

Criminal Background Check

The nursing program does not require a criminal background check for admittance, but the program's educational requirements include placement at one or more hospitals or other off-campus clinical sites. These sites may require a student to undergo a criminal background check before the student can be placed for clinical experience. If, based upon the results of a criminal background check, the site determines that a student's participation at the clinical site would not be in the best interest of the site, the site may deny that student admission to the clinical site at any time.

Please note that if a clinical site determines that you may not take part in the clinical experience based on the results of a criminal background check, immunization status, previous employment or for any other reason, the student must be flexible in working with the faculty for an appropriate clinical placement. If you are unable to complete your clinical course requirements you will not be able to continue in the Nursing Program. It is important for you to consider this before you enroll in the Nursing program. Maria College has no obligation to refund your tuition or fees or to otherwise accommodate you in the event that you are ineligible to complete your course requirements based on the results of a criminal background check, if you are denied a license to practice nursing or if you are unable to meet the facility's health requirements.

Clinical Dress Codes

To promote the professional image of nursing, a dress code is in place for the safety, comfort and asepsis needs of the client and student. Therefore, each student is required to wear the regulation Maria College uniform in the designated clinical area and adhere to the dress code. The following guidelines must be followed. If the guidelines are not followed, the student will be asked to leave the clinical experience at the expense of a clinical make-up.

Uniform: Clean and neat Maria College regulation uniform purchased at K&M Uniforms. Students must purchase the uniform top designated by the college. The Maria College patch must be affixed to the upper left external sleeve. White socks and white shoes. No form fitting uniforms.

White Shoes: No canvas sneakers. Shoes are to be polished, have clean white shoe laces and have appropriate walking heel. **No sandals, open toes, open heels or casual shoes may be worn.**

Scrub Jacket: No sweaters are allowed in clinical. White scrub jackets can be worn. The scrub jackets must have a Maria College patch affixed to the upper left external sleeve.

Undergarments: Appropriate undergarments are expected. Solid white turtlenecks or white long sleeve shirts may be worn under uniforms. No writing or symbols on shirts are to be visible under the uniform.

Photo ID: Maria College student IDs and facility- required identification badges must be worn at eye level and visible at all times.

Jewelry: Limited to one (1) plain band ring/wedding ring, one (1) pair plain small earrings in the ears lobes, and watch with a second hand. **No other jewelry is allowed.** No visible body piercing except what is described above.

Hygiene: **Nails** must be natural, unpolished, and no longer than fingertip length (1/4") to avoid injury to the client or spread of infection. Acrylic nails and tips are not permitted. Make-up should be used with discretion and minimally applied.

Hair must be clean and neatly arranged with natural color. Hair must be clear of the uniform collar and be controlled in such a way that it will not cause contamination. No hair accessories such as decorative handkerchiefs, etc. are allowed.

Body odor can be offensive because of the close physical relationship with clients. Therefore no perfume, cologne or aftershave is permitted. Noxious odors such as poor dental hygiene, body odor, and cigarette smoke will not be tolerated. Men shall be clean shaven and/or beards and mustaches neatly kept and trimmed.

Tattoos: If visible, tattoos or body art is required to be concealed while in the clinical area.

Eyeglasses: Glasses should have clear lenses - no tinted lens. Any student needing corrective lenses will be given one week to meet their reading needs.

Lab Class: Students must wear their uniform top to lab classes with their name badges. They must also bring their lab bag, watch with second hand and stethoscope to each lab class.

If the dress code is not adhered to as described in the above standards or does not promote the professional image of nursing:

1. The faculty will ask the student to correct the problem.
2. If the problem cannot be corrected at the time of the incident, the student will be sent off the clinical area and time off the unit will be made up per policy
3. A critical incident form will be completed and filed.

Absences – Clinical

Clinical absences, including weather related absences, must be made up. Absences will be made up at a time designated by the Clinical Placement Director, usually at the end of each semester. A fee will be charged for each clinical make-up and must be paid to the business office before the student can attend the clinical make-up. Clinical absences jeopardize continuation in the program.

1. With a 2nd clinical absence in a course, the student will receive a written warning.
2. A 3rd clinical absence in a course will result in the inability to continue the clinical experience and ultimately failure of the course despite academic performance.
3. A pattern of clinical absences in successive nursing courses will result in probation.
4. If a student must leave the clinical area for any reason, the student will be required to make up a full clinical day.
5. Any student arriving 15 minutes or more late to the clinical area will be asked to leave the clinical area and will be required to make-up a full clinical day.
6. Students who have experienced diarrhea, vomiting, fever or exposure to infectious disease in the past 24 hours should not attend clinical.

If a student is unable to attend on the assigned clinical day, the student will call or email the Clinical Placement Director at (518) 861-2544 jnapoli@mariacollege.edu in advance of the clinical. The student should leave a message if the Clinical Placement Director is unavailable. Messages may be left on the voice mail after office hours. **Include the following information in the email or phone message: name, clinical faculty, clinical facility, day/date of clinical and reason why you are unable to attend.** The clinical faculty may request additional notification of the student.

Absences Clinical Lab PNC 101

Clinical lab time in PNC 101 begins on campus. Attendance at clinical lab is equivalent to attendance in clinical; therefore, more than two absences will result in failure of clinical lab and failure of PNC 101. Students who have an absence in clinical lab while on campus will be required to make up the content within that same week in open lab.

Absences – Lab PNC 102, 103 and 104

Lab is a required component of the nursing program. Lab absences can result in a failure. Attendance for all lab classes is expected. There is no make-up for a missed lab class. Students should report to open lab to practice lab class material as independent study. Open lab supervising faculty is available to answer questions and provide guidance.

The following rules apply:

1. An absence in a LAB class will result in a lab warning.
2. A 2nd LAB absence in the same semester will result in probation.
3. A 3rd absence in the same semester will result in a failure of LAB class and a failure of the clinical course associated with it.

In addition:

- Students who leave a LAB Class and do not return before dismissal will be considered absent.
- Arriving 15 minutes after the LAB start time is considered an absence.
- Students are expected to wear their uniform top and name badge to LAB class and bring the following supplies:
 - Stethoscope
 - Watch with a second hand
 - Lab bag with supplies
- It is an expectation that you come to lab having done the required readings and viewed the assigned videos.

Remedial Work

When a student demonstrates an inability to meet expected behaviors in clinical lab or in the clinical setting, the faculty will issue a remedial assignment form indicating areas of deficiency. The focus of remediation is for the student to have one-on-one time with faculty who can help the student master needed skills. The student is required to correct these deficiencies by the date indicated on the sheet. Students should view remediation assignments not as a negative experience, but as an opportunity to become a better nurse. The remedial lab form is to be signed

by the laboratory faculty and returned by the student to the clinical faculty who issued the original sheet. The laboratory faculty will have a copy of the form placed in the student file. The clinical instructor will attach the remedial lab form to the student's clinical evaluation. Failure to complete remedial work during the designated time period will prevent attendance at the next clinical experience and count as a clinical absence.

Remedial work may be assigned at any point during the nursing program. At the end of each semester the faculty will review student clinical evaluation forms and determine if a student needs to complete remediation over the vacation period. If a student is assigned remediation during vacation time, it is expected the remedial work will be completed in the time frame established by the faculty.

Clinical Grading

Satisfactory Progress

In order to complete the clinical component of a nursing course successfully, the student must earn a rating of "Satisfactory" or a limited percentage of *developing* ratings in the course's clinical evaluation tool for each criterion. The acceptable percentage of *developing* ratings is leveled across the program as follows:

PNC 102: no more than 30%

PNC 103: no more than 15%

PNC 104: 0%

The student's clinical progress is measured by the course outcomes and clinical competencies as outlined on the clinical evaluation tool. This tool is specific for each clinical nursing course. A rating of *satisfactory* is achieved when the student consistently meets all clinical expectations. A rating of *developing* is earned when the student is making progress toward a *satisfactory* rating.

The student's progress will be assessed weekly to identify strengths and areas for growth. The clinical instructor will share this assessment with the student and identify and outline areas for improvement if necessary. The student's clinical performance is documented on the course-specific clinical evaluation tool. The final clinical evaluation is usually based on the last few weeks of the clinical experience. The student will be asked to provide comments on the final clinical evaluation tool and will be asked to sign the document. The student's signature indicates that the student has reviewed the clinical evaluation tool with the instructor. The signature does not imply agreement.

Unsatisfactory Progress

Unsatisfactory progress consists of any the following behaviors:

- An *unsatisfactory* rating in any area of the clinical evaluation tool
- Failure to meet clinical objectives
- Behavior that is evaluated by the faculty as detrimental to the client.

A student whose clinical performance is unsatisfactory will be given **either** a clinical warning **or** placed on Clinical Probation. Clinical failure results when a student does not satisfactorily meet the terms of the clinical probation. The faculty will notify the director if a student is at risk of receiving of failure.

Clinical Warning

A student is given a clinical warning by the Director and faculty for unsafe performance in the clinical setting. The student is provided with

1. written documentation from the faculty, which includes the course and clinical competencies on the clinical evaluation tool that are unsafe
2. the time limit of the clinical warning
3. terms of the student remedial plan
4. name(s) of the instructor(s) and method by which the student will be evaluated during the term of the clinical warning

Once the terms of the clinical warning have been met, the Director and faculty will determine when the student is performing at a safe level. Should the student's performance remain at an "Unsatisfactory" level following the completion of terms of the Clinical Warning, the student will be placed on Clinical Probation. Once the student has been placed on clinical warning for any reason, the next occasion of less than safe performance in the clinical setting will advance the student to clinical probation or clinical failure depending on the occurrence.

Clinical Probation

A student is placed on clinical probation by the Director and faculty for:

1. Failure to remediate performance according to the terms of the Clinical Warning.
2. Ongoing inconsistencies in meeting course outcomes and clinical competencies.
3. Behavior which is evaluated by the faculty as detrimental to the client.

A student placed on clinical probation is provided with:

1. Written documentation identifying the competencies on the clinical evaluation tool which are unsatisfactory

2. Terms of the remedial plan
3. The time limit of the clinical probation
4. Name(s) of the instructor(s) and method by which the student will be evaluated during the term of the clinical probation

Once the terms of the clinical probation have been met, the Director and faculty will determine if the student is performing at a satisfactory level. Should the student's performance remain at an unsatisfactory level following the completion of terms of the clinical probation, the student will receive a clinical failure.

Clinical Failure

A student receives a clinical failure when evaluated as demonstrating either of the following:

- A pattern of unsatisfactory attainment of the clinical objectives
- Grievous incident: A grievous incident is defined as any action or inaction on the part of the student which threatens another person's physical and/or emotional well-being. This includes incidents where faculty have intervened to prevent the error from occurring.

Performance records such as the clinical warning and the clinical probation will be maintained in the student's file. When a student receives a clinical failure, the student will fail the course, regardless of the current classroom grade, and be dismissed from the nursing program.

Student Clinical Policies

Medical Clearance

When a student has a condition that may limit their ability to participate in school activities, the student will be required to obtain and provide medical clearance to participate in clinical. Examples of conditions may include but are not limited to **the need to recover from surgery, pregnancy, injury and communicable diseases**. If the medical provider determines that the student is restricted from activities that are a part of the clinical experience, and the clinical absence must be made up at a time designated by the College's faculty, and usually are done at the end of the semester. A fee will be charged for each clinical make-up and must be paid to the college business office before the student can attend the clinical make-up. Prior to returning to the learning experience, the student will be required to submit to the Program Director or Clinical Placement Director a medical clearance from a health care provider indicating that the student can safely perform all of the required student activities in the clinical environment. This clearance must clearly state that there are no restrictions in the student's ability to perform these activities and must be submitted to the program director or the clinical placement director for review and approval before the student attends the next clinical learning

experience.

Students are required to report their exposure to, signs and symptoms of, and/or diagnosis of communicable diseases to the Clinical Placement Director regardless of the circumstances.

Reportable communicable diseases include, but are not limited to: measles, mumps, rubella, chicken pox, meningococcal disease, hepatitis, influenza, tuberculosis, C-difficile and methicillin-resistant staphylococcus aureus (MRSA). In such cases, the student will be required to seek medical attention and obtain and provide the college a medical release before being allowed to further participate in their classroom and clinical activities.

School Closure

If classes are cancelled due to unplanned school closure, classes, clinical, testing and lab will be cancelled. Faculty will communicate to the students how class/lab content and testing will be covered/rescheduled. Make-up times for clinical will be rescheduled by the faculty. If a student does not attend one of these make-ups it will count as a clinical absence.

Transportation

Transportation to and from scheduled clinical agency sites is the responsibility of the student.

Cell Phone Policy

Cell phones should be turned off while students are in clinical setting, classroom, lab and for collaborative testing. A violation of this policy and may result in the student being asked to leave the clinical site, resulting in a clinical absence.

Critical Incident Form

This is completed by the student and faculty when an incident or injury occurs in which a mistake has occurred, or a client /student has been placed at risk or injured in a clinical facility or the labs on campus. If an incident report is completed in a clinical facility, a Maria College incident form will also be completed. The Maria College incident form is placed in the student's file.

Student Resources

College Nursing Laboratories

The nursing laboratories are in McAuley Hall. Laboratory faculty are available in the open lab during scheduled hours. Open laboratory hours are posted in the lab and on Blackboard. These are times when students can come in and practice skills with lab faculty available for assistance. At certain times the college laboratory will not be available for use; these exceptions will be posted in the lab and on Blackboard. It is the students' responsibility to check posted hours. **Students may not record themselves or others in the lab.**

Please Note: Our labs and some Manikins parts contain latex.

Lab Bags

Students will receive a lab bag upon initial entrance in the nursing program. Maria College is not responsible for damage to equipment or loss of the bag and/or its contents. Student's lab bags will not be replaced. It is the responsibility of the student to maintain the integrity of their lab bag. The contents of the lab bag, are for educational purposes only.

Simulation-Based Education

Simulation-based education has become a part of healthcare educational programs across the United States, and other countries as well. Simulation provides a clinical learning environment using high-fidelity manikins and equipment. Students are introduced to a "scenario" that mimics a real client health problem. Students respond using the level of clinical judgment that is appropriate for their place in the curriculum. After the scenario is over, students and faculty will debrief, reflecting on their experiences during the scenario and will evaluate their knowledge, skills and abilities. The debriefing is always guided by a faculty member in a controlled environment immediately after the experience.

The benefits of simulation include, but are not limited to, allowing the student to apply theories learned in the classroom to skills practiced in the lab. This engages students in critical thinking and allows them to practice clinical reasoning skills in a safe environment. Simulation enhances the experience of caring for clients in a real healthcare setting.

Every effort is made to maintain the lab in optimum working order. Students are expected to be familiar with the guidelines of the college nursing labs.

Guidelines for Simulation Laboratory Environment

Learners are expected to come to lab prepared and ready to participate. This can be accomplished by reviewing the lab objectives and completing the assignments prior to the scheduled lab. Students are to wear their clinical attire (as outlined in the Student Nurse Manual).

Because of the high fidelity of the equipment in the lab, and the volume of students that will be utilizing the lab, it is necessary to adhere to the following general guidelines while in the lab. It is essential to maintain realism; therefore the manikins will be treated like “a real person”.

General Laboratory Guidelines

- Universal precautions will be implemented at all times.
- HIPAA rules apply, learners should not share details and activities with learners who have not yet participated in their own lab experience.
- Food or drink is not permitted in the nursing laboratory areas.
- Please do not use ink pens directly on the manikins, they will stain the manikins.
- Manikins are considered “real” clients and are to be treated with respect.
- Students should report any non-functioning equipment to the lab faculty immediately.
- Do not manipulate, remove, or bend any tubes from the manikins unless instructed to do so by lab staff. Prior to inserting anything into the manikins, check with the lab faculty.
- Each student is responsible for cleaning up after their lab, which includes picking up any scraps of papers, returning all non-disposable supplies, discarding garbage in their appropriate receptacles and properly disposing of needles.
- No equipment or supplies should leave the lab unless it is appropriately checked out by the lab coordinator.
- To maximize the learning experience, conversation and discussion will be limited to the lab experience, during class.
- Students will engage in and participate in the scenarios as a professional and treat lab as a realistic client care experience.
- Only Maria College students, faculty and staff are permitted in the labs and control room. Children are not allowed in lab at any time.
- Students are to store personal items in the open lockers provided.

Video Recording in the Laboratory

All sessions in the simulation lab are video and audio recorded. Video recordings are used for debriefing purposes with members within that LAB group. The sessions are reviewed only with members of Maria college faculty for review and teaching purposes.

Individual Assistance

Nursing Faculty offices are located on the second floor of McAuley Hall. Students are urged to make appointments for clarification of course work, advisement, clinical performance appraisals or individual concerns. For specific issues the student may contact the full- time faculty by email or phone. Contact information for faculty is provided in Appendix A.

Advisor Support

Each student will be assigned a nursing faculty advisor. Students are encouraged to meet with their advisors routinely for support. Every member of the nursing faculty has office hours available to students and is also willing to meet by appointment if the office hours are inconvenient. Advisors may also assist students to find other support on campus that may be appropriate to the student's needs.

Grievance Procedure

The grievance procedure is outlined in the *Maria College Student Handbook*.

Program Status Change

Progression in the Practical Nurse Certificate Program

A student will **not** be eligible to progress in the certificate program if any of the following conditions occur:

1. failure to maintain a C+ in a nursing course. **Students who fail a second clinical course will be ineligible to repeat the course and will be dismissed from the nursing program.**
2. failure to maintain a C in all science courses and English composition courses required for the nursing program
3. failure to successfully complete all pre and co-requisite courses required for the nursing program.

4. failure to pass skills competency in the laboratory after 2 attempts will result in failure of the clinical course for that semester.
5. failure to complete any remediation as assigned
6. failure to achieve a grade of 100% on the dosage calculation test within the designated time
7. three (3) absences in clinical, clinical lab, or lab class in one clinical nursing course will result in failure of the clinical course for that semester.
8. unsatisfactory completion of assignments
9. clinical failure
10. failure to adhere to nursing program and Maria College policies
11. a grievous incident by the student that results in dismissal from the program
12. failure to comply with the *ANA Code of Ethics* resulting in dismissal from the program

Readmission to the Practical Nurse Certificate Program

Students who request readmission to the PNC program in nursing for reasons other than failure of a clinical course (i.e. Withdrawal Passing (WP), medical leave) must submit a letter requesting readmission to the Program Director. This letter should include information as to what the candidate has accomplished during the time he/she left the program and the possible return (i.e., courses taken, work experience). Readmission is contingent upon the following requirements:

- **The student has a G.P.A. of 2.0 or greater**
- There is space availability in the desired course

Students who are readmitted after two years will return to PNC 101.

Repeating a Nursing Course

Nursing courses may only be repeated once. When a nursing course is repeated, the student is required to participate in all course activities; class, clinical, and lab. Students requesting to repeat a course must submit a letter requesting readmission to the Program Director. This letter should be a reflection of why the candidate was not successful and a plan for future success. If the student has been out of the program for less than 2 years, has successfully completed PNC 101 **and has a G.P.A. of 2.0 or greater**, readmission is contingent upon the student meeting the following requirements:

- Successful completion of the designated ATI assessment(s) from all previously passed courses at a level 2 or greater. **This assessment may only be taken once.**
- Successful demonstration of designated skills from the last course passed

- Successful completion of the designated dosage calculation competency from the last course passed
- There is space availability in the desired course

Refer to Appendix G for course specific testing requirements. Once a request is received students will be sent information regarding testing dates and specific requirements.

- Requests for a Fall readmission should be submitted by February 15
- Requests for a Spring/Summer readmission should be submitted by September 15

For students who have previously not been successful in PNC 101, readmission is contingent upon the following requirements:

- **The student has a G.P.A. of 2.0 or greater**
- There is space availability in the desired course

Appendix A - The PNC Program Faculty Contact Information

FACULTY	Phone Extension	Office Number	email address
Dr. Russell Blair Director PNC Program Associate Dean in Nursing for Administration	861-2553	317	rblair@mariacollege.edu
Dr. Victoria Callagan Associate Dean in Nursing for Curriculum	861-2541	316	vcallagan@mariacollege.edu
Latasha Powell PNC Instructor	861-2569	321	lpowell@mariacollege.edu

Rosemary Strumpf PNC Faculty	861-2545	319	rstrumpf@mariacollege.edu
Danielle Gareis Skills Lab Coordinator	861-2568	310	dgareis@mariacollege.edu
Jessica Napoli-McNally Clinical Placement Director	861-2544	301	jnapoli@mariacollege.edu
Kathleen Curtin Administrative Assistant	861-2552	318	kcurtin@mariacollege.edu
Kelly Donegan Administrative Assistant	861-2551	315	kdonegan@mariacollege.edu u

Appendix B - Glossary

Accountability: Individual responsibility encompasses actions and judgments regarding patient care, professional and individual conduct.

Advocacy: A relationship with the individual that facilitates, supports, and represents the needs of the individual.

Assessment: The gathering of relevant data for the purpose of appraising the client's health status. It involves the orderly collection of information from multiple sources, establishes a foundation for provision of nursing care, identifies available resources to meet client needs and provides a baseline for future comparisons of individualize client care. (NYS Nursing Education Articulation Model, 2/04).

Caring: A pattern of behaviors, beliefs, and consciousness that demonstrates presence, empathy, spirituality, recognition, the dignity of each person and promotion of worth for others and self from life/death.

Caring Behaviors: Conduct that is nurturing, protective, compassionate and client centered that creates an environment of hope and trust. Client choices related to cultural values, beliefs and lifestyle are respected. (Maria College Department of Nursing Philosophy)

Caring Interventions: Those nursing behaviors and actions that assist clients in meeting their needs based on knowledge and understanding of the natural/behavior sciences, nursing theory/research and past nursing experiences. (Maria College Department of Nursing Philosophy)

Client: An individual who has health care needs created by the impact of the external and internal environment.

Clinically Competent: Performance in a manner within the legal scope of defined LPN practice, utilizing nursing principles that satisfy the demands of the situations.

Clinical Decision Making: A process that requires the application of theoretical knowledge, thinking skills and intuition, under the supervision of an RN, MD, DDS or other licensed provider of care, in determining appropriate care for effective client outcomes. (New York State Board of Nursing. LPN Scope of Practice – September 2005).

Collaboration: Shared planning, decision-making, problem solving, goal setting and assumption of responsibility/accountability by those who work together cooperatively with open professional communication across healthcare settings. (New York State Board of Nursing. LPN Scope of Practice – September 2005).

Communication: An interactive process with an exchange of information that occurs verbally, nonverbally, and/or in writing or through information technology. (New York State Board of Nursing. LPN Scope of Practice – September 2005).

Critical Thinking: The deliberative process of collecting presenting information that is both factually and belief based. Components of critical thinking are based on ethical, diagnostic and therapeutic dimensions.

Cultural Awareness: The conscious, informed recognition of and respect for individual differences and similarities between cultural groups.

Delegation: Transferring to a competent individual the authority to perform a selected task in a selected situation. The nurse retains the accountability for the delegation. (NCSBN position paper, 1995). It involves the five rights: right task, right circumstance, right person, right direction/communication and right supervision/evaluation

Environment: All the conditions, internal and external, surrounding and affecting the human condition.

Illness: Is a state of disequilibrium resulting in an imbalance between internal and external environments.

Individual: A holistic, thinking, feeling, organized being, possessing integrity, free will and potential for learning. Individuals are at the same time similar and unique. The individual is in constant interaction with their environment, adapting to a variety of stimuli.

Health: A homeostatic process which integrates bio-psycho-social-spiritual needs and is influenced by the internal and external environment.

Human Flourishing: A lifelong journey which encompasses uniqueness, diversity, freedom, happiness, and the holistic well-being of individuals within a larger family, community or population (NLN, 2010).

Human needs: A person's internal and external environmental factors which impact on health and illness. These needs are categorized as biological, psychological, social, and spiritual.

Management: The process, in collaboration with the RN, of planning, organizing and directing activity in collaboration with the team to reach positive outcomes. (New York State

Board of Nursing. LPN Scope of Practice – September 2005).

Managing Care: The efficient, effective use of human, financial and technological resources to meet client needs, in a cost effective manner and which supports organizational outcomes. (New York State Board of Nursing. LPN Scope of Practice – September 2005).

Nursing: Is a systematic, caring profession grounded in concepts from the liberal arts and biologic, psychologic and social sciences. Nursing is an art and science, constantly dynamic and evolving.

Nursing Judgment: Encompasses three processes; critical thinking, clinical judgment, and integration of best evidence into practice (NLN, 2010).

Nursing Process: Process used for decision-making within the professional framework of nursing. It is defined as those actions which nurses implement as they deliver nursing care to their client(s). These actions include data gathering, contributing to the plan of care, implementation of care, and measurement of the results of care.

Profession: An occupation or vocation requiring education in the liberal arts, sciences, and advanced study in a specialized field.

Professional Behavior: Demonstrates adherence to standards of professional practice, accountability for actions and behaviors, and the practice of nursing within legal, ethical and regulatory framework while caring and valuing the profession. (New York State Board of Nursing. LPN Scope of Practice – September 2005).

Professional Identity: Involves the internalization of core values and perspectives recognized as integral to the art and science of nursing. Professional identity is evident in the lived experience of the nurse, in his or her ways of being, knowing and doing (NLN, 2010).

Reflection: an analytical process in which individuals explore their experience in order to clarify meaning that leads to new understandings.

Safety: minimize risk of harm to patients and providers through both system effectiveness and individual performance

Spirit of Inquiry: A persistent sense of curiosity that informs both learning and practice (NLN, 2010).

Teaching-Learning: Processes used to promote and maintain client health, and reduce risk, and which are implemented in collaboration with the registered nurse, client, significant

support person and other members of the healthcare team. (New York State Board of Nursing. LPN Scope of Practice – September 2005).

Therapeutic Communication: An interactive verbal and nonverbal process that assists the client to cope with change, develop more satisfying interpersonal relationships and integrate new knowledge and skills. (New York State Board of Nursing. LPN Scope of Practice – September 2005).

Wellness: A dynamic state in which an individual achieves or maintains an optimal balance between internal and external environment.

Appendix C - Nursing Program Curriculum Strands

Vertical strands

Human needs form the vertical strands of the nursing curriculum. Organized as the biological needs and the psycho-social-spiritual needs, these concepts provide the organization and framework for content taught in progression throughout the curriculum.

Human Needs

Biological

1. Oxygenation - The exchange of gases between an organism and its environment.
2. Circulation - Production, distribution, and destruction of blood and blood components through the body system.
3. Fluid/Electrolyte Balance/Hydration - Equilibrium/distribution of body water and its solutes.
4. Nutrition - The sum of the processes involved in taking in nutrients, assimilating and utilizing them.
5. Elimination - Excretion of body wastes.
6. Rest and Sleep - Periods of diminished activity, both mental and physical.
7. Regulation and Sensation - Neuro-endocrine influences which govern body processes.
8. Skin Integrity/Hygiene - Continuity of the integument.
9. Activity - Any movement of the body or its parts.
10. Safety/Protection from Infection / Protection from all environmental hazards.
11. Comfort – A condition of well-being, removal of sources of pain or distress.

Psycho-Social-Spiritual

1. Developmental Stages - Chronological stages with well-defined tasks.
2. Mental Health - A relative state of mind in which a person is able to cope with and adjust to the recurrent stressors of everyday living.
3. Sexuality - The sum of the physical, functional, and psychological attributes that are expressed by one's gender identity and sexual behavior.
4. Social, Cultural, Ethnic Identity - Those characteristics which identify a person to self

and others.

5. Spirituality - An intrinsic frame of reference providing strength, hope and meaning to life.

Horizontal Strands

The horizontal strands are process oriented, focus on the use of the content, and are in place throughout the curriculum. The application of content is achieved through the horizontal strands of the curriculum.

Human Flourishing

Nursing Process

Data Gathering

Diagnosis, Planning, Implementation/Intervention in collaboration with the RN

Measurement of results of care/outcomes

Managing care (under the supervision of an RN, MD, DDS, or other licensed care provider)

Communication

Collaboration

Teaching-learning

Professional Identity

Professional Behavior

Nursing Judgment

Clinical competency

Critical Thinking

Spirit of Inquiry

Caring

Environment

Appendix D - American Nurses' Association (ANA) Code of Ethics*

(*1950, revised 2015)

The Code of Ethics of the American Nurses Association is used as the standard for ethical practice and is used to assure that patients will be protected in accordance with the New York State's Nurse Practice Act.

The Code of Ethics is based on a body of moral and ethical principles. These principles have been translated into statements of standards which will guide the nursing students' integrity and their conduct while engaged in learning within the nursing program and later as a nurse in practice.

Conduct violating these statements may constitute reason for departmental warning, probation or dismissal from the nursing program.

1. The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.
3. The nurse promotes, advocates for, and protects the rights, health and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes actions consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association, *Code of Ethics for Nurses with Interpretive Statements*, © 2015 By American Nurses Association. Reprinted with Permission. All rights reserved.

Appendix E - ATI Grid

Course	PNC 101	PNC 102	PNC 103	PNC 104
<i>Test Administered</i>	Fundamentals	Maternal/ Newborn	Mental Health	Medical-Surgical Leadership Comprehensive Predictor
<i>Grading Adaptation</i>	10% of final grade	10% of final grade	10% of final grade	Medical-Surgical: 5% of final grade Leadership: 5% of final grade Comprehensive Predictor: Refer to course syllabus

Appendix F - Maria College Nursing Program Core Performance Standards

Requirements	Standards	Examples
Critical thinking	Critical thinking ability for effective clinical reasoning and clinical judgment	Apply scientific principles while planning and performing client care. Evaluate the effectiveness of nursing interventions. Modify the environment to enhance health/wellness promotion.
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups	Demonstrate legal/ethical professional behaviors. Participates and collaborates with all members of the health care team, clients, & support systems to further health promotion/ address illness.
Communication	Communication adeptness sufficient for verbal and written professional interactions	Documents plan of care and evaluation of interventions Provides verbal reports of client data to members of the health care team Comprehends verbal, nonverbal and written communication Initiates, evaluates and documents client teaching plan
Mobility	Physical abilities sufficient for movement to provide safe and effective nursing care	Move around patient rooms, work areas and treatment areas. Provide life saving measures (i.e. CPR)

Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	Manipulate and safely use equipment (i.e keyboards, dials, switches, syringes, needles) Therapeutic positioning of clients (moving , lifting, transfers) Properly demonstrate clinical procedures (i.e. sterile technique, use of protective devices)
Hearing	Auditory ability sufficient for monitoring and assessing health needs and maintain a safe environment	Hears monitors, emergency warning sounds, auscultatory sounds and cries for help.
Visual	Visual ability sufficient for observation and assessment necessary in patient care and maintain a safe environment	Observe client's condition and response to treatment Read fine print (i.e. syringe calibration)
Tactile Sense	Tactile ability sufficient for physical assessment and therapeutic interventions	Performs palpations, functions of physical examination and those activities related to therapeutic interventions (i.e. inserting and maintaining client catheters and tubes)

Adapted from the Southern Regional Education Board. (2008). Americans with Disabilities Act: Implications for Nursing Education. Retrieved July, 21, 2011 from http://www.sreb.org/page/1390/the_americans_with_disabilities_act.html

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Appendix G - Practical Nursing Readmission Requirements to Repeat a Course

A GPA of 2.0 or higher and space availability is required to repeat all clinical nursing courses. Additional course specific requirements are as follows:

PNC 102

- Fundamentals ATI Assessment (\$35.00 fee) *
- PNC 101 Dosage Exam
- PNC 101 Basic Skills Measurement

PNC 103

- Fundamentals ATI Assessment ((\$35.00 fee) *
- Maternal-Child ATI Assessment ((\$35.00 fee) *
- PNC 102 Dosage Exam
- PNC 102 Skills Competency

PNC 104

- Fundamentals ATI Assessment (\$35.00 fee) *
- Maternal-Child ATI Assessment (\$35.00 fee) *
- Medical-surgical ATI Assessment (\$35.00 fee) *
- PNC 103 Dosage Exam
- PNC 103 Skills Competency

*ATI Assessment fee is subject to change