



**RN - BS Degree in Nursing Completion Program**  
**Policy Manual 2020-2021**

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## Welcome

Dear Student,

Welcome to the RN - BS Degree in Nursing Completion Program! Entry into this Program marks a continuation of your education as a nurse. I hope that you will find the curriculum current, applicable to your practice, and growth producing.

The faculty has been selected to assist you on this journey, to meet your professional and personal educational goals. We take pride in the mission of both the College and the Nursing Programs.

This Manual was prepared to provide you with valuable information to facilitate your achievement of academic success in the Program. The Manual contains policies and procedures that are applicable during your course of study at Maria College. General College policies are found in the [Academic Catalog](#) and the [Maria College Student Handbook 2020-2021](#). As a student, you are responsible to both the Maria College Student policies and those of the RN - BS Degree in Nursing Completion Program.

Please keep this Manual as a reference during your academic career at Maria College. A copy of this Manual can also be found on the Maria College website. It is a supplement to the Maria College Catalog and Maria College Student Handbook. All information in this Manual is subject to change. Any changes will be communicated to students as they occur.

It is our pleasure to have you join the Maria College RN - BS Degree in Nursing Completion Program!

Ellen J. Argust, MS RN CNOR  
RN to BS Degree in Nursing Completion Program Director

Victoria A. Callagan, EdD RN  
Associate Dean in Nursing for Curriculum

## **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 -18 months
2. Associate Degree Nurse (RN): 2 years
3. Baccalaureate Degree Nurse (RN, BS): 4 years
4. Master of Science of Nursing (MS, MSN): 2 years after BS
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 15-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 and advanced placement options that take less than 2 years to complete.
3. Bachelor of Science in Nursing degree 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.

## **The 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 rigorous nursing education programs offered in a supportive environment reflective of Mercy charism. Faculty and staff seek to

foster graduates that respect the dignity of every human person so that throughout their careers they practice the art and science of nursing through caring and compassionate service to others.

### **The Philosophy of the Maria College Nursing Faculty**

The works of Florence Nightingale and Jean Watson shape the philosophy of the Department of Nursing. Based on their work, the faculty have identified human needs, environment, nursing process, caring, critical thinking, and the National League for Nurses (NLN) core competencies of the nurse as the foundations for the conceptual framework underpinning the nursing curricula.

The faculty believe that:

- nursing is the professionalization of human capacity for caring.
- caring behaviors are person-centered and respect the dignity, values, and beliefs of every person.
- nursing is an art and a science, constantly dynamic and evolving and the nursing process is the systematic approach to nursing care.
- nurses are responsible for ethical practice in relation to their clients, the public, their colleagues, and themselves.
- the practice of nursing ensures advocacy for clients who are unable to advocate for themselves.
- nurses have a professional responsibility to continually improve their clinical judgment and practice through reflection, evidence-based practice, and lifelong learning.
- the environment includes all conditions, internal and external, that surround and affect the individual and can be manipulated to place a client in the best possible condition for health promotion, healing, or a dignified death.
- health is the extent to which people can realize their aspirations, satisfy needs, and change or cope with the environment.
- nursing, as an art and a science, uses the humanities and sciences to provide a foundation for nursing education.

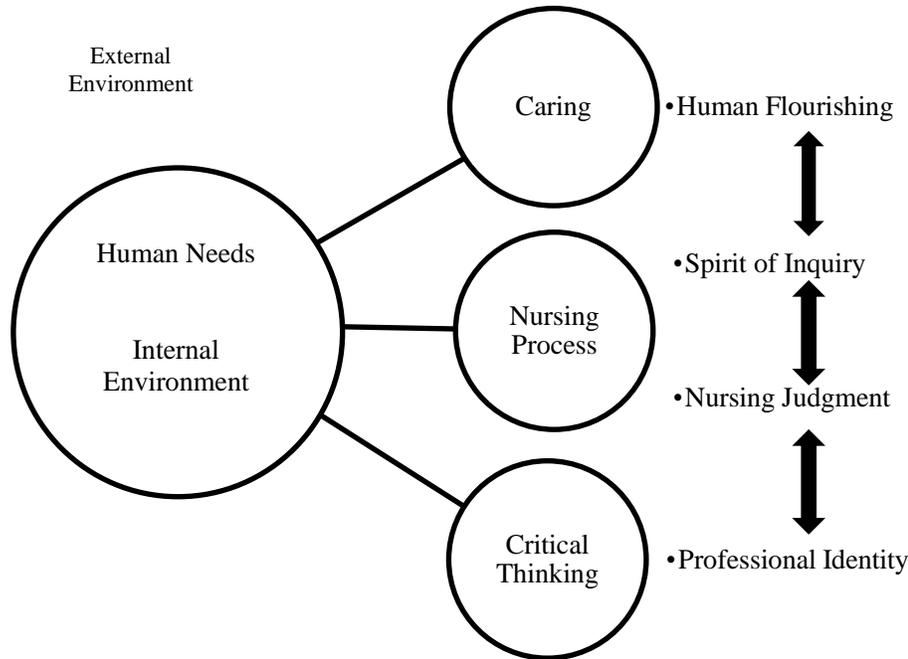
To prepare nursing students for practice, the faculty recognizes the National League for Nursing (NLN) Competencies and graduates are prepared to:

- 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**

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

### **Conceptual Framework**

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



The nursing faculty envision the nurse as a caring professional who affects the client's ability to meet human needs as they are impacted by the external and internal environment. The nurse utilizes the nursing process to critically think while enacting the competencies of a nurse.

### **The Baccalaureate Nurse**

Focus of the RN - BS Degree in Nursing Completion Program:

The focus of Maria College's RN - BS Degree in Nursing Completion Program is to develop nurses who utilize evidence for practice decisions throughout a variety of healthcare settings and have knowledge of contemporary issues shaping nursing and healthcare.

Baccalaureate prepared nurses' function in the roles of providers of care, designers, coordinators, managers of care, and members of the profession. Professional nurses are generalists whose practice includes both direct and indirect care for clients including the role of patient advocates and educators. This role is realized through partnerships with clients, who include individuals, families, groups, communities, and populations. To successfully realize this role, the nurse will demonstrate high quality care, evaluate care outcomes, and provide leadership in improving care.

Nursing practice is built on nursing knowledge, theory, and research. Additionally, nursing practice utilizes knowledge from other disciplines, both adapting and applying the knowledge as appropriate for professional practice.

As designers, coordinators, and managers of care, the baccalaureate prepared nurses have the knowledge and authority to delegate tasks to other healthcare personnel, as well as to supervise and evaluate them. Additionally, they are responsible for the outcomes of client care. They are healthcare providers who function independently within a multidisciplinary healthcare team. Nurses bring knowledge, judgment, skills, and caring to the healthcare team.

The baccalaureate degree graduates serve as advocates for the client and the profession of nursing. The professional nurse will demonstrate strong clinical reasoning, clinical judgment, communication, and assessment skills. As advocates for high quality care for all clients, baccalaureate prepared nurses possess appropriate values and ethics, are knowledgeable about the policy processes defining healthcare delivery, and systems of care.

### **End of Program Student Learning Outcomes**

The focus of the RN - BS Degree in Nursing Completion Program is to develop nurses who utilize evidence for practice decisions throughout a variety of healthcare settings and have knowledge of contemporary issues shaping nursing and healthcare.

At the completion of the RN-BS Degree in Nursing Completion Program, the graduate of the program will:

- Exhibit caring behaviors, cultural competence, and effective communication to meet the human needs of clients as a member of the profession of nursing and an inter-professional team.
- Integrate ethical and legal standards with personal and professional values that encompass life-long learning into nursing practice.
- Incorporate principles of holism, health promotion, teaching learning, and risk reduction across the life span to improve population health.
- Utilize the research findings, evidenced-based practice, and the nursing process to collaborate, coordinate, evaluate, and improve care for the advancement of nursing knowledge and practice in a changing health-care environment.
- Advocate for socially just health-care policies for individuals, groups, and communities in diverse health-care environments.
- Integrate theory, bio-psycho-social knowledge, technology, and critical thinking to provide leadership in the design, coordination, and management of care across the lifespan for individuals, groups, and communities.

### **Concept of Nursing Education**

The faculty believe 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, skills and attitudes acquired assist the student to develop critical thinking and decision-making skills essential to nursing practice.

The faculty believe nursing education involves mentoring and role modeling for nursing students. The faculty believe that nursing education facilitates the learning of scientific principles and the ability to transform their knowledge and skill into caring and compassionate service to others. Recognizing that students have unique and varied learning styles, nursing faculty strive to establish a caring environment that maintains the cultural integrity of students and nurtures commitment to the learning process. We believe learning is a lifelong process that takes place in the learner at different rates and results in behavior change. The faculty fosters the student's growth through enhancement of prior 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 faculty recognize 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. These behaviors are progressive in nature. The behaviors are categorized from simple to complex and from concrete to abstract. If more complex behaviors such as synthesis are achieved, 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/Learner 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.

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

In the teaching-learning process, the learner as participant:

1. Identifies learning needs;
2. Works actively toward identified learning outcomes;
3. Assumes responsibility to synthesis knowledge presented;
4. Evaluates learning based on identified outcomes;
5. Develops behavior/skills appropriate to nursing practice;
6. Takes responsibility for professional growth and development;
7. Participates in evaluation of teaching-learning process.

### **Accreditation**

The Maria College RN-BS Degree in Nursing Completion Program is registered by the New York State Education Department, HEIGS #1203.10, and accredited by the New York State Board of Regents. The Board is recognized by the U.S. Department of Education as a national accrediting body for nursing education programs.

The RN - BS Degree in Nursing Completion Program is accredited by the Accreditation Commission for the Education of Nurses (ACEN). If there are any questions or complaints about the Program the reader should contact them at <https://www.acenursing.org> or at ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326. Their telephone number is 404-975-5000.

Maria College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104 Phone: (267)284-5000. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

### **Nondiscrimination Policy**

- Please refer to the [Maria College Student Handbook 2020-2021](#) for this information.

## **RN-BS Degree in Nursing Completion Program**

- A full description of the program can be found in the [Academic Catalog](#).

## **Transfer Credit Policy for Maria College RN-BS Completion Program in Nursing**

Upper Division college credit from previously completed bachelor level nursing course(s) may be submitted for the purpose of transfer credit. Bachelor's course work credit submitted for as a request for waiver must meet the following conditions:

- Be from a regionally accredited degree-granting institution of higher education
- Course(s) must be completed within the last five years from the date of enrollment in Maria College RN-BS Completion Program.
- Nursing course content, level and credit hours of the transfer course must be equivalent to that of the Maria College RN-BS Completion Program course as determined by Maria College RN-BS Nursing Faculty.
- Credit will only be transferred for courses with an earned grade of C+ or better.

## **Academic Advisement**

- Please refer to the [Maria College Student Handbook 2020-2021](#) for this information.

## **Student Evaluation and Grading**

Evaluation of student work in the RN - BS Degree in Nursing Completion Program is achieved primarily using rubrics. These rubrics include the Baccalaureate Writing, Presentation, Online Discussion and Class Participation, Preparation and Attendance Rubrics. The rubrics are based on a 100-point scale. These rubrics are posted in Blackboard for each course and may be found in the Manual. In each course, the syllabus will contain what method is used for the evaluation of the assignment and the overall weight (or % of the final grade) of each assignment. For each course a variety of sources such as, online discussions, papers, presentations, exams etc., will be used to determine the final grade.

## **Rounding of Grades**

Only the final grade for the course will be rounded. Final grades will be calculated to the tenth if there is a partial grade. Grades 0.5 and greater will be rounded up to the next highest whole number. Grades 0.4 will retain the same whole number value.

## **Clinical Grading**

The faculty for the course will award a grade of pass/fail for the clinical component of the course based on his/her feedback from the clinical mentor, discussion with the student, and Clinical Log. Students must pass the clinical portion of the course to receive credit for the course.

## **Change of Grade**

The instructor of a course has the sole and final responsibility for any grade reported for that course. Any change of grade (except removal of an "Incomplete") after the grade is on record in the Registrar Office must be requested within three months after the end of the semester in which the original grade was issued.

## Academic Progression Policy

Students must obtain a minimum grade of "C+" in all nursing courses required for the Program. (A grade of "C" is not adequate to meet the minimum requirement of "C+"). A student may repeat a nursing course only once. Failure to successfully complete course work that is required by the Nursing Program results in dismissal from the program.

## Grading for the Nursing classes:

Please refer to the [Academic Catalog](#).

## Classroom Expectations

These seminar classes are highly participatory; therefore, class attendance, punctuality, and participation are expected behaviors for these courses. The faculty reserves the right to lower a grade based on absences or lateness. Please email the instructor if you are to be late or absent, as this is a professional courtesy. Furthermore, it is your obligation to contact the faculty regarding what was covered in your absence. The classroom is a microcosm of the real practice world. Therefore, as in a professional setting, so in the classroom, positive and respectful manners are expected. These include careful listening in class, polite responses to instructor and colleagues, an awake and attentive presence, and turning off cell phones. Due dates are indicated on the class schedule; please refer to this to guide your work. Late papers and discussion postings may not be accepted unless prior arrangements have been made with the instructor in advance of the deadline. The same is true of exams, both written and practical; prior notification is necessary and arrangements for make-ups will only be given at the discretion of the instructor. Finally, students who fail to be in class for their presentations may be awarded a zero for the presentation. Provisions for late submissions of course work are at the discretion of the instructor. Note that ignorance of applicable deadlines and procedures is not a basis for a waiver of existing regulations.

## Social Networking Policy

Maria College students are expected to adhere to the guidelines set forth for social media use in the Student Handbook and Code of Conduct, as well as the College's communications policy and computer use policy.

- Student Handbook – page 24 [Maria College Student Handbook 2020-2021](#)
- Communications Policy: <https://mariacollege.edu/about-maria/policies-procedures/communications-policy>
- Computer Use Policy – page 5: <https://mariacollege.edu/wp-content/uploads/2018/10/Maria-College-Computer-Use-Policy-Updated-August-2018-4817-9742-6288-v.1.pdf>

In addition, 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*
- Does not violate confidentiality implicit in their roles as nursing student.

1. Maria College Nursing students shall not post, transmit or otherwise disseminate any information to which they have access because of their attendance in the program without written permission from the Nursing Department Dean 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**

Please refer to the [Maria College Student Handbook 2020-2021](#) for specific information. Within the nursing program as a part of academic integrity, students are also expected to adhere to the *American Nurses' Association (ANA) Code of Ethics* in the classroom, lab and clinical settings. A nursing student who violates the academic integrity policy of the college and/or *American Nurses' Association (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. They are for the sole purpose of the student's personal use and may not be posted or distributed publicly. There is no audio/video recording by students in the laboratory, clinical pre and post conferences, or during 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 and faculty correspondence 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.

## **Early Warning Notifications**

Early Warning Notifications are sent to students taking this course who have are struggling or unable to meet one of more of the standards of the course. The intent of these notifications is to offer you help to improve your performance in this course and ultimately achieve academic success. If you receive an Early Warning Notification, please talk to me about it so we can strategize ways to improve your current performance. Your advisor will also contact you to offer his or her support.

If you receive multiple Early Warnings from one or more of your classes, you will also be contacted by the Director of Student Support as a part of the STAR (Student-At-Risk) Initiative in order to schedule a voluntary Academic Support Review Session. It is part of the Maria College mission to provide students with a supportive environment. Please understand that Early Warning Notifications are a way that the College is attempting to help you be a successful student.

## **Leave of Absence**

A student who wishes to take a leave of absence must complete and submit the request for withdrawal/leave of absence form with all necessary signatures. This form is only available at the Registrar's Office. Financial aid regulations stipulate that a leave of absence must not exceed a total of 180 days in any 12-month period. Upon return from a leave of absence, students must contact their academic advisor to register for their returning

semester. A student on a medical leave of absence must provide documentation of medical clearance for return to study. A student who does not return at the end of a leave of absence will be considered withdrawn from the College, and this withdrawal will be effective as of the beginning date of the leave of absence.

### **Withdrawal from the College**

To officially withdraw from the college, students must complete the request for withdrawal/leave of absence form and obtain the signatures of the Dean of the College, Department Chair or their academic advisor, the Business Office and the Financial Aid Office. Students withdrawing from the college must participate in an official exit interview with the Financial Aid Office after having completed the form. Withdrawn students will be sent a follow up survey by email and postal mail.

Students who withdraw from college during the course withdraw period (the first ten weeks of the semester) will receive grades of W, WS or WU in all semester-length courses. Students who withdraw from college after the ten-week course withdrawal period and before completing final examinations will receive a grade of W, WS or WU if there are documented extenuating circumstances of record at this time. These must be stated in writing and they require the signature of the advisor and the Dean of the College. Students who do not follow the official withdrawal process are considered enrolled students and their grades will be recorded. This regulation may be waived by the Dean of the College when circumstances warrant.

### **Dismissal from the RN-BS Degree in Nursing Completion Program**

A student may be dismissed from the program if any of the following conditions occur:

1. Failure to maintain a C+ in nursing courses.
2. Unsatisfactory completion of assignments.
3. Clinical failure.
4. Failure to adhere to Program and Maria College policies.
5. Grievous incident by the student.

### **Readmission**

Readmission after Dismissal: Students dismissed from Maria College for academic reasons may apply for readmission after one calendar year. Dismissed students must demonstrate improved potential for academic success through successful completion of at least six credits per semester with all grades of C or better at an alternate college to be considered for readmission.

Readmission to the RN - BS Degree in Nursing Completion Program is not automatic, is at the discretion of the Dean of Nursing and may depend upon space availability. Requests for readmission must be submitted by March 15 for the fall semester and October 15 for the spring semester.

### **Student Code of Conduct**

Please see the [Maria College Student Handbook 2020-2021](#) for the full Student Code of Conduct Policy.

### **Student Grievance Procedures**

Please see the [Maria College Student Handbook 2020-2021](#) for the full Student Grievance Policy.

### **Drug Free Policy**

Please see the [Maria College Student Handbook 2020-2021](#) for the full Drug Free Policy.

## Students with Disabilities Policy

The Accessibility Services Program at Maria College assists in creating a campus environment where students with disabilities have equal access to educational programs and the opportunity to participate fully in all aspects of campus life. Individuals who identify themselves as having a physical, psychological, or learning disability for special services/academic adjustments under the Rehabilitation Act of 1973 (504, 508) and the American with Disabilities Act of 1990 must contact Jonathan Collier-Takahashi, Assistant Dean of Students, in the Frank O'Brien, Jr. Student Support Center, Mercy Hall (861-2502 or [jcoller@mariacollege.edu](mailto:jcoller@mariacollege.edu)).

It is the responsibility of the student under the American with Disabilities Act to request services, provide professional documentation, complete the paperwork and provide each instructor with a letter detailing the reasonable accommodations as no special accommodations can be made unless this information is shared with the student's instructors. "A reasonable accommodation is one that does not alter the essential nature of a course or program and does not cause undue hardship" (Rehabilitation Act of 1973).

### Academic Support

Located in the Student Support Center (Mercy Hall), the Mary Beth O'Brien Tutoring Center staffs both peer and professional tutors skilled in a variety of subjects and academic disciplines. If you think you could benefit from working with a tutor and would like to schedule an appointment, simply visit <https://mariacollege.mywconline.com/> You may also speak with a staff member by phone at 518-861-2521.

If you need direct assistance or more information about tutoring and other support services, please visit the Student Support webpage at <https://mariacollege.edu/student-support> or send an email to [studentsupport@mariacollege.edu](mailto:studentsupport@mariacollege.edu)

### Clinical Expectations

Clinical courses are an integral part of the curricula of the program. Students are expected to represent professional nursing and Maria College when they are in the clinical area and are expected to conduct themselves accordingly. Student progress is measured by the course and clinical objectives and guided by the clinical rubric. Students who are unable to be assigned to a clinical area are not able to continue in the Program. When a student has a condition in which there is actual or possible limitation in the student's ability to function, the student will be denied the learning experience. Before returning to the learning experience, the student will be required to submit to the Program Director a medical clearance from a health care provider indicating that the student can function in the learning environment. This clearance must be submitted before attending the learning experience.

The courses with clinical practicums in the curriculum include: NUR385, Community Health Nursing and Epidemiology (90 hours) and NUR460, Nursing Specialty and Synthesis (60 hours). SOC410 Health Promotion across Life Span requires experiential learning.

### Clinical Placement

Students work with course faculty to identify clinical opportunities to meet course outcomes. The course faculty approves the clinical placement and a clinical contract is generated for the agency if one is not already in place. The preceptor for the experience must be a nurse with a minimum of a bachelor's degree in nursing.

The clinical preceptor evaluates the student performance and the program faculty validates completion of required hours using the clinical log. Grades are based on successful completion and objectives using the

clinical rubric. Unsatisfactory performance in a clinical may result required remediation, failure in the course, and/or dismissal from the program, based on the recommendation of the course faculty.

### 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.

Students are required to create an account with **CastleBranch** to upload required health documents. These include the following:

- 1) Current RN license (new associate degree graduates must have their RN license within six months of graduation)
- 2) A completed **Maria College Physical Form** submitted annually to CastleBranch.
  - a) The Physical Form requires:
    - 1) Physical assessment
    - 2) Results of Mantoux-PPD test (s) or chest x-ray.
    - 3) Description of any physical limitations
    - 4) Date of vaccination or antibody titer levels with accompanying laboratory report.
    - 5) Measles
    - 6) Rubella
    - 7) Mumps
    - 8) Varicella
    - 9) Tdap (within last 10 years).
    - 10) Flu (**Annually**)
    - 11) Hepatitis B or a signed declination
    - 12) 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.
- 3) 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:
  - a) American Red Cross: Basic Life Support (BLS) training for healthcare providers which provides two years of certification.
  - b) American Heart Association: CPR with Basic life support (BLS) for healthcare providers which provides two years of certification.

If documentation 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.

## **Preceptor Requirements**

The preceptor must hold a Masters' degree in Nursing. Preceptor resumes must be on file in the nursing office before the beginning of the clinical assignment.

## **Clinical Dress Code**

The student is to dress in a manner appropriate to the clinical setting and abide by their dress code. The student must wear the Maria College ID badge and Lab coat at all times when in the clinical facility.

## **Hybrid Classes**

Select courses offered in the program are offered in a hybrid fashion. A hybrid course combines asynchronous online learning with on-campus learning strategies. That means that some of the “class meetings” will occur online, rather than in the classroom.

## **Information Technology**

- Student Handbook – page 22 [Maria College Student Handbook 2020-2021](#)

While there are no technology requirements, it is helpful to have a computer at home with high speed internet to connect for the hybrid courses and exams. All students have the ability, to download a free copy of Microsoft Office 2016 to any device. When you, login into your Office 365 account, if you click on the Office 365 in the upper left-hand corner you will then see Download Office 2016. If you need any additional help please feel free to contact the IT office either by phone, email or stop into the IT office. [ithelpdesk@mariacollege.edu](mailto:ithelpdesk@mariacollege.edu)

## **Computer Use Policy and Facilities**

### **Computer Use Policy**

Students at the Albany campus can use computers in Main Building, room 105. In addition, computers for literature searches are available in the Library. Students at Saratoga Hospital can use the Computer Training Room and the computers at the Medical Library at the Hospital can be used for literature searches.

## **Sigma Theta Tau International Honor Society of Nursing – Omicron Sigma at-Large Chapter**

### **History**

In 1922, six nurses founded Sigma Theta Tau International Honor Society of Nursing, today known as Sigma, at the Indiana University Training School for Nurses, which is now the Indiana University School of Nursing, in Indianapolis, Indiana, USA. The founders chose the name from the Greek words storgé, tharsos, and timé, meaning love, courage, and honor. Sigma became incorporated in 1985 and is a nonprofit organization with a 501(c)(3) tax status in the United States. <https://www.sigmanursing.org>

### **Membership**

Potential members who meet our eligibility criteria are invited to join Sigma – baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing. Here are some additional facts about our membership:

- Sigma has more than 135,000 active members.
- Members reside in more than 100 countries.
- Thirty-nine % of active members hold master's and/or doctoral degrees; 51% are in staff positions; 19% are administrators or supervisors; 18% are faculty/academics; and 12% percent are in advanced practice.
- There are roughly 540 chapters at more than 700 institutions of higher education throughout Armenia, Australia, Botswana, Brazil, Canada, Colombia, England, Ghana, Hong Kong, Ireland, Israel, Jamaica, Japan, Jordan, Kenya, Lebanon, Malawi, Mexico, the Netherlands, Pakistan, Philippines, Portugal, Scotland, Singapore, South Africa, South Korea, Swaziland, Sweden, Taiwan, Tanzania, Thailand, the United Kingdom, and the United States of America.
- Sigma communicates regularly with more than 100 nurse leaders who have expressed interest in establishing chapters globally, including those in Chile, China, Costa Rica, Denmark, Finland, India, Ireland, Israel, Germany, Jamaica, New Zealand, and Spain.



The Maria College RN-BS Degree in Nursing Completion Program is a chartered Chapter of Sigma Theta Tau International Honor Society of Nursing. Omicron Sigma at-Large Chapter became chartered on November 9, 2018.

### **Eligibility**

Registered Nurse Students must:

- have completed 12 credit hours at their current school.
- have completed half of the nursing curriculum.
- achieve academic excellence
  - For universities/institutions of higher education that use a 4.0 grade point average system to measure academic achievement, baccalaureate students must have a cumulative grade point average (GPA) of at least 3.0. GPAs should be computed according to the policies of the university.
- rank in the top 35% of the graduating class.
- meet the expectation of academic integrity.

### **RN - BS Degree in Nursing Completion Program Student Participation in Governance**

Student Council: Maria's student government, is a platform for students to represent the student body. This group hosts programs and activities to support and engage their peers and participates in College Council meetings. For further information please refer to p.27 of the [Maria College Student Handbook](#).

### **Alumni and Giving**

Students who are graduates of Maria College Nursing Programs are eligible to participate in Alumni and Giving activities. This Alumni and Giving conducts educational and social events for students, alumni, and the community. We are proud of the ways our alumni are making a difference in the lives of others and in their communities. We celebrate your achievements and look forward to your involvement in the life of Maria.

<https://mariacollege.edu/alumni-giving>



Maria College  
RN - BS Degree in Nursing Completion Program

2020-2021

I, \_\_\_\_\_ have received the RN - BS Degree in Nursing Completion Program Student Manual. I recognize that it is my responsibility to understand and follow the policies in the Manual.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Disclaimer

Notwithstanding anything contained within the RN - BS Degree in Nursing Completion Program Student Policies and Procedure Manual, the Nursing Programs reserve the right, whenever it is deemed advisable, (1) to change or modify its schedule of tuition or fees, (2) to withdraw, cancel, reschedule, or modify any course, program of study, degree, or any connection with the foregoing and (3) to change or modify any policy. Please be advised that due to printing deadlines, information in this RN - BS Degree in Nursing Completion Program Student Manual may be outdated. It is the responsibility of each student to ascertain current information as it pertains to the individual's program particularly with regard to satisfaction of degree requirements by consultation with the student's advisor, the Programs Chairperson, the office of the Academic Dean, and other appropriate offices such as the Registrar or Financial Aid. In preparing this Manual, every effort is made to provide pertinent and accurate information; however, Maria College assumes no responsibility for errors or omissions.

Revised 8/2020

### Appendix A – Program Contact Information

	<b>PHONE NUMBER</b>	<b>OFFICE # McAuley</b>	<b>E-MAIL</b>
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