Nursing Program

Student Handbook
Program Code 0202

2022-2023

Department of Nursing
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Welcome to the Department of Nursing at SUNY Plattsburgh. We are pleased that you have chosen to pursue your nursing degree with us. This Nursing Program Student Handbook has been created to facilitate your success along your educational journey.

The Nursing Program policies and procedures delineate what is necessary for nursing students to proceed through their program smoothly. Should unforeseen questions arise, a faculty advisor is available to assist in locating the necessary information to answer your question(s).

Nursing students are responsible for all information provided in the Nursing Program Student Handbook. Policies and procedures are reviewed annually, and revised as needed, by the Nursing Faculty Organization. Changes in policies and procedures may occur more often because of changes in the NY State Nursing Statutes and Rules or the nursing accrediting body’s criteria for accreditation. Therefore, students are held to the policies and procedures in the most current handbook. If a policy is changed, students will be notified via email.

Students should become familiar with the Handbook contents and use it as a reference while enrolled in the nursing program. The Handbook is designed to be used in conjunction with the college website; the college catalog; the campus handbook, and the Student Conduct Manual. Note: Where a policy of the Department of Nursing is more restrictive, students are held to the more restrictive policy.

We look forward to working with you throughout your educational pursuits here at SUNY Plattsburgh and extend our hopes that this will be a rewarding and meaningful experience.

All the best,
SUNY Plattsburgh Nursing Faculty
INTRODUCTION

The Nursing Program at SUNY Plattsburgh graduated its first class of nurses in 1946. Since that time, we have continued to evolve, preparing nurses to meet the challenging healthcare needs of society in a variety of settings. The Nursing Program has maintained accreditation since October 2003, with its last reaccreditation in July 2013. The baccalaureate program is registered with the New York State Education Department, Office of the Professions, Education Building, 80 Washington Ave., 2nd Floor, West Wing, Albany, NY 12234, 518-474-3852. It is fully accredited by the Commission on Collegiate Nursing Education, Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001. The Nursing Program holds memberships in the American Association of Colleges of Nursing (AACN) and the New York State Council of Deans of Nursing of Baccalaureate Programs and Higher Education Nursing Programs.

Our aim is to make a significant impact on health and healthcare by demonstrating practice excellence and preparing leaders in the discipline of nursing. Our focus is on improving health care, building community partnerships to advance health, and informing policy. This is the perfect place to earn a baccalaureate degree in nursing.

The first year entry program prepares students to become a registered nurse (RN) with eligibility to take the national nurse licensing examination (NCLEX-RN®). The program is rooted in a foundation of the sciences, humanities, and technology and information literacy, complemented by a broad-based, multicultural, general education program. The curriculum is carefully planned and adapted to be responsive to changes and complexities found in healthcare today. Formation of the professional role is supported by organizational and curricular experiences and a strong relationship between faculty and students. Student-centered classes provide individual attention for continuing growth.

Our active Student Nurses Association at Plattsburgh State (SNAPs) supports student involvement. In addition, students are eligible to join the National Student Nurses Association (NSNA) which offers programs focused on student transition into the profession.

We are fortunate to have strong ties with our healthcare partners from area hospitals, health centers, and public health centers to a variety of community venues that work with our students and employ our graduates. The nursing faculty are focused on creating a strong program with an emphasis on social justice and excellence in teaching. Most faculty members have earned certifications in their specialty discipline and as Certified Nurse Educators. Alumni of the program have made substantial contributions to the nursing profession through exemplary practice, leadership, education, and research. Our alumni are continuous supporters of the program.
PROGRAM INFORMATION

Mission
We are committed to advancing the health and wellness of all people by preparing excellent professional nurses.

Approved May 29, 2018

Values
We value:

- Mutual respect, collaboration, and support within the learning environment;
- Service and leadership through a commitment to academic excellence, ethical values, social justice, and responsible citizenship; and
- The highest standards of integrity and accountability for holistic, collaborative nursing practice.

Approved September 2010; Reaffirmed May 29, 2018

Program Goals
The goals of the program are to:

1. Provide dynamic academic programs that are responsive to trends in healthcare and advance professional nursing;
2. Develop local, national, and international partnerships to promote mission and values;
3. Engage in healthcare policy formation founded in principles of social justice;
4. Promote a supportive collegial environment that encourages excellence and innovation in teaching/learning, professional development, and faculty scholarship; and,
5. Acquire and effectively manage resources to support the work of faculty, staff, and students.

Approved May 29, 2018

Student Learning Outcomes
Upon completion of this program, graduates will:

1. Synthesize the broad perspectives gained from the arts and sciences with the core knowledge, skills, and principles of nursing.
2. Promote safe and effective healthcare for individuals, families, and populations.
3. Demonstrate a commitment to the profession by adherence to standards of professional practice.
4. Assume an influential role in promoting socially responsible healthcare.
5. Utilize a systematic process to make decisions, using the best available research evidence, theory, expertise, and patient preferences.
6. Apply an ethical model to nursing practice that incorporates moral concepts, professional ethics, and integrates diverse values and beliefs.
7. Engage in collaborative, outcomes-based teaching and learning with individuals, families, populations, and members of the healthcare team.
8. Communicate to meet the healthcare, educational, and counseling needs of diverse groups.
9. Collaborate with other members of the healthcare team to deliver evidence-based, patient-centered care.
10. Assume a leadership role in improving quality care at the point-of-care, local, institutional, community and global levels.

Approved March 2008; Reaffirmed May 29, 2018
Curriculum

The first year entry Nursing Program includes 120 total credits consisting of foundational cognate courses, nursing courses, and general education. The nursing curriculum is continuously revised to provide current and meaningful information. All nursing faculty members belong to the program’s Curriculum Committee which is responsible for curricular decisions. Course descriptions are found in the college catalog.

Nursing Skills/Simulation Laboratory

The Damianos Nursing Laboratory provides students an environment to acquire the skills needed to provide safe and effective nursing care. Laboratory sessions are supervised by faculty who provide formal instruction, demonstration, and feedback. Open lab hours, as available, are posted and maintained by the Skills Lab Manager, or a lab assistant, affording students an opportunity for informal practice. Students should make arrangements for independent practice. Skills practice may be required for an individual student by the clinical instructor. The student will need to obtain documentation of skills practice from the lab staff for such occurrences.

The lab is a simulation of the clinical setting. Students are expected to model clinical behavior when in the laboratory environment. Students are required to wear uniforms during lab practice. All equipment, including manikins, must be handled carefully and with respect; assistance should be sought when needed. Instructions regarding clean-up and recycling or reuse of supplies should be followed. Students must comply with verbal and written guidelines for lab conduct.

The lab is equipped with mobile laptop computers. The wireless system allows students to practice electronic documentation and access evidence-based information to support clinical decisions. The computers are also used to guide students in patient care scenarios as directed by faculty. In addition, high-fidelity patient simulators are used with small groups of students to engage in high-risk clinical situations in a safe learning environment. Clinical judgment and reasoning are developed in a robust debriefing session post-simulation through reflection of decision-making and teamwork processes.

In the event of injury, the supervising faculty, lab manager, or lab assistant should be informed immediately. University policies regarding accidents will be followed including documentation of the incident. Follow the student safety guidelines.
## SAMPLE ACADEMIC PLAN
### Nursing Major - Curriculum 202

Total Credits for Graduation: 120 (Nursing credits 61, Cognates & General Education credits 59 = 120) Beginning College Fall 2021

<table>
<thead>
<tr>
<th>First year</th>
<th>Fall</th>
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<th>17 Credits</th>
<th>Gen Ed</th>
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<td>BIO202</td>
<td>Introduction to Microbiology</td>
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<td>Anatomy &amp; Physiology II</td>
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<td></td>
<td>NUR313</td>
<td>Foundations of Nursing</td>
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### Cognate requirements must be completed with a grade of C or better prior to junior level nursing courses

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<td>Application of Research in Nursing</td>
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<td>Health Promotion &amp; Social Justice</td>
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<td>NUR466</td>
<td>Transition to Professional Practice</td>
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Junior* - Junior standing in program; Cognates must be completed with a grade of C or better and GPA is 2.5 or above prior to junior level nursing courses

Senior** - Satisfactory completion of all junior level nursing courses

(revised 5/26/21)
ACADEMIC POLICIES

Academic Assistance
Students who need additional academic assistance should contact the faculty member responsible for the course. Students may also consult with their academic advisor for direction toward available resources. Requests for tutoring should be made to the campus Learning Center. It is the policy of the College that any student requiring accommodations of any kind to fully access a course must be registered for accommodations with the Student Support Services (SSS) office, located in Macomb Hall. If you need any accommodations for this course, please contact SSS at (518) 564-2810. Reasonable accommodations will be made as recommended by SSS, including, but not limited to, extended time testing and student note-taking assistance. It is the student’s responsibility to inform the course instructor if academic assistance is required and to schedule exam appointments ahead of time with SSS. Helpful links:

- Moodle Help
- Computer Systems and Desktop Support - Helpdesk
- Library and Information Technology Services (LITS)
- Tutoring Assistance
- STAR NY

Academic Honesty
All members of the SUNY Plattsburgh community affirm our belief in honesty, trust, and respect for others. Therefore, we affirm our support for academic honesty in our personal conduct and in our responsibility toward this institution.

The Department of Nursing will follow the American Nurses Association Code of Ethics and the university’s Academic Honesty Policy. The latter can be found in the college catalog or on the website. Students who violate the academic honesty policy are subject to penalties determined by the faculty, which may include a reduction of the grade on an assignment or course, failure of the course, suspension, or dismissal from the academic program or the college. A student who is charged with academic dishonesty will be afforded due process through the College Judicial System. Students are expected to work independently on all assignments unless otherwise specified by the course instructor. Reusing work completed for another course, without the knowledge and expressed permission of the professor is considered academic dishonesty.

Plagiarism is defined as a form of dishonesty that involves the presentation of another person’s ideas, thoughts, or writings as one’s own, as well as borrowing of facts, statistics, charts, or other information that is not widely known without giving credit to the source.

- Copying someone else’s work is plagiarism.
- Copying from the internet or other resources without citation is plagiarism.
- Paraphrasing someone else’s work without citation is plagiarism.
- Unauthorized sharing of work with another is considered aiding and abetting plagiarism and will be treated as academic dishonesty. Protect personal work from unauthorized use to avoid unknowing commitment of academic dishonesty.
- Re-using one’s own work without expressed permission from the instructor is plagiarism.
Admission to the Nursing Program

Nursing is a highly sought-after career which requires clinical knowledge, skilled practice, ethical, and professional comportment. Students applying for admission should possess a strong academic background to serve as a foundation for success. Standards for admission are published in the college catalog.

Admission to the program is highly selective, enrolling students who have demonstrated strong academic achievement. Students are admitted directly into the nursing major, allowing students in the program to begin their experience with required nursing courses in the fall of the sophomore year.

The program does not accept external transfer students. Acceptance of internal change of majors will be permitted only on a space available basis. Internal change of majors to nursing are considered for fall admission after they have completed the pre-requisites for the first nursing course. Change of Major information and application forms are available in the Nursing Office. Application for fall must be made before March 1st of the previous spring and must be accompanied by documentation of pre-requisite fulfillment.

Students who have previously withdrawn from the nursing major will be considered for readmission by the Chairperson and the Academic Standards Committee, contingent on past student performance, situational factors, and space availability.

Advisement

Each student is assigned a nursing faculty member as an academic advisor. The advisor can provide guidance as to appropriate courses to take to complete the nursing major and meet graduation requirements. Students should meet with the advisor at least once a semester during the two weeks designated by the college as advisement time. The advisor can also assist with career planning, academic, and personal concerns.

It is the student’s responsibility to arrange a meeting time with his or her faculty advisor at a mutually convenient time. The student should review their Degree Works report prior to course advisement sessions. A change in academic advisor must be approved by the Chairperson. Forms to request a change of advisor are available in the nursing office.

Attendance

Attendance and participation in course activities is expected. This extends to classroom, laboratory, clinical experiences, and online participation. Students should arrive on time to class or other scheduled activity. In case of circumstances resulting in tardiness or absence, the student is expected to notify the faculty member in advance, as possible. Attendance and punctuality may be used as a factor in course grades. Course grades may be lowered for excessive absence, excessive tardiness, or for leaving the class early without permission. The course syllabus should be consulted for individual instructor’s attendance guidelines; however, absences such as routine counseling, physician, employment, vacation, mission trips, and other appointments are not considered excusable absences.
**Conflict Resolution**
The Nursing Program and faculty values input in a forthcoming and professional manner, where students reach out with concerns pertinent to their specific situation. Conflict resolution begins with the student discussing their concern with the faculty member. If there is no resolution, the student would next include their academic advisor in the discussion. Only after these steps are taken and a resolution is not achieved, should the student communicate their concern to the chair of the department. Should resolution still not be achieved, the Dean of Education, Health, and Human Services may be contacted. It is important to work through problems with your faculty and advisor before involving the chair and to seek assistance from the chair prior to reaching out to the Dean. Using this stepwise conflict resolution ladder is generally very successful for students.

**Grading**
Course grades are calculated based on criteria outlined in the syllabus. Absences, also addressed in the course syllabus, may result in a lowered course grade; excessive absence may result in an unsuccessful grade. Students must receive a passing clinical evaluation to pass a course with a clinical component.

**Conversion of Numerical Grades to Letter Grades**
The following conversion scale is utilized by the department:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.99</td>
</tr>
<tr>
<td>B+</td>
<td>87-89.99</td>
</tr>
<tr>
<td>B</td>
<td>83-86.99</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.99</td>
</tr>
<tr>
<td>C+</td>
<td>77-79.99</td>
</tr>
<tr>
<td>C</td>
<td>73-76.99</td>
</tr>
<tr>
<td>C-</td>
<td>70-72.99</td>
</tr>
<tr>
<td>D+</td>
<td>67-69.99</td>
</tr>
<tr>
<td>D</td>
<td>63-66.99</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.99</td>
</tr>
<tr>
<td>C+</td>
<td>77-79.99</td>
</tr>
<tr>
<td>D</td>
<td>63-66.99</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.99</td>
</tr>
<tr>
<td>C</td>
<td>73-76.99</td>
</tr>
<tr>
<td>C-</td>
<td>70-72.99</td>
</tr>
<tr>
<td>E</td>
<td>62.99 and below</td>
</tr>
</tbody>
</table>

**Grade Grievance Procedure**
The Department of Nursing will comply with the university’s grievance policy. Grievances that arise are addressed at an informal level first. When a grievance is taken to the formal level, the departmental Student Affairs Committee, consisting of faculty and student members, will adjudicate the matter.

**Graduation**
Graduation is not official until all degree requirements are complete. The responsibility for verification of information and completion of program requirements rests with the student.

Students must apply for graduation. Participation in commencement does not itself constitute or guarantee graduation. Students do not receive their diplomas at commencement. Diplomas are mailed about six weeks after the graduation date.
**Licensure Exam**

Students who meet graduation requirements for the first year entry program are eligible to take the National Council Licensing Examination (NCLEX®) and seek registered nurse (RN) licensure. It is recommended that students apply for licensure in mid spring. Information about the NCLEX® can be found at the National Council of State Boards of Nursing. It is highly recommended that students review all information related to the NCLEX-RN® exam.

The application process requires:

1. Completion of the licensure application for the state board of nursing in the state the student plans to work (cost will be noted on the state board on nursing website); and
2. Registration with Pearson VUE, the testing company used by the National Council of State Boards of Nursing (NCSBN). There is a separate cost for this registration from the licensure application.

Students who have had criminal convictions may be prohibited from licensure, despite completion of the nursing program. Further information can be obtained by contacting the state board for nursing. Felony arrest will result in review of fitness for continuation in the nursing major or clinical site. Falsifying information about a criminal conviction or ongoing investigation is grounds for program dismissal.

**Applying for Licensure in NYS**

For students planning to obtain nursing licensure in NY, you will receive a specific expedited licensure application link during your final semester of the nursing program. General information about licensure in NY can be found at New York State Office of the Professions. After graduation, the Registrar will send verification of education to the NY Office of the Professions.

**Applying for Licensure in Other States**

For students planning to obtain nursing licensure in any other states other than NY, you will need to go to that state’s board of nursing website and following the directions for applying for nursing licensure by examination. You will also need to identify how that state board of nursing wants to receive verification of education from an approved nursing program. You will provide this information to the Registrar’s Office, as that is from where the verification must come.

**Process after Licensure Application and Registration with Pearson VUE**

After the state has received the student’s application for licensure and verification of education, the student will receive an Authorization to Test (ATT), which allows the NCLEX® exam to be scheduled. Students should take the NCLEX® exam as soon after graduation as is possible.
Nondiscrimination
It is the policy of SUNY Plattsburgh and the Department of Nursing that all students, faculty, and staff are to be treated in a non-discriminatory manner.

Program Progression Policy
To progress within the nursing major students must:

- Achieve a grade of C or better (P grades are not acceptable) in all required major courses (nursing and cognate). Students who earn less than a C grade must repeat the course.
- Earn a grade of C or better, when repeating a course. If a student earns a grade less than a C in the repeated course, regardless of where it is taken, he or she will be dismissed from the major.
- Repeat no more than two required major courses (nursing and cognate). A student who receives less than a C in a third course will be dismissed from the major.
- Complete all cognate courses and have an overall minimum GPA of 2.5 to enter junior level nursing courses. A student who does not meet this may remain in the major and take courses to raise the GPA.
- The program must be completed within 6 years of beginning the first nursing course.
- Demonstrate satisfactory performance in both clinical and theory sections of a course to receive a passing grade (C or better).
- It is the position of the Nursing Department that the entire period of a student's enrollment in the program is a continual professional development experience. Students are expected to behave in a manner consistent with the accepted standards of professional and ethical behavior of the department and the American Nurses Association. Any deviation from these standards will be reviewed by the department for a recommendation of corrective action as outlined in the college’s student conduct manual, and may include dismissal from the program and/or college.
- Students who separate from the program must apply for readmission through the campus readmission process for the Nursing Program. Readmission is not guaranteed and may be dependent on many factors including academic history, strength of application, professional comportment, clinical performance, and space in the program. If the student is out of the program for over one year they are expected to remediate.
**Standardized Testing**
The Department of Nursing has adopted a national standardized comprehensive assessment and remediation package to evaluate student knowledge using nationally normed nursing tests. Students are charged a testing fee on each semester’s bill during the sophomore, junior, and senior years.

The comprehensive assessment plan assists with theory/clinical applications and successful NCLEX testing. Each student has access to an NCLEX blueprint correlation for each of their tested clinical nursing areas. This NCLEX blueprint identifies specific areas of clinicaltheory content weaknesses for directed self-study in the form of remediation.

Specific dates for administration of exams will be identified on the course syllabus. All students are required to take the nationally standardized exams when scheduled.

Student Responsibilities:
The student will:
1. Adhere to the guidelines and policies of the nationally standardized assessment.
2. Review individual syllabi for detailed information related to nationally standardized secured testing criteria for specific courses.
3. Review course materials, textbooks, and additional resources provided prior to the administration of the secured exams.
4. Complete remediation activities that will enhance the individual student’s knowledge on the material.

**SUNY Student Conduct**
The Department of Nursing holds students accountable for following the University’s conduct standards. Any conduct issues will be handled according to the procedures outlined by the Student Conduct Office.

**Student Supplies**
Use of technology is an important aspect of healthcare. Nursing students will need access to a computer and reliable internet to complete many assignments. It is strongly recommended that students have a personal computer and a smartphone. There are computer labs and printing facilities available on campus. When taking an online course, reliable internet is required. Some courses or activities may require use of a webcam and microphone.

Handheld devices, including smartphones are recommended to provide access to references and resources. Students may benefit from data programs that can be loaded onto a device or from online access to evidence-based sources. A mobile device will not allow the student to fully utilize the learning management system.

Prior to the first lab or clinical course, students must obtain a uniform, stethoscope, manual blood pressure monitoring device (sphygmomanometer), simple calculator (4 function ONLY), pen light, a watch with a sweep second-hand (may not have picture-taking capability), and the nursing lab supply kit. Additional materials may be required for specific courses.
**Writing Standards**

For all courses and assignments, a professional, scholarly writing standard is expected and required. This includes use of proper grammar, sentence structure, paragraph use and format; an introduction, conclusion, with no first-person references. Unless otherwise notified by the instructor, APA documentation style is the required format. APA format requirements include (but are not limited to) the inclusion of a Title Page, Running Header, References list, Page Numbers; accurate documentation of sources for in-text citations, direct quotes and paraphrasing of other’s work is essential. Students may refer to the: Publication Manual of the American Psychological Association, 7th Edition, 2020, ISBN: 978-1-4338-3216-1 for detail on APA format specifics.21

Students are encouraged to seek assistance from the Learning and Writing Center located in the basement of Feinberg Library before submitting assignments. The Purdue Online Writing Lab (OWL) is also a valuable resource for writing information and assistance with the APA documentation style. At instructor discretion, students may be required to seek Writing Center assistance to strengthen writing skill.
PROFESSIONAL STUDENT CONDUCT POLICIES

Cell Phone
Course guidelines restrict or allow cell phone presence and use in the learning environment. The course syllabi should be consulted for individual instructor’s cell phone guidelines. Students may not use these devices in the clinical or classroom setting for personal texting, access to social media sites, or other unrelated internet access. Taking pictures of clients, recording clients, or taking photos of client records is not acceptable and is cause for immediate removal from the clinical site and the nursing program. Individual sites may not allow the presence of cell phones for any use.

Confidentiality
Sensitive, confidential information is shared during class, lab, clinical, and on-line clinical conferences. Any breach of confidentiality may result in expulsion from the program and legal action against the student. An intentional breach of confidentiality may be considered to include, but not limited to, the access to information not necessary to carrying out clinical responsibilities and / or the sharing of any confidential or proprietary information with others who have no right to it. Professional discipline will result if photographs of clients are taken in clinical areas, which will result in dismissal from the program. https://www.hhs.gov/programs/hipaa/index.html Any use of social media related to the applied learning experience is strictly prohibited and will result in immediate dismissal from the program and may result in criminal charges outside the SUNY system

Drugs and Alcohol
Students will abide by campus and clinical site policies related to drug, alcohol, and other illegal substance use. Students deemed unfit for clinical, may be subjected to on-the-spot testing. Refer to the policy statement in the catalog under nursing department background checks and/or drug screening.

Nursing Conduct Standards
Safe and high-quality patient care requires the highest standards of integrity, responsibility, and sensitivity, and as such, nursing students are held to extremely high standards that may be more stringent than those in other majors. The Nursing Program holds students to the professional conduct code found through the American Nurses Association’s Scope and Standards of Practice and the Code of Ethics for Nurses.

Nursing is a profession that holds the public’s trust and safety. As a highly esteemed profession, a nurse’s behavior at work and in his or her personal life may affect the nurse’s ability to secure the public trust and ability to maintain a professional license. In New York State, students should visit the NYS Office of the Professions to explore licensing requirements and standards of “Good Moral Character.” Additionally, the National Student Nurses Association (NSNA) also established a Code of Ethics for its members.

Students should discuss concerns with the department chairperson if they suspect challenges related to legal issues such as a felony or misdemeanor, criminal charges, prior licensing refused or revoked, or a suspended professional license, have charges pending, or have had a healthcare facility withdraw privileges as an associate. If these issues or concerns arise while a student is in the program, their ability to meet program requirements and graduate may be affected.
In preparation for professional life, students are expected to always dress and act like a professional. This includes showing up on time to class, to the virtual learning environment, and to clinical dressed professionally; turning assignments in on time; being well prepared; actively participating in one’s learning; always demonstrating academic and personal integrity; and showing civil behavior and respect towards others, including administration, staff, faculty, health care personnel, and student- colleagues, in all encounters.

Behaviors that have been identified as examples of unprofessional conduct include, but are not limited to:

- Entering and leaving the classroom while class is in session.
- Use of cell phones in the classroom or clinical setting without permission.
- The use of in-class electronics (tablet, laptop, etc) for non-course related activities.
- The conduct of side conversations when someone else “has the floor”.
- Poor attitude, sleeping in the classroom, or sleeping in the clinical setting.
- Use of foul, hostile, sarcastic, demeaning, or negative verbal or non-verbal language.
- Lack of teamwork.
- Wearing clothing that is revealing or suggestive or that bears symbols or messages that demonstrate a disrespect for the inherent worth or dignity of self or others.
- Acts of bullying, aggression, hazing, or physical, mental, and verbal abuse, on or off campus.
- Failure to report witnessed acts of bullying or abuse, on or off campus.

**Recording of Lecture**

Sensitive, confidential information may be shared during class and learning experiences. Voice, video, photographic, or digital recording of any kind in class requires faculty permission. Doing so without expressed permission of faculty could be a HIPAA violation and will, as such, be considered a breach of confidentiality.

**Social Media**

Students are legally responsible for, and must be sensitive to, what they post on electronic forums and electronic communications as these are public forums. Examples of these include Facebook, Twitter, Instagram, Snapchat, instant messaging, away messages, on-line journals, listerv, etc. Nursing students continue to serve as role models in these forums and the content presented will be assessed similarly as personal behavior while in the nursing program.
CLINICAL PRACTICE EXPERIENCE POLICIES

Agency Requirements
Sites are approved by the faculty and have an agency affiliation contract in place prior to student participation. Students are responsible for complying with policies and documentation. Patient and institutional confidentiality must always be protected. This includes refraining from discussion of all matters related to client identifiers, events, and clinical situations. Students may be given agency computer codes and must not share this code with anyone. The student may also be required to sign an agency confidentiality statement. All students are required to participate in enrollment tracking software and completion of all of the documentation requirements in the tracking software chosen by the nursing program. Required documentation will be shared with the agency upon request.

Applied Learning Experience
Applied learning experiences are vital for the application of theory to practice. With the guidance of faculty and agency staff preceptors, nursing students acquire the skills needed to provide safe and effective, patient-centered care. Students apply a systematic process to make decisions, using the best available research evidence, theory, expertise, and patient preferences as they plan and deliver care. Strong communication and professional demeanor are important to the provision of high-quality care. To successfully complete an applied learning experience rotation, the students must demonstrate that they have met the objectives of the course.

Sites are approved by the faculty and have an agency affiliation contract in place prior to student participation. Students are required to seek and comply with requirements set by the affiliated agency. Some agencies require criminal background checks, fingerprints, drug testing and immunizations. The student is responsible for the cost of these additional requirements.

Background Checks/Drug Screenings
All students will be required to complete a background check prior to the first required nursing course. Subsequent background checks will be performed as necessary. Important to know:

- Background check documents will be sent to agencies as needed.
- If the background check comes back as positive for a felony or otherwise, the student will need to meet with the department chair to determine whether the student can meet applied learning experience outcomes. If an applied learning experience is not available, the student will not be allowed to continue in the nursing program.

Some agencies will require the student to complete a drug screen prior to the practice experience. Any student seeking placement at an agency requiring a drug screen will be notified and sent instructions about how to complete the drug screen. Most practice experience agencies will require specific health screening related to COVID 19. Students will need to comply with these health screening requirements at their own expense.
Professional Insurance, CPR, Immunizations, & Health Screening:

Prior to beginning the first required nursing course and annually thereafter, students must meet the health and safety requirements listed below. Health forms are available in the Nursing Office and in the 0202 Handbook. Required clinical documents must be kept up to date throughout the semester. Students without appropriate documentation may not participate in applied learning experiences, which may impede success in the course.

1. Students must demonstrate immunization or immunity to:
   a. Measles, mumps, and rubella (2 doses of vaccine or immunity through titer); and
   b. Varicella (chickenpox) (2 doses of vaccine, disease or immunity through titer).

2. It is recommended that students receive immunization for:
   a. Hepatitis B (3 doses, titer, or declination form);

3. On a yearly basis, students must obtain:
   a. Seasonal influenza (annual dose may be required by clinical site). If you
      declare the influenza vaccine, complete the Declination Form available on
      CastleBranch.
   b. Tuberculosis screening (annual PPD; if positive initial Chest X-ray, and
      annual TB questionnaire); and
   c. Health assessment by a physician, nurse practitioner, or physician’s assistant
      showing positive evaluation of physical and mental fitness for clinical (forms
      available in the nursing handbook).
   d. COVID-19 - Documentation of 2 doses and booster (Moderna and Pfizer)
      or documentation of 1 dose (Johnson & Johnson) and 1 booster (can be
      Moderna, Pfizer, or Johnson & Johnson).

4. Students must obtain professional liability insurance and must maintain current
   coverage throughout the program. Level of coverage must be at minimum
   $1,000,000/incident and $3,000,000 total. Coverage may be obtained from:

5. Students are required to maintain certification in adult, child, and infant CPR. The
   course must meet the requirements for healthcare providers, including instruction
   in AED use and non-invasive mechanical ventilation. The certification courses
   must be BLS for Healthcare providers through American Red Cross or the
   American Heart Association.
Mandatory Document Tracking
The required documentation will be tracked, recorded, and monitored using services provided by Corporate Screening and CastleBranch. To use this service there is a one-time fee. Please do not send copies of your health information to the department. If you have questions related to the tracking software please use the email link provided in the system or contact the nursing department. ALL STUDENTS are required to participate in this service.

Important information to help manage your records:
- Students are responsible for creating an account and uploading all required materials.
- Students should confirm that all materials meet the qualifications and respond to all alerts and emails from the company.
- Check all emails sent from Corporate Screening and CastleBranch as they contain information related to your health documents.
- Designated staff will monitor student accounts.
- Students may be dismissed from the course if the system requirements are not met. It is the student’s responsibility to check and maintain requirements at all times during the academic year.
- No refunds will be issued to students who withdraw from a course or the college.

Dress Code
In a professional capacity, whether in any community or professional setting, the student’s attire as a nurse needs to be modest and professional. All clothing is to be clean and wrinkle-free. Clothing should not be excessively tight or form-fitting and no visible undergarments. The nametag, patches, polo shirt, and red jacket may be ordered through the SUNY Plattsburgh College Store. The attire may be determined by the faculty or the affiliated agency and may include a variation of one of the following:

Agency attire:
- Top: Scrub/uniform-style top in black or cardinal red;
- Pants: Scrub/uniform-style pants in black or cardinal red;
- Shoes: All footwear needs to meet OSHA standards including a closed toe and heel with a protective sole. Footwear should be dedicated to the practice experience and of a subdued color.
- Jacket/lab coat: Cardinal red “warm-up” style jacket (optional).
- Undergarments: Must not be visible through the uniform (color matching, no pattern).
- Name tag: The school patch must be visible on all tops and jackets. It is sewn on the left shoulder of both the uniform top and the jacket. The student’s name tag and Plattsburgh ID must be visible.

Community attire:
- Top: A school monogrammed shirt or a shirt with the school patch sewn on the left shoulder in the following styles: polo, broadcloth, or oxford. Must be red, black or white, neat, clean, and non-wrinkled. (cont’d next page)
● Pants: Professional appearing slacks in khaki or black, neat, clean, non-wrinkled. Denim, jeans, and leggings are not acceptable.
● Shoes: All footwear needs to meet OSHA standards including a closed toe and heel with a protective sole. Footwear should be dedicated to the practice experience and of a subdued color.
● Jacket/lab coat: Cardinal red “warm-up” style jacket (optional).
● Name tag: The school patch must be visible on all tops and jackets. It is sewn on the left shoulder of both the uniform top and the jacket. The student’s name tag and Plattsburgh ID must be visible.

Name tag:
● A name tag with a red background and white letters displaying the student’s name, title of student nurse, and affiliation with SUNY Plattsburgh must be visible.
● The student identification card furnished by the University must be in a protective holder and clipped to a badge reel on the uniform in a location easily seen.

Personal grooming:
The following guidelines are consistent with expectations in the profession and with agency requirements for students and nurses:

● Hair: clean, pulled back from face, off the shoulders and arranged neatly.
● Nails: Short, free from polish, no artificial nails, nail tips, or sealants
● Make-up: Light make-up is allowed.
● Facial hair: Beards and mustaches must be short, neat, and groomed. Agency guidelines may be more prohibitive regarding facial hair.
● Jewelry:
  o Earrings: Limit to small posts and should not exceed 2 per lobe of each ear. No dangle earrings, bars, or bracelets. Skin colored discs must be worn in any ear gauging. No facial jewelry. No visible body piercings.
  o Rings: A plain band ring may be worn in some circumstances; which may need to be removed for some tasks.
  o No other hand adornments.
  o No bracelets or necklaces with the exception of medically required jewelry.
● Tattoos and piercings: No visible tattoos or body piercings. Inability to comply with agency guidelines regarding dress codes may impede or delay ability to complete courses and/or the program.
● Other
  o No smoking or use of tobacco products including chew, cigarettes, cigars, pipes, and vape pens, e-cigs, etc.
  o No foreign bodies in mouth while providing patient care (gum, lozenges, piercings, tongue bar, hard candy, food, or other).
  o No perfume, cologne, or scented lotions
**Summer Opportunities**
Students may gain additional practice experience through summer internships, externships, or employment. Many hospitals offer opportunities for student nurses particularly in the summer following the junior year. Students apply in the winter or early spring for these competitive positions. The nursing department does not sanction, authorize or offer these experiences.

**Transportation**
Transportation arrangements and costs to clinical sites are the student's responsibility. Parking may be limited or in restricted locations at the practice sites; carpooling is encouraged. Students should consult with the agency site for details on parking requirements.
STUDENT SAFETY GUIDELINES

Student Injury Reporting
Our top priority is student and patient safety. The following decision tree will help students and faculty assure communication and processes are followed for the best interest of all parties involved.

Student Injury at Agency Site
- Report to facility leadership and complete the agency's error reporting system as advised.
- Follow facility directions for student evaluation and follow-up (emergency room visit).
- Refer to affiliation agreement on file for workers compensation clause* by contacting the clinical coordinator at 518-564-3124.
- Report incident to the Nursing Chairperson 518-564-3124.

Student injury on Campus
- Follow procedure at the following link Accident Reporting & Investigation | SUNY Plattsburgh.
- Submit form to Human Resources.
**Student Error and/or Patient Injury**

The student is involved in a medical error or situation that results in patient injury or potential patient injury (near miss).

Student notifies faculty and nurse responsible for patient care.

Faculty supports student during reporting of incident to facility leadership and completing the site error reporting documentation/processes as directed.

Faculty contacts nursing department chairperson and clinical coordinator.

Nursing department follows procedure as stated on the college website. [Accident Reporting & Investigation | SUNY Plattsburgh](#)

*The laws of the state where the site is located shall dictate whether a student is covered by Worker's Compensation Law. In NYS, a student's experience is deemed compensation, and therefore should be covered by the site's worker's compensation.*
STUDENT ACTIVITIES

Participation in Departmental Governance
Students are invited to participate in committees and other activities related to planning and governance of the program and curriculum. Student representatives from each student cohort are requested to attend and provide input at Faculty, Curriculum, and other committees as appropriate.

Student Nurses at Plattsburgh State (SNAPS)
As the nursing department’s club, SNAPS promotes professional and social events for nursing students. All students in the major are considered members. The club sponsors a bulletin board with information about current activities. More information is available from club officers or the club advisor.

National Student Nurses Association (NSNA)/SUNY Plattsburgh Chapter
The National Student Nurses Association mentors the professional development of future registered nurses. Students may subscribe for membership to the SUNY Plattsburgh NSNA chapter.

Sigma Nursing Honor Society: Gamma Delta Chapter
The mission of Sigma Theta Tau is to promote scholarship in nursing. SUNY Plattsburgh sponsors a local chapter, Gamma Delta. Induction is held in the spring. Students must complete the application form and obtain 2 endorsements from members, due to the Nursing Office by September 1st. More information can be found on the Sigma website.

Criteria for membership are as follows:
Undergraduate Students must
- have completed ½ of the nursing curriculum;
- achieve academic excellence (at schools where a 4.0 grade point average system is used, this equates to a 3.0 or higher);
- rank in the upper 35th percentile of the graduating class; and
- meet the expectation of academic integrity.
DEPARTMENTAL SCHOLARSHIPS

The College Foundation offers awards and scholarships, supported by generous gifts from alumni and other donors. Recipients are recommended by the Student Affairs Committee and approved by the nursing faculty organization. The award is applied to the student’s bill. The recipients are recognized at the School of Education, Health and Human Services Award Ceremony and attendance by the recipient is expected at this event. The student is required to acknowledge the scholarship donor in writing. *Applications for specific scholarships are due to the Student Affairs Committee by February 1st to be considered for the following academic year. The following are the scholarships and their criteria:

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Criteria</th>
<th>Min. GPA</th>
<th>Financial Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary &amp; Kimberlee Baker Fund</td>
<td>Junior nursing majors who demonstrate dedication, diligent effort, and achievement.</td>
<td>3.0</td>
<td>Considered</td>
</tr>
<tr>
<td>Emery F. Cyphers Endowment</td>
<td>Excellence in academic performance.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arkell Hall Foundation</td>
<td>Full time students living in Montgomery, Fulton, Herkimer, Schenectady, Schoharie, or Otsego Counties. Award is max of $500/year and must be applied to the university bill</td>
<td>2.5</td>
<td>Required</td>
</tr>
<tr>
<td>Dorothy Brooks Stafford Endowment</td>
<td>Upper-class nursing student</td>
<td></td>
<td>Required</td>
</tr>
<tr>
<td>Leo F. Schiff Award</td>
<td>Outstanding academic achievement and excellence in a senior nursing student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Michele E. Martin Memorial Scholarship</td>
<td>Full time nursing student who shows promise of becoming a leader in the nursing profession. Interested nursing student is required to write a short essay (500 words or less, 12.5 font, double spaced) describing your potential for becoming a leader in the nursing profession.</td>
<td>3.0</td>
<td>Required</td>
</tr>
<tr>
<td>Dr. Xenophon and Virginia Sturrock Damianos Endowment</td>
<td>Academic excellence</td>
<td>3.0</td>
<td>Required</td>
</tr>
<tr>
<td>*Barbara &quot;Babs&quot; Mundy Scholarship</td>
<td>Full-time nursing student; preference to student(s) who have diabetes; show a professional interest in the area of diabetes; or have any other disability. Interested nursing student is required to write a short essay (500 words or less, 12.5 font, double spaced) describing your interest in diabetes or other disability.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grace Appleton Memorial Fund</td>
<td>Senior nursing student demonstrating academic scholarship and professional potential</td>
<td></td>
<td>Required</td>
</tr>
<tr>
<td>*Dora R. Lawliss Fund</td>
<td>Excellence in a senior nursing student with interest in pediatric nursing. Interested nursing student is required to write a short essay (500 words or less, 12.5 font, double spaced) describing your interest in pediatrics.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Nursing Department Scholarships</td>
<td>Senior nursing students demonstrating academic excellence and who have made positive contributions to the campus through their activities. Interested nursing student is required to write a short essay (500 words or less, 12.5 font, double spaced) describing your campus activities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Julia O. Wells Memorial Education Foundation</td>
<td>RN students pursuing a degree in professional nursing: ½ of the award to alumni of Albany Memorial School of Nursing. Minimum $200.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anna Liem RN to BS Nursing Scholarship</td>
<td>RN student demonstrating the highest academic excellence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Unrein Family Nursing Scholarship</td>
<td>First year nursing students with dedication to complete their higher education and care for their patients. May be renewed to student each year if in good academic standing.</td>
<td>2.5</td>
<td>Required</td>
</tr>
<tr>
<td>Chapel Hill Foundation Fellowship</td>
<td>Student pursuing a project related to the Challenges of an Aging Society. Full year of tuition and summer stipend for research</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Unrein Family Nursing Scholarship Application

The Unrein Family Nursing Scholarship honors Unrein family members who are/were nursing and/or health care professionals and recognizes their dedication to complete their higher education and to care for their patients.

The Unrein Family Nursing Scholarship will provide much needed financial aid to SUNY Plattsburgh nursing students. It will have an immediate impact on the student(s) ability to finance their education and a long-term impact on the lives of the patients who will be cared for by Unrein Scholars in the future.

This scholarship may be renewable provided the student remains in good academic standing as defined by the Department of Nursing. Scholarship numbers and amounts vary from year to year based upon availability of funds.

Applicants should meet the following criteria:

- Be currently enrolled in the SUNY Plattsburgh Nursing Program
- First year (Freshman) students during the academic year following the February 1st application due date
- Demonstrate financial need

Applicants must submit a typed essay (no more than 500 words) describing their dedication to complete their higher education in nursing and to care for their future patients.

Applicant Name _________________________________________________

First semester in the Nursing program at SUNY Plattsburgh Fall 20____

Please be sure to include the name of the scholarship for which you are applying. Submit completed application by February 1st in the year preceding your first year of study to:

SUNY Plattsburgh
Department of Nursing
Student Affairs Committee
Hawkins Hall
Plattsburgh, NY 12901

Phone: (518) 564-3124
Fax: (518) 564-3100
Email: nursingdept@plattsburgh.edu
Michele E. Martin Memorial Scholarship Application

Full time students enrolled in the Nursing Program at Plattsburgh who have completed at least 2 semesters of course work as nursing majors at SUNY Plattsburgh are invited to apply for the Michele E. Martin Memorial Scholarship.

Applicants should meet the following criteria:

- Full-time students (12 credit hours or more per semester)
- Be enrolled in the Nursing Program at SUNY Plattsburgh
- Completed at least 2 semesters of work as a nursing major at SUNY Plattsburgh
- Show promise of becoming leaders in the nursing profession
- Grade-Point Average of at least 3.0
- Demonstrate financial need

Scholarship numbers and amounts vary from year to year based upon availability of funds.

Applicants must submit a typed essay (no more than 500 words) describing their potential for becoming a leader in the nursing profession.

Applicant Name: ___________________________________________________

Year in the Nursing Program in the academic year following the Feb 1st deadline

- Sophomore
- Junior
- Senior

In the application, please be sure to include the name of the scholarship for which you are applying. Submit completed application by **February 1st** preceding the academic year of study in which the award will be applied to:

SUNY Plattsburgh
Department of Nursing
Student Affairs Committee
Hawkins Hall
Plattsburgh, NY 12901

Phone: (518) 564-3124
Fax: (518) 564-3100
Email: nursingdept@plattsburgh.edu
Barbara "Babs" Baumann Mundy Scholarship

Full time students enrolled in the Nursing Program at SUNY Plattsburgh are invited to apply for the Barbara "Babs" Baumann Mundy Scholarship.

Applicants should meet the following criteria:

- Full-time students (12 credit hours or more per semester)
- Enrolled in the Nursing Program at SUNY Plattsburgh

Preference will be given to a student(s) who:

1. is a Diabetic
2. has shown a professional interest in the area of diabetes
3. has any other disability concentration.

Scholarship numbers and amounts vary from year to year based upon availability of funds.

Applicants must submit a typed essay (no more than 500 words) describing their interest in diabetes or any other chronic health condition. Preference will be given based upon the criteria listed above.

Applicant Name ____________________________________________

Year in the Nursing Program in the academic year following the Feb 1st deadline

Sophomore  
Junior  
Senior

In the application, please be sure to include the name of the scholarship for which you are applying. Submit completed application by February 1st preceding the academic year of study in which the award will be applied to:

SUNY Plattsburgh
Department of Nursing
Student Affairs Committee
Hawkins Hall
Plattsburgh, NY 12901

Phone: (518) 564-3124  
Fax: (518) 564-3100  
Email: nursingdept@plattsburgh.edu
The Dora Royal Lawliss Excellence in Nursing Graduation Award

Full time senior students enrolled in the Nursing Program at SUNY Plattsburgh are invited to apply for the Dora Royal Lawliss Excellence in Nursing Graduation Award.

Applicants should meet the following criteria:

▪ Be enrolled in the Nursing Program at SUNY Plattsburgh
▪ Must complete all graduation requirements (or be within 6 credits of completing graduation requirements) by spring graduation of the academic year following application due date.

The recipient selected to receive this award should possess the following characteristics, which are the finest human qualities demonstrated by Mrs. Lawliss during her lifetime. The recipient should be someone with:

▪ a desire for a career in nursing, preferably pediatric nursing
▪ a loving nature and compassion for others
▪ integrity and honesty
▪ a strong sense of responsibility
▪ high standards of performance
▪ a nurturing, mentoring personality

This award will be presented at the School of Education, Health and Human Services Award Ceremony on the Friday before graduation.

Applicants must submit a typed essay (no more than 500 words) describing how they demonstrate the above qualities.

Applicant Name ______________________________________________

I will be a senior nursing student in the academic year following this application due date    Yes

In the application, please be sure to include the name of the award for which you are applying. Submit completed application by February 1st preceding the senior year of study in which the award will be applied to:

SUNY Plattsburgh
Department of Nursing
Student Affairs Committee
Hawkins Hall
Plattsburgh, NY 12901

Phone: (518) 564-3124
Fax: (518) 564-3100
Email: nursingdept@plattsburgh.edu
Nursing Department Scholarship Application

Students enrolled in the Nursing Program at Plattsburgh who will be seniors in the coming academic year are invited to apply for Nursing Department Scholarships.

Applicants should meet the following criteria:

▪ Senior Nursing students (in the academic year following this application due date)
▪ Be enrolled in the Nursing Program at SUNY Plattsburgh
▪ Have demonstrated academic excellence
▪ Have made positive contributions to the campus through their activities

Scholarship numbers and amounts vary from year to year based upon availability of funds.

Applicants must submit a typed essay (no more than 500 words) describing your positive contributions to the campus through your activities.

Applicant Name ________________________________________________________

I will be a senior nursing student in the academic year following this application due date  Yes

In the application, please be sure to include the name of the scholarship for which you are applying. Submit completed application by February 1st preceding the senior year of study:

SUNY Plattsburgh
Department of Nursing
Student Affairs Committee
Hawkins Hall
Plattsburgh, NY 12901

Phone: (518) 564-3124
Fax: (518) 564-3100
Email: nursingdept@plattsburgh.edu
**State University of New York**  
**PLATTSBURGH**

**PHYSICAL EXAMINATION**  
(to be completed and signed by your healthcare provider)

**Department of Nursing** (please return forms to student)  
ALL FORMS ARE DUE AUGUST 1

Nursing student name: ___________________________  
Date of Birth: ___________________________

In the space below, describe abnormalities found during the examination:

<table>
<thead>
<tr>
<th>System</th>
<th>Circle One</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head, eyes, ears, nose and throat</td>
<td>Normal or Abnormal</td>
<td></td>
</tr>
<tr>
<td>Lungs, chest and breasts</td>
<td>Normal or Abnormal</td>
<td></td>
</tr>
<tr>
<td>Cardiovascular system</td>
<td>Normal or Abnormal</td>
<td></td>
</tr>
<tr>
<td>Abdomen and viscera (include hernia)</td>
<td>Normal or Abnormal</td>
<td></td>
</tr>
<tr>
<td>Musculoskeletal</td>
<td>Normal or Abnormal</td>
<td></td>
</tr>
<tr>
<td>Endocrine</td>
<td>Normal or Abnormal</td>
<td></td>
</tr>
<tr>
<td>Genital and urinary</td>
<td>Normal or Abnormal</td>
<td></td>
</tr>
<tr>
<td>Skin and lymphatics</td>
<td>Normal or Abnormal</td>
<td></td>
</tr>
<tr>
<td>Neurologic</td>
<td>Normal or Abnormal</td>
<td></td>
</tr>
<tr>
<td>Psychosocial</td>
<td>Normal or Abnormal</td>
<td></td>
</tr>
</tbody>
</table>

**TST:**  
Date given: ___________  
Date read: ___________  
Result: Positive or Negative (circle one)

---

This section MUST be completed and signed for students with a history of positive TST:

- Report 10lbs or more weight loss without dieting – additional provider assessment needed
- Report night sweats – advised TB assessment
- Report unusual, persistent, productive cough – advised TB assessment
- No symptoms, normal chest/lungs on exam

Comments: ______________________________________________________________________________

Date: ___________________________  
Signature of Provider: ___________________________

---

**Influenza Vaccine:**  
Date: ______________  
Manufacturer/lot: _____________________

Initial all that apply:

- To the best of my knowledge the student does not have any physical or mental impairments, including habitation or addiction to behavior altering substances, which might interfere with the performance of nursing care duties or would pose a potential risk to patients or personnel.
- The student is capable of fine motor skills, extensive walking and standing over 8 hours, and is able to lift 60 lbs.
- The student has the following health conditions that limit participation in nursing clinical:

---

**Provider Information:**

Name: ___________________________  
Provider Signature: ___________________________

Address: ___________________________

Date of Exam: ___________________________

Phone: ___________________________  
(please return forms to student)

revised 4/18/22
State University of New York  
PLATTSBURGH  
IMMUNIZATION RECORD  
(to be completed and signed by your healthcare provider)  
ALL FORMS ARE DUE AUGUST 1

Department of Nursing (please return forms to student)

Nursing student name: ___________________________ Date of Birth: ____________________

Please attach copies of all reports  
Record dates of immunizations or tests

<table>
<thead>
<tr>
<th>1st dose/test</th>
<th>2nd dose/test</th>
<th>3rd dose/test</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Measles, Mumps, Rubella – Documentation of 2 doses ** OR Proof of immunity through titers</td>
<td>(measles)</td>
<td>(mumps)</td>
</tr>
<tr>
<td>2. Tetanus/Diphtheria (Tdap) – Documentation of booster dose within 10 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Tuberculosis Screening – TST required annually**</td>
<td>(date)</td>
<td>(result)</td>
</tr>
<tr>
<td>**Chest X-ray if positive TST (required initially with yearly screening for symptoms)</td>
<td>(date)</td>
<td>(result)</td>
</tr>
<tr>
<td>4. Varicella – Documentation of 2 doses ** OR Disease ** OR Proof of immunity through titer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Hepatitis B – Documentation of 3 doses recommended or proof of immunity through titer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Influenza – Annual dose recommended; may be required by specific clinical sites</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Covid-19 – Documentation of 2 doses and booster (Moderna and Pfizer) ** OR Documentation of 1 dose (Johnson &amp; Johnson) and 1 booster (can be of Moderna, Pfizer or Johnson &amp; Johnson)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Provider Information:

Name: ___________________________ Provider Signature: ___________________________
Address: ___________________________ Date of Exam: ___________________________
Phone: ___________________________ (please return forms to student)

You WILL NOT be allowed to progress into NUR313, NUR362 or NUR473 if forms are not uploaded by August 1

revised 4/18/22
Students in the Nursing Program at SUNY Plattsburgh are expected to adhere to the code of conduct.

Students are expected to:

1. Demonstrate professional behavior consistent with the ANA Code of Ethics at all times, both personally and professionally.
2. Practice within the boundaries of the nursing student role.
3. Prepare for classroom, virtual, and clinical assignments according to course requirements and as determined for each specific clinical setting.
4. Consistently arrive on time for scheduled activities. In the case of extenuating circumstances resulting in tardiness or absence, the student is expected to notify the faculty member by telephone for further direction, including the need to reschedule / make-up the activity. This notification should be made as early as possible.
5. Engage in respectful communication with the course instructor and colleagues, including face-to-face and online discussions.
6. Maintain confidentiality of client identifiers, events and clinical situations.
7. Be a reliable, responsible team member.
8. Safely provide nursing care, including administration of medications and/treatments in compliance with instructional and institutional policies and procedures.
9. Demonstrate application of previously learned skills and principles in providing nursing care.
10. Seek appropriate supervision and guidance.
11. Promptly report significant patient information in a clear, accurate, and complete oral or written manner to the appropriate person(s).
12. Demonstrate respect for the inherent worth and dignity of others in all encounters.
13. Leave the Nursing Resource Lab, Sim areas, clinical areas, and classrooms neat. Return equipment, supplies and furniture to their original locations. Put trash in available receptacles. FOOD & BEVERAGES ARE RESTRICTED IN ALL AREAS OF THE LABORATORY.

Upon the first violation, the student will receive an immediate verbal warning and may be removed from the clinical area or classroom and given an alternate assignment. Depending on the seriousness of the violation, the incident may be documented in the student’s confidential record, and it may be referred to the Chair of the Nursing Department and the Dean for further action. The student will be given a copy of the written documentation.

Repeated violations will be documented, and further actions will be taken upon consultation with the Chair and the Dean. Failure to meet these standards may result in the student’s permanent removal from the classroom and clinical setting, which may result in failure of the course. Extremely serious violations may result in immediate dismissal from the nursing program.

**By signing below, I indicate I have received a copy of the Nursing Student Handbook and I agree to comply with the policies within.**

____________________________  ______________________________  ________________
Student Signature                        Print Name                        Date
NURSING SIMULATION LAB PARTICIPATION AGREEMENT

As a student enrolled in the State University of New York College at Plattsburgh Nursing Program you are expected to participate in a Simulation Lab (“Lab”). The purpose of this Lab is to provide you with an educational experience similar to what you may experience in a professional nursing environment. Critical to this experience is the development of a safe learning environment that respects confidentiality and privacy. Therefore, as a participant in this Lab, you will be expected to adhere to the terms listed in this Participation Agreement (“Agreement”). The terms include the following:

- I understand that there is a professional, ethical, and legal expectation to ensure that private / confidential information, such as Protected Health Information (“PHI”) under the Health Insurance Portability and Accountability Act (“HIPAA”), remains confidential and is not disclosed to third parties without consent.
- I understand that all patient and treatment information (“Simulation Content”) is considered private / confidential regardless of format (electronic, written, verbal, video, or observed) or source (simulated patient, other students).
- I understand that any unauthorized viewing, discussion, or disclosure of Simulation Content is considered a breach of this Agreement.
- I understand that the Lab is a safe learning environment. All scenarios, regardless of their outcome, should and will be treated in a professional manner and focus on learning outcomes. Situations simulated in the Lab will be used for learning/instruction and Simulation Content is not to be discussed outside the Lab (What happens in the Lab, stays in the Lab!)
- I understand that simulation mannequins are to be treated with respect; this means they are to be treated as if they are live patients.
- I understand that I will be videotaped during my simulation for pedagogical purposes. Videos will be used to facilitate the debriefing process and will be promptly deleted after the simulation experience. I understand that videos will NOT be used for program marketing purposes without my prior written consent.
- In addition to the terms listed above, I understand that I am expected to comply with all applicable college or departmental policies as listed in the College Catalog, the Campus Handbook, Nursing Student Handbook, and the Student Code of Conduct Manual.
- I understand that I am responsible for reporting any violations of these terms to my instructor.

By signing below, I acknowledge that I have read the terms listed above and that I understand my responsibilities. I further acknowledge if I have any questions about this Agreement that it is my responsibility to seek clarification from the instructor. Finally, I understand that violation of the Agreement may subject me to discipline in accordance with College and Departmental policies.

Student Signature ___________________ Print Name _______________ Date _______________