

Lehman College Department of Nursing

Undergraduate Program Student Handbook

Welcome to the Department of Nursing. This handbook has been prepared to provide you with a guide to the Undergraduate Nursing Program at Lehman College. The Lehman College Undergraduate Bulletin and the Lehman College Student Handbook are additional sources of information that address aspects of student life at Lehman College. The Bulletin in effect when you matriculated at Lehman College is your official guide to your degree requirements. The bulletin and the student handbook are available to students and can be obtained in Shuster Hall.

You are responsible for reading and adhering to the policies of the Department of Nursing and the College as described in the Undergraduate Bulletin, the Undergraduate Nursing Program Student Handbook, and the Lehman College Student Handbook. If you have any questions about the content of these resources, please speak to your faculty advisor or the Director of the Undergraduate Nursing program. Department of Nursing policies, procedures and course requirements are updated and revised periodically. Please review the Nursing Student Handbook for current information.

As you begin the nursing program, keep in mind the commitment required in order to be successful. The program is a challenging one that requires full-time attendance and study. The use of good study habits, regular class attendance, participation in study groups, completion of reading assignments and meeting with your faculty advisor/mentor will help promote success in the program.

On the last page of this handbook is a form that you must sign. Print a copy of the form, sign and date it, and return to the Department.

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MISSION OF THE DEPARTMENT OF NURSING

The mission of the Department of Nursing is to prepare nursing professionals at the undergraduate and graduate levels who are able to relate humanistically, are able to think critically, and will pursue life-long learning.

The graduates are educated to be competent professional nurses who will contribute to addressing the health needs of diverse cultural groups in New York City and the region.

PHILOSOPHY OF THE DEPARTMENT OF NURSING

The philosophy of the Department of Nursing encompasses the faculty's beliefs about the concepts of Education, Nursing, Persons, Environment and Health and provides a framework for the nursing curricula of the Undergraduate and Graduate programs. The faculty believes that professional nursing education must take place in institutions of higher learning as the nursing programs build upon the liberal arts and sciences to develop the critical thinking essential for providing nursing care in our society, and for developing the profession of nursing. Baccalaureate education prepares for beginning professional practice, and graduate education provides the knowledge base for advanced practice, leadership, and theory development within the profession. Higher education also provides opportunities for students to develop their potential as individuals and as contributing members of society. The programs encourage students to be active participants in their own education and in life-long learning. The importance of the student's intersubjective relationships to professional development as well as self-development and self-awareness is emphasized. These intersubjective relationships occur with teachers, peers, clients, and other health care professionals.

Nursing is the assessment and treatment of human responses to the actual or potential health needs of people. It requires the collaborative effort of the nurse with a client, family, and other health care professionals. Nursing seeks to identify and enhance health-seeking behaviors of clients through such services as case finding, health teaching, health counseling, and provision of care and support throughout the life cycle. The nursing profession bases its practice on knowledge generated through nursing research and from the humanities and natural sciences. Nursing is committed to the ethical care and nurturing of well and sick people, individually and in groups. Professional nurses are self-directed, skilled in oral and written communication, accountable for their own actions and able to make sound decisions and formulate independent judgments.

The person is an active being with an inherent capacity to choose among situations presented by life and with responsibility for these choices. Every person experiences the world differently and has a particular way of seeing the world. Each person is valued and supported in his or her uniqueness.

The environment is that which is in mutual and simultaneous interchange with the person. Reality is multidimensional, context-dependent, and relative.

Health is a condition of actualization or realization of the person's potential. It is primarily a measure of each person's ability to do what he or she wants to do and become what he or she wants to become. Health encompasses disease and non-disease.

PURPOSE OF THE UNDERGRADUATE PROGRAM IN NURSING

The baccalaureate concentration in nursing is designed to prepare the undergraduate student for beginning level professional practice in nursing. This purpose is consistent with the Mission of the College.

UNDERGRADUATE PROGRAM OBJECTIVES

The Lehman College baccalaureate curriculum prepares its graduates to:

1. demonstrate competency in the practice of nursing by applying knowledge from nursing science, the natural and social sciences, and the humanities to promote, protect, maintain, and restore optimal health.
2. use a human science perspective when providing nursing care.
3. evaluate nursing research outcomes in terms of applicability to professional nursing practice.
4. apply ethical-legal principles in clinical decision-making.
5. use political, change, and/or health policy theory in analyzing the health care delivery system.
6. apply critical thinking in the practice of nursing.
7. collaborate effectively with other disciplines to achieve common health care goals.
8. identify the role of professional organizations and scholarly activities in advancing the profession of nursing.
9. assume responsibility for the continual pursuit of knowledge and professional development.

REGISTRATION

Registration procedures are as documented in the Undergraduate Bulletin. All HIN and NUR courses require departmental permission prior to registration. It is important to note that **two weeks prior to the beginning of the first clinical day** in each clinical course, students must submit proof of CPR/BCLS Certification for Health Care Providers, health clearance, and liability insurance. It is strongly recommended that students purchase personal health insurance unless covered on another policy.

Students are responsible for seeing that all required information is included on the health clearance form. **If the form is incomplete, the student will not be allowed into the clinical agency.** Such absence will be considered an unexcused absence.

Be certain to make a copy of any document (health clearance, CPR, and liability insurance) before submitting the original to the Department. Such copies must be made using machines available in the Library (or elsewhere). Secretarial resources do not allow retrieving previously submitted material for students' personal use.

ACADEMIC AND MAJOR REQUIREMENTS

Requirements For Entrance Into The Generic Nursing Program

A grade of **C (73) or better** is required in each of the science courses listed below, and a **MINIMUM CUMULATIVE INDEX OF 2.75 or greater** in these courses, or their equivalents, is required for consideration for admission to the generic program. If a required prerequisite science course is repeated, the first grade earned is the grade that will be used to determine eligibility for admission to the nursing program. Space in the nursing program is limited. Therefore, meeting the minimum requirements for admission does not guarantee acceptance into the program.

CHE 114 Essentials of General Chemistry: 3 Credits
CHE 115 Essentials of General Chemistry Lab: 1.5 Credits
CHE 120 Essentials of Organic Chemistry: 3 Credits
CHE 121 Essentials of Organic Chemistry Lab: 1.5 Credits
BIO 181 Anatomy and Physiology I: 4 Credits
BIO 182 Anatomy and Physiology II: 4 Credits
BIO 230 Microbiology: 4 Credits

A grade of **C (73%) or better** is required in the following foundation courses:

HIN 268 Human Growth and Development: 3 Credits
HIN 269 Analysis and Action for Community Health: 3 Credits

The Department of Nursing requires that the applicant complete a minimum of 60 credits before beginning NUR courses. Also, the student must have completed the College writing requirement and all other College general education requirements prior to the start of NUR courses. Applicants must also take the National League for Nursing (NLN) pre-admission examination for RN programs (PAX-RN). Exam results must be received in the Department of Nursing by May 1st. Information about the exam is available on the National League for Nursing website at NLN.org.

Transfer students should check with the College Writing Office (CA 398) regarding appropriate examinations and placement. Transfer or second-degree students must submit original transcripts of all previous college work and a copy of the evaluation of transfer credits from the Admissions Office. Second-degree students must file a Second Degree Area of Concentration form in the office of Academic Advisement, Shuster Hall. It is recommended that all transfer students seek advisement in the Academic Advisement Center, Shuster Hall, in addition to advisement in the nursing department.

Students planning to enroll in NUR courses in the fall semester of the junior year must complete an application to the Department of Nursing by March 15th of the preceding spring semester. Students may pick up applications beginning January 2nd in the Department of Nursing (T-3, 201) during college office hours (Mon-Fri., 9 AM-5 PM). Applicants must submit official transcripts with evidence of pre-requisite courses.

Students are responsible for following the required course sequence by referring to the Undergraduate Bulletin for **prerequisite and co-requisite courses**. Students must see a nursing advisor each semester prior to registration. Students are not allowed to take courses out of sequence without permission of the Director of the Undergraduate Program. Departmental permission is required for registration in all NUR and HIN courses. The generic undergraduate program requires full-time study (12 credits per semester).

The following pages list the curriculum pattern and course descriptions for generic students. General information, curriculum pattern and course descriptions for Registered Nurse students begin on page 10.

DEPARTMENT OF NURSING
BACHELOR OF SCIENCE IN NURSING

CURRICULUM REQUIREMENT-GENERIC

The upper-division nursing program, which leads to a B.S. degree, is designed to prepare students for a career as a professional nurse and to provide a foundation for graduate study in nursing. The program fulfills the requirements of the New York State Education Department, is accredited by the Commission on Collegiate Nursing Education, and entitles graduates to take the National Council Licensing Examination (NCLEX-RN) for licensure as a registered professional nurse.

The program is a **75**-credit major of the total 120 credits required for graduation and is designed for completion in the last two years (four semesters) of academic study. Students are required to complete the college general education requirements and pre-requisite courses prior to admission to the nursing major. Liberal arts and science courses provide the support for the concentrated study of professional nursing required in the third and fourth years of the program. The generic curriculum is designed for full-time study only. The clinical laboratory sections of the nursing courses are conducted in diverse and culturally rich clinical facilities in the Bronx, Westchester, Manhattan and other surrounding communities. Independent study and honors projects are available to qualified students.

Graduates of the program will have gained the knowledge and experience to function independently as well as collaboratively with other members of the health team. They will have sharpened their skills in critical thinking and have the ability to provide competent and compassionate care to assist individuals and families achieve maximum levels of health.

75-Credit Major in Nursing, B.S.

The distribution of courses and credits to be earned by all majors in the generic track are as follows:

Credits

21 In Sciences (Prior to Admission)

CHE 114 Essentials of General Chemistry: 3 Credits
CHE 115 Essentials of General Chemistry: 1.5 Credits, lab
CHE 120 Essentials of Organic Chemistry: 3 Credits
CHE 121 Essentials of Organic Chemistry: 1.5 Credits, lab
BIO 181 Anatomy and Physiology I: 4 Credits
BIO 182 Anatomy and Physiology II: 4 Credits
BIO 230 Microbiology: 4 Credits

6 In Foundation Courses

HIN 268 Human Growth and Development: 3 Credits (required prior to admission)
HIN 269 Analysis and Action for Community Health: 3 Credits.

48 In Nursing Courses

NUR 300 Nursing as a Human Science: 3 Credits
NUR 301 Therapeutic Intervention I: Introduction to Professional Nursing Practice. 6 Credits
NUR 302 Ways of Knowing: 3 Credits
NUR 303 Therapeutic Intervention II: Adult Health Nursing. 6 Credits
NUR 304 Therapeutic Intervention III: Psychiatric-Mental Health Nursing. 3 credits
NUR 330 Pharmacologic Basis of Nursing Practice: 3 Credits
NUR 344 Altered Health States (Pathophysiology): 3 Credits
NUR 405 Therapeutic Intervention IV: Childbearing and Childrearing Families. 6 Credits
NUR 406 Clinical Decision Making: 3 Credits
NUR 408 Trends & Issues in Nursing and Health Care: 3 Credits
NUR 409 Therapeutic Intervention V: Nursing Synthesis. 6 Credits
NUR 410 Professional Nursing Management: 3 Credits

75

DEPARTMENT GRADING POLICY

A minimum grade of C (73%) is required for a student to progress from one nursing course to the next. Nursing students **may repeat only one HIN or NUR course**. A student who does not achieve a grade of C or better in a NUR or HIN course may repeat the course only once.

TIME LIMIT TO COMPLETE NURSING PROGRAM

In addition to the College requirement for completion of the baccalaureate degree, the Nursing Department has a time limit within which the program must be completed.

Students admitted to the nursing major must complete the baccalaureate in nursing within five years. Students who do not meet this time requirement may reapply to have the currency of their nursing courses reevaluated. Students may be required to demonstrate current knowledge as evidenced by recent practice, portfolio, certification, or validation examination.

COURSES IN NURSING-GENERIC PROGRAM

HIN 268: Human Growth and Development. 3 hours, 3 credits
Physical, cognitive, social, and emotional aspects of human development from conception through late adulthood. PREREQ: Thirty college credits.

HIN 269: Analysis and Action for Community Health. 3 hours, 3 credits. Health needs of families in the context of their community. Introduction to epidemiological method and the principles of epidemiological investigation as tools for analyzing health needs. Issues of prevention, environmental health, special risk families, planned change, the concept of health teams and the roles of health workers in the community. PREREQ: Thirty college credits.

NUR 300: Nursing as a Human Science. 3 hours, 3 credits. Historical, philosophical and theoretical foundations of nursing and selected topics relating to the intersubjective nature of professional nursing and its moral, ethical and legal dimensions. PREREQ: Admission to the nursing major. COREQ: NUR 301, NUR 344

NUR 301: Therapeutic Nursing Intervention I: Introduction to Professional Nursing Practice. 3 hours lecture, 12 hours clinical laboratory, 6 credits. Emphasis on therapeutic communication, health assessment and data analysis. PREREQ: Admission to the nursing program. COREQ: NUR 300 and NUR 344.

NUR 302: Ways of Knowing in Nursing. 3 hours, 3 credits. Methods of research and inquiry

in nursing and their implications for clinical practice. PREREQ: NUR 300.

NUR 303: Therapeutic Intervention II: Adult Health Nursing. 3 hours lecture, 12 hours clinical laboratory; 6 credits. Clinical focus on nursing care of adults with acute and chronic illnesses. PREREQ: NUR 300, NUR 301, NUR 344, HIN 269. COREQ: NUR 304, NUR 330.

NUR 304: Therapeutic Intervention III: Psychiatric-Mental Health Nursing. 2 hours lecture, 4 hours clinical laboratory, 3 credits. Clinical focus on nursing care of adults with acute and chronic psychiatric and mental health conditions. PREREQ: NUR 301, NUR 344, HIN 269. COREQ: NUR 303, NUR 330.

NUR 330: Pharmacologic Basis of Nursing Practice. 3 hours, 3 credits. General pharmacological principles as they relate to nursing practice and health care. PREREQ: Completion of College requirement in mathematics. COREQ: NUR 303, NUR 304.

NUR 344: Altered Health States (Pathophysiology). 3 hours, 3 credits: The relationships of normal body functioning to the physiological changes that occur as a result of illness. Epidemiological, preventive and pathological aspects of disease. COREQ: NUR 300, NUR 301.

NUR 405: Therapeutic Intervention IV: Childbearing

and Childrearing Families. 3 hours lecture, 12 hours clinical laboratory; 6 credits. Relation of nursing care to positive health experiences and outcomes in childbearing and childrearing families. PREREQ: NUR 303, NUR 304, NUR 330.

NUR 406: Clinical Decision Making. 3 hours, 3 credits. The processes of clinical judgment and decision making. Examination of the interaction between diagnostic and therapeutic reasoning within the context of ethical reasoning. PREREQ: NUR 303, NUR 304, NUR 330. COREQ: NUR 302, NUR 405.

NUR 408: Trends & Issues in Nursing & Health Care. 3 hours, 3 credits. Identification and exploration of trends and issues with opportunity to debate and to defend a position on issues. PREREQ: NUR 405

NUR 409: Therapeutic Intervention V: Nursing Synthesis. 3 hours lecture. 12 hrs clinical laboratory; 6 credits. Synthesis of knowledge and skills required to effectively support clients, families and groups with chronic illnesses. PREREQ: NUR 405, NUR 406. COREQ: NUR 408, NUR 410.

NUR 410: Professional Nursing Management. 3 hours, 3 credits. Professional role of the nurse in the health care system. Emphasis on leadership and management theory as related to nursing administration, organizational design and governance. COREQ: NUR409.

NUR 489: Honors Project. One semester, 3 credits (maximum 6 credits). Independent study or investigation, under faculty direction. A written report is required. PREREQ: Satisfactory completion of 24 credits in NUR and/or related fields and departmental permission; cumulative college index of 3.2 and an index of 3.5 in Nursing.

COURSES OF INTEREST

NUR (SOC) 240: Death, Dying, and Bereavement. 3 hours, 3 credits. Sociological, psychological, and healthcare perspectives and ethical issues surrounding the processes of dying and bereavement. Topics include the history of attitudes toward death, the new medical technology, the ways individuals confront their own death and that of others, dying in institutions, death and the child, and suicide.

NUR 350: Topics in Nursing, 3 hours; 3 credits (maximum 6 credits). PREREQ: Permission of the Chair.

NUR 385: Independent Study in Nursing. One semester, 1-3 credits. (Limited to Juniors and Seniors in nursing) Independent study on a specific topic or clinical area of interest, under the supervision of a faculty member in the Department of Nursing. PREREQ: Permission of the Chair.

Curriculum Pattern for Generic Students

First Semester – Junior Year

| | |
|----------|------------------|
| NUR 300 | 3 credits |
| NUR 301 | 6 credits |
| NUR 344 | 3 credits |
| *HIN 269 | <u>3 credits</u> |
| | 12-15 credits |

Second Semester – Junior Year

| | |
|---------|------------------|
| NUR 303 | 6 credits |
| NUR 304 | 3 credits |
| NUR 330 | <u>3 credits</u> |
| | 12 credits |

First Semester – Senior Year

| | |
|---------|------------------|
| NUR 302 | 3 credits |
| NUR 405 | 6 credits |
| NUR 406 | <u>3 credits</u> |
| | 12 credits |

Second Semester – Senior Year

| | |
|---------|------------------|
| NUR 408 | 3 credits |
| NUR 409 | 3 credits |
| NUR 410 | <u>3 credits</u> |
| | 12 credits |

*May be taken prior to admission to the nursing program.

DEPARTMENT OF NURSING
CURRICULUM INFORMATION & PATTERN
BACHELOR OF SCIENCE PROGRAM IN NURSING
REGISTERED NURSES (Licensed in New York State)

The upper division nursing program, which leads to a B.S. degree, is designed to prepare for professional nursing practice and provide a foundation for graduate study in nursing. The program fulfills the requirements of the New York State Education Department, and is accredited by the Commission on Collegiate Nursing Education.

The registered nurse sequence is a 37.5-credit major of the total 120 credits required for graduation. Independent study courses and honors projects are available to qualified students.

The registered nurse sequence is designed for completion in 2 academic years of full-time study. The Department recommends that students complete their distribution and prerequisite courses prior to admission to the nursing program. Registered Nurses have the option of taking many of the nursing courses online.

The clinical laboratory sections of the nursing courses are conducted in the diverse and culturally rich clinical facilities in the Bronx, Westchester, Manhattan and other surrounding communities.

Graduates of the registered nurse sequence in the baccalaureate nursing program will have gained the knowledge and experience to function independently as well as collaboratively with other members of the health team. Graduates will have sharpened their skills in critical thinking and have the ability to provide competent and compassionate care to assist individuals and families in achieving maximum levels of health.

RN applicants to the Lehman College baccalaureate nursing program must first apply for admission to the College and, after acceptance, apply to the Department of Nursing for admission.

Graduates of Associate Degree programs should follow directions for transfer students when applying to the college.

Graduates of hospital (diploma) schools of nursing who have not earned previous college credits should follow directions for new applicants to the college. Graduates of diploma nursing programs are encouraged to take the Excelsior College (formerly Regents College) exams to earn advanced standing credits in Adult Nursing, Maternal and Child Nursing and Psychiatric Mental Health Nursing to earn advanced standing credits.

It is recommended that all RN students seek advisement in the Office of Academic Advisement, Shuster Hall, Room 280, in addition to advisement in the nursing department. Registered nurses may pursue either full-time or part-time study.

The registered Nurse sequence is offered online as well as in class courses.

PREREQUISITES

1. Current Licensure in New York State.
2. Sixty (60) college credits with a grade point average of 2.5 or greater; or the associate degree in nursing from the City University of New York.
3. Official transcript with evidence of a college course in chemistry, or chemistry taken in a state approved nursing program (or its foreign equivalent), or successful completion of the following courses at Lehman College:

CHE 114: Essentials of General Chemistry: 3 Credits

CHE 115: Essentials of General Chemistry Lab: 1.5 Credits

4. Foundation Course*

HIN 268: Human Growth and Development: 3 Credits (or equivalent course which covers growth and development through the life span.)

NUR Courses For Registered Nurses:

The distribution of courses and credits to be earned by all R.N. majors is as follows:

In Foundation:

HIN 269: Analysis & Action for Community Health: 3 Credits

In Nursing Courses:

NUR 300 Nursing as a Human Science: 3 Credits

NUR 302 Ways of Knowing in Nursing: 3 Credits

NUR 400 Professional Nursing Practice: 6 Credits

NUR 406 Clinical Decision Making: 3 Credits

NUR 408 Trends & Issues in Nursing & Health Care: 3 Credits

NUR 409 Therapeutic Intervention V: Nursing Synthesis: 6 Credits

NUR 410 Professional Nursing Management: 3 Credits

*Some students may qualify to earn credits for the Human Growth and Development course through validation examination. Students must seek advisement in the Department of Nursing for this process.

COURSE DESCRIPTIONS: RN TO BS PROGRAM

HIN 268: Human Growth and Development. 3 hours, 3 credits
Physical, cognitive, social, and emotional aspects of human development from conception through late adulthood. PREREQ: Thirty college credits.

HIN 269: Analysis and Action for Community Health. 3 hours, 3 credits. Health needs of families in the context of their community. Introduction to epidemiological method and the principles of epidemiological investigation as tools for analyzing health needs. Issues of prevention, environmental health, special risk families, planned change, the concept of health teams and the roles of health workers in the community. PREREQ: Thirty college credits.

NUR 300: Nursing as a Human Science. 3 hours, 3 credits. Historical, philosophical and theoretical foundations of nursing and selected topics relating to the intersubjective nature of professional nursing and its moral, ethical and legal dimensions. PREREQ: Admission to the nursing major.

NUR 302: Ways of Knowing in Nursing. 3 hours, 3 credits. Methods of research and inquiry in nursing and their implications for clinical practice. PREREQ or COREQ: NUR 300.

NUR 400: Professional Nursing
3 hours lecture, 9 hours clinical laboratory; 6 credits. Health assessment and therapeutic intervention through communica-

tion theory and skills, interprofessional collaboration and professional role development. PREREQ: HIN 269, NUR 300.

NUR 406: Clinical Decision Making. 3 hours, 3 credits. The processes of clinical judgment and decision making. Examination of the interaction between diagnostic and therapeutic reasoning within the context of ethical reasoning. PREREQ: NUR 302, NUR 400.

NUR 408: Trends & Issues in Nursing & Health Care. 3 hours, 3 credits. Identification and exploration of trends and issues with opportunity to debate and to defend a position on issues. PREREQ: NUR 400.

NUR 409: Therapeutic Intervention V: Nursing Synthesis. 3 hours lecture. 12 hrs clinical laboratory; 6 credits. Synthesis of knowledge and skills required to effectively support clients, families and groups with chronic illnesses. PREREQ: NUR 406. COREQ: NUR 410. PRE or COREQ: NUR 408

NUR 410: Professional Nursing Management. 3 hours, 3 credits. Professional role of the nurse in the health care system. Emphasis on leadership and management theory as related to nursing administration, organizational design and governance. COREQ: NUR 409.

NUR 489: Honors Project. One semester, 3 credits (maximum 6

credits). Independent study or investigation, under faculty direction. A written report is required. PREREQ: Satisfactory completion of 24 credits in NUR and/or related fields and departmental permission; cumulative college index of 3.2 and an index of 3.5 in Nursing.

COURSES OF INTEREST

NUR (SOC) 240: Death, Dying, and Bereavement. 3 hours, 3 credits. Sociological, psychological, and healthcare perspectives and ethical issues surrounding the processes of dying and bereavement. Topics include the history of attitudes toward death, the new medical technology, the ways individuals confront their own death and that of others, dying in institutions, death and the child, and suicide.

NUR 350: Topics in Nursing. 3 hours, 3 credits (maximum 6 credits). PREREQ: Permission of the Chair.

NUR 385: Independent Study in Nursing. One semester, 1-3 credits. (Limited to Juniors and Seniors in nursing) Independent study on a specific topic or clinical area of interest, under the supervision of a faculty member in the Department of Nursing. PREREQ: Permission of the Chair.

LEARNING ENRICHMENT OPPORTUNITIES: HONORS PROJECT AND INDEPENDENT STUDY

The offering of Independent Study and Honors Projects provide students with opportunities for in-depth study in particular areas of interest that are not possible within the core curriculum. Providing students with flexible and diverse choices in learning offers additional experiences in the development of autonomy and accountability, important components of the Department's philosophy of nursing.

Independent Study and Honors Project enriches the student's learning and the core curriculum by offering students the opportunity to participate in scholarly, creative work; research, and clinical projects. These course offerings are consistent with the philosophy and objectives of the curriculum.

Independent Study in Nursing

Independent, interdisciplinary study in which students participate in an approved course of reading, tutorial, field-work(including work experience), research project or special project in an area for which there is not a course in a department or interdisciplinary program.

Independent study in the Department of Nursing is facilitated by a nursing faculty member, is not a requirement of nursing majors, and can be undertaken individually or as a group.

NUR 385: Independent Study

A. Eligibility:

1. Nursing students under direction of faculty; departmental permission.
2. Students must have attained, on the initial attempt, a grade required for progression in all prior HIN and NUR courses. Student must concurrently be enrolled in a clinical nursing course.

B. Credit: 1-3 credits per semester (Maximum 6 credits).

PRE-REQUISITE: Departmental permission.

C. Catalogue Description: Independent Study on a specific topic or clinical area of interest, under the supervision of a faculty member in the Department of Nursing.

D. Objective: To engage in an independent project to increase professional learning.

For example:

1. Implement an investigative project under the supervision of a faculty member of the Department of Nursing.
2. Participate in a special clinical project within the Department of Nursing.
3. Complete a scholarly paper or creative project.

E. Course Requirements:

1. Students will contract for 1-3 credits with an interested faculty member. Written contracts must be established prior to registration. Credit to be earned must be agreed upon prior to registration.

2. Students will develop and apply independent methods for learning.
 - a. The student, in collaboration with the faculty member, determines course objectives within the first two weeks of the project. Course content, method of implementation and method of evaluation are determined by the student in collaboration with the faculty member.
 - b. Students will share learning findings from the project with other students and/or faculty.

Honors Project-Students must complete an honors project in order to graduate with departmental honors.

NUR 489: Honors Project

- A. Eligibility:
Satisfactory completion of twelve (12) credits in nursing or related fields, departmental permission, 3.2 cumulative index in Lehman College and a 3.5 cumulative index in Nursing.
- B. Credits: 3 credits per semester (maximum 6 credits).
- C. Catalogue Description: Independent Study or investigation, under faculty direction. A written report is required.
- D. Overview of Project:
 1. The student and faculty member will meet initially to discuss the feasibility, objectives, and requirements of the student's proposed project.
 2. An outline and objectives for the project should be completed by the student within the first three weeks of the semester.
- E. Course Requirements:
 1. Completion of scholarly paper or creative work.
 2. Attendance at Honors Seminar composed of all Departmental honors students who will meet twice a semester to share initial ideas and progress.
 3. Communication of project to peers and faculty by either of the following:
Distribution of written paper in a manner agreed on by student and faculty advisor or oral presentation of Honors Project in a manner agreed on by student and faculty advisor.
- F. Grade: A letter grade will be assigned consistent with Departmental policy.
- G. Evaluation: Students will complete a written evaluation of the course and a written self-evaluation of individual learning.

Academic Honors

Dean's List

At the end of each academic year, the office of the Provost and Vice President for Academic Affairs publishes a list of matriculated students who meet the qualifications for placement on the Dean's List. To qualify for the Dean's List, a student must have completed a minimum of 61 credits with a 3.5 cumulative index and with a minimum of 24 indexable credits at Lehman College. Students will be placed on the Dean's List only once.

Presidential Scholar

This designation is bestowed upon Dean's List students who have earned 3.9 cumulative indices.

Departmental Honors

Graduation with Departmental Honors requires that, in addition to any other departmental specification, a student achieve a cumulative Lehman College index of 3.2 and an index of 3.5 in the major or in an interdisciplinary program for a minimum of 24 credits. Nursing students must complete a 3-credit Honors Project, NUR 489.

College Honors

Students shall be eligible for College Honors at graduation if they have completed at least 60 credits in residence at Lehman College, of which at least 42 are indexable, with a minimum cumulative index of 3.4. (See definition of credits in residence under the heading Credit Requirements in the Undergraduate Bulletin.) The following honors may be awarded:

| | |
|------------------------|--------------------|
| <i>Cum laude</i> | index of 3.4 -3.59 |
| <i>Magna cum laude</i> | index of 3.6 -3.79 |
| <i>Summa cum laude</i> | index of 3.8 -4.0 |

Sigma Theta Tau International Honor Society Of Nursing, Delta Zeta Chapter

The purpose of Sigma Theta Tau International Honor Society of Nursing is to recognize superior achievement and scholarship; recognize the development of leadership qualities; foster high professional standards; encourage creative work and to strengthen commitment to the profession. Candidates for membership at the undergraduate level must meet the following criteria: 1) completed a minimum of ½ the curriculum, 2) rank within in the upper 35% of the graduating class, 3) earned a minimum GPA of 3.0 on a

4.0 scale, and maintained standards of academic integrity. Registered nurse baccalaureate students must meet the same criteria as generic nursing students, however they are considered as a separate cohort. Therefore, RN/BS students must rank within the upper 35% of the RN/BS graduating class.

*Second-degree candidates who meet the qualifications are eligible for the Dean's List, departmental, and College honors.

NURSING COMPUTER AND MULTIMEDIA LABORATORY

The Computer and Multimedia Laboratory of the Nursing Department is located on the first floor of the T-3 Building. The lab houses computer work stations where students can access computer-assisted instruction (CAI) programs, comprehensive assessment program (CAP) exams, word processing, and the Internet. Also available in the laboratory are many videotapes, DVD's and interactive videos. The lab has video set-ups for viewing tapes and a video camera which can be used for selected teaching-learning experiences. LCD projectors and transparency projectors are available to faculty and students for class presentations or nursing course activities. The chief laboratory technician is available to assist students following the College schedule. Evening and weekend hours may be available.

NURSING -PRACTICE LABORATORY

There are two Nursing Arts Labs (NAL) located at the north end of the first floor of the T-3 Building. The NAL provides students an opportunity to practice their nursing skills in a simulated hospital setting using equipment and selected anatomical models. Students are **required** to use the NAL throughout the semester. Skills practice and completion of a skills checklist is required in **all** clinical courses. Consult with the NAL schedule to arrange for practice and evaluation of clinical skills by the NAL faculty. **Required clinical skills must be signed off by the lab instructor before the student performs the skill in the clinical setting.**

HUMAN SIMULATOR

The Department of Nursing has human simulators for students to practice their clinical skills for adult, children and infant.

NURSING STUDENT LOUNGE

A student lounge with sofa, tables and chairs is located in Room 213 of the T-3 Building. Small round tables are helpful for small group work such as studying and project planning.

Mutual respect shown by students has enabled students to use the lounge for individual or group studying as well as for quiet socializing and small celebrations.

The furnishings of the lounge were provided by a grant from the Helene Fuld Foundation. Students in the Nursing Society have purchased a microwave oven and coffee pot for student use in the lounge. This is your space so do your part to keep it neat and clean.

LEHMAN COLLEGE
DEPARTMENT OF NURSING POLICIES

Admission Process

Before entering the Nursing program, students are required to complete all pre-requisite science courses with a minimum grade of a C or better in each course and a cumulative GPA of 2.75 or greater in these courses. If a required prerequisite science course is repeated, the first grade earned is the grade that will be used to determine eligibility for admission to the nursing program. Applicants must also take the National League for Nursing (NLN) pre-admission examination for RN programs (PAX-RN). In addition, the student must have met the other college requirements, including the CUNY Proficiency Exam (CPE), and have an index of 2.0 or better for all college work. Space in the nursing program is limited. Therefore, meeting the minimum requirements for admission does not guarantee acceptance into the program.

Transfer Students

Students wishing to transfer from another college nursing program may be admitted on a space available basis after being accepted to the College and submitting an application to the Nursing Department. This application must include an official transcript sent directly from the educational institution to the Nursing Department in addition to Lehman College Admissions. Transfer students must meet all pre-requisite and grade requirements. Once the student has been admitted to Lehman College, the Office of Transcript Evaluation will provide a written evaluation of the student's transcript. Credit for nursing courses taken at another institution will be determined by the nursing department. Clinical nursing courses will be transferred as electives. We encourage potential transfer students to seek advisement from the Lehman College Nursing Department at least one semester before completing the transfer.

Students dropped from another nursing program for poor scholarship or for other reasons, are not eligible for admission to the Department of Nursing. Transfer students are required to submit a letter from the director or dean of the former program certifying that they are in good standing in the program from which they transfer.

Students who were previously enrolled in nursing courses at Lehman and did not complete degree requirements for reasons other than poor scholarship must meet the current pre-requisites and apply for readmission to the Nursing Department. Readmission will be determined on a case-by-case basis.

Registered Nurses – Policies on Admission and Progression

Registered nurses may enroll in 300 level nursing courses after completing an application for admission to the major, presenting evidence of a current New York State nursing license and having met the chemistry and human growth and development requirements. A registered nurse

student must successfully complete all other college requirements before being admitted to the final semester in nursing. Students are required to see a nursing advisor and obtain pre-registration approval for all nursing courses. An RN student who plans to take a clinical course must submit a letter of intention to the Coordinator of the RN program by the fourth week of classes of the prior semester. The letter must include the number and title of the course.

Registered nurses who wish to challenge HIN 268 by examination are responsible for contacting the RN Advisor. It is advisable to set up an appointment early in the semester. Study outlines are available to facilitate preparation for the challenge examination. Examinations may only be scheduled during the fall and spring semesters. There is an examination fee for challenge exams, payable at the Bursar's Office prior to the exam. All challenge examinations, pre-requisites, distribution courses and electives must be completed prior to registration for NUR 409 and NUR 410.

Statement of Nondiscrimination

Lehman College is an Equal Opportunity and Affirmative Action institution. The College does not discriminate on the basis of age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, disability, veteran or marital status, or any other basis prohibited by law, in its employment, student admissions, access to programs, and administration of educational policies. (See complete policy statement in Lehman College Student Bulletin).

Departmental Statement Regarding Students with Special Needs

For admission, progression, and graduation from the Lehman College nursing program a person must meet the general competencies necessary for the professional practice of nursing. Examples of these competencies include, but are not limited to the following:

1. Nursing students must be able to assess changes in patient skin color, hear patient reports of symptoms, auscultate breath and heart sounds, feel changes in skin temperature and texture, smell variations in odors of body fluids, and identify color changes in equipment, tests, or body fluids.
2. Nursing students must be able to communicate patient status to other members of the health care team and document observations, interventions, and outcomes accurately and clearly in the patient record.
3. Nursing students must be able to manipulate small objects in order to administer medications and they must be able to move from place to place to gather data and administer direct patient care. The nursing student must be able to transfer patients safely, which requires lifting and pulling.
4. Patient safety is dependent upon the nursing student's ability to learn the signs and patterns of illness, and the ability to make appropriate decisions about reporting changes in patient status to instructors, physicians, and other nurses.
5. Nursing students must be able to assume the responsibility of caring for seriously ill patients; and must be capable of engaging in self-evaluation and accept the critical judgments of others.

Services are available to Lehman students who provide documentation of a disability. Upon disclosure to the Lehman College Office of Special Student Services, Student Affairs, the nursing faculty will provide reasonable accommodation as required by law. All students, with or without reasonable accommodations, are expected to meet the program requirements for admission and progression within the nursing major. Students who fail to meet the program requirements will not be admitted to the nursing program, or will be dismissed from the nursing program if already admitted. Students requiring additional information about services should contact Lehman College Office of Special Student Services.

Pre-registration Advisement

All students in the nursing program must meet with an assigned faculty advisor each semester prior to registration

Course Expectations

1. Students are expected to attend class and to be punctual.
2. Students are required to attend all clinical sessions. There are NO un-excused absences allowed in clinical. In the event that you are not able to attend the clinical session on a specific day, you must notify the instructor prior to the beginning of the class. Any unexcused absence may result in failing the course.
3. Students are expected to come to class prepared and to actively participate in conferences and class discussions.
4. Students are expected to dress in appropriately professional attire for all clinical sessions and any other scheduled contact with clients or agency personnel.
5. Cell phones and beepers must be turned off during classes, conferences and clinical.
6. A student who receives a grade less than C (73) on any assignment or examination must review the assignment with the instructor to determine if remedial work is indicated. **Do not wait until the end of the semester to seek assistance.**

Grade Requirements

A grade of C (2.0) or better is required in all HIN and NUR courses. The minimum allowable grade is C in the pre-requisite science courses. **Final course grades** ending in 0.5 or greater for HIN and NUR courses will be rounded to the next whole number. Students who earn less than a grade of C, must repeat the course in order to continue in the nursing program.

Grading Criteria

The College grade symbols and corresponding numerical grades are as follows:

| Lehman: | Dept of Nursing: |
|------------------|------------------|
| A = 93 – 100 | A = 93 - 100 |
| A- = 90 – 92 | A- = 90 - 92 |
| B+ = 87 – 89 | B+ = 87 - 89 |
| B = 83 – 86 | B = 83 - 86 |
| B- = 80 – 82 | B- = 80 - 82 |
| C+ = 77 – 79 | C+ = 77 - 79 |
| C = 73 – 76 | C = 73 – 76 |
| D+ = 67 – 72 | F = 0 - 72 |
| D = 60 – 66 | |
| F = 59 and below | |

If a student achieves a grade below 73 the grade recorded will be an F. This policy applies to all students enrolled in HIN or NUR courses regardless of the student's major.

Repeating Courses

A minimum grade of C (2.0) is required for a student to progress from one nursing course to the next. Nursing students may repeat only one HIN or NUR course. A student who does not achieve a grade of C or better in a NUR or HIN course may repeat the course only once.

Retention/Progression Policy

Nursing majors who fail to achieve a grade of C or better in an undergraduate nursing or HIN course **must** meet with the director of the undergraduate nursing program to develop a contractual plan of study prior to registration for the following semester. A student may not register for a nursing course if the pre-requisite course has been failed or is incomplete.

Students who are repeating a course or planning to return to nursing after an absence must submit a letter to the Director of the Undergraduate program by March 15th stating his or her intention to return for the Fall semester and Sept. 15th for the Spring semester. The letter should include the course number and title of the course that the student wants to take. Health clearance forms, liability insurance and CPR must be up-to-date and in effect upon return to a clinical course. Readmission to a clinical course is on a space-available basis.

Withdrawal from Nursing Course(s)

A nursing student may only attempt a given NUR or HIN course twice, regardless of the reason for non-completion. No further attempt will be permitted. Students who wish to withdraw from a NUR or HIN course for personal or health reasons should first discuss the decision with the course instructor to determine possible alternatives. Once the decision to withdraw is made, the student should inform the course instructor and director of the undergraduate program in writing. In order to withdraw without penalty, the student must have a good and sufficient reason for withdrawing from a course and is doing passing work in the course. Students desiring to drop a course in their major must obtain a recommendation from the chair or the director of the program. (See the Lehman College Undergraduate Bulletin for time frames and procedures.)

Academic Probation

A student who does not meet the required minimum semester or cumulative indices or whose cumulative grade point index at the College falls below 2.0 is automatically placed on probation. See Lehman College Undergraduate Bulletin for probation requirements and procedures.

Clinical Course Grades

The clinical portion of a nursing course will be assigned a Pass/Fail grade. A passing grade in clinical is equivalent to C (73%). A student must receive a grade of Pass in clinical to successfully complete the course. A student's performance must also be equivalent to a grade of C (73%) or better in the theoretical component of the course. The theoretical portion may be limited to performance on examinations or may include other assignments. Check the course outline for details and expectations. A student must pass both the theory and clinical portions of the course in order to pass the course, even if the numerical average is 73 or better in theory. If the student passes clinical but fails to achieve a grade of 73 or better in theory, the grade submitted will be a D+ or lower. If the student passes the theory portion of the course but fails clinical, the grade submitted will be an F.

Unsafe Clinical Performance

If, on a particular day, a student is unprepared and/or is deemed unsafe by the clinical instructor and/or clinical agency, the instructor reserves the right to remove the student from the agency for the remainder of the day. The student and faculty member must then meet to discuss the unsafe situation or condition and develop a remedial plan before the student is allowed to return to the clinical agency. If, after consultation with the student and the director of the undergraduate program, a student's clinical performance is deemed to be unsafe by the faculty member teaching the course or by the clinical agency, the faculty member reserves the right to fail that student. The student will be notified in writing of the decision to remove him/her from the course and will receive a failing grade. .

Pass/Fail Grades

In keeping with the College policy concerning conditions for Pass/Fail grades, a nursing major may not elect a Pass/Fail grade for a NUR or HIN course.

Scheduled Examinations

Students are expected to be present for all scheduled examinations or to notify the instructor **in advance** of their absence. A student who is absent from an examination for a valid reason, having presented evidence of this reason, may be given a make-up examination or another option in consultation with the instructor. It is the responsibility of the student to arrange with the instructor for scheduling make-up examinations in a timely manner. A grade of zero will be given for any exam not taken for which prior arrangements have not been made. There is a fee for the make-up of a final examination. See Undergraduate Bulletin for details.

Dosage Calculation Testing

Competency in drug dosage calculation is an essential nursing skill. Students in NUR 301 will be taught how to calculate drug dosages prior to being tested. Prior to subsequent clinical nursing courses (NUR 303, NUR 405, NUR 409), students will be tested before registration for the course.

Students must achieve 95% competency in the exam. The time allotment is one hour. Students will have two (2) opportunities to achieve the 95% score. Students not achieving 95% on the first exam will be required to complete remediation prior to the second exam. If a student does not achieve 95% on the second opportunity, the student will not be allowed to register for the next nursing course.

The kinds of questions may include, but are not limited to:

Oral, suspension and parenteral doses

Intravenous therapy including:

ml per hour

drops (gtts) per minute (micro and macro drip)

infusion time

dosage units per hour

Conversion questions including:

Pounds (lbs.) per Kg.

Ounces to ml. or teaspoons/tablespoons to ml.

milligrams to micrograms

mg. per gram

All students must take the exam at the time it is scheduled.

Required Standardized Achievement Testing*

All generic nursing students are required to take standardized achievement exams each semester and a comprehensive achievement exam in the last semester. A student who scores below the acceptable level will be required to complete remediation and show evidence of such remediation. All required exams must be taken at the times scheduled and all remedial work completed prior to progressing to the next course.

| COURSE | EXAM | PLACEMENT IN COURSE |
|-----------|-------------------------------------|---------------------|
| Admission | NLN Pre-RN Exam (PAX-RN) | Prior to admission |
| NUR 301 | Fundamentals of Nursing | * |
| NUR 303 | Nursing Care of Adults | * |
| NUR 304 | Psychiatric – Mental Health Nursing | * |
| NUR 405 | Maternal/Pediatric Nursing | * |
| NUR 409 | Comprehensive Achievement Test | * |

*Refer to course outline and/or instructor for additional information and schedule of exam.

Students must show evidence of remediation if an exam score does not meet the established standard.

Incomplete Courses

The grade of Incomplete (INC) is awarded only when the course requirements have not been completed for good and sufficient reasons and when there is a reasonable expectation that the student can successfully complete all requirements of the course.

The INC grade covers any failure to complete all requirements for a course, such as submitting a paper or taking a final examination. For an instructor to grant an INC, the student must have met the instructor's attendance requirements in the course and have a passing semester average. The student must complete the missing work within the first ten weeks of the following semester. If the instructor is not available, the student must consult with the department chair. A grade replacing the INC may not be entered by the instructor or department chair later than the last day of classes of the following semester. INC grades not completed by the deadline will become Fs(Finc) (or the equivalent under Grading System I).

INC grades are given at the discretion of the instructor. In general, INC grade should be negotiated in advance between the student and the instructor. As a matter of College policy, INC grades should be given only when the student has convinced the faculty member of a good and sufficient reason for not completing a specific assignment on time and when the student is clearly earning a passing grade in the course. Students should not be given an INC to redo a poor assignment or to repeat a course unofficially to get a better grade.

All prerequisite course requirements must be met before a student may be admitted to or progress in NUR or HIN courses. If, due to extreme circumstances, an Incomplete in a prerequisite course has not been removed prior to the student's planned entry into a succeeding course, the director of the undergraduate program must be consulted regarding the possibility of the student's entry into that course. A student may not register for a clinical course if there is an INC grade in the previous clinical course

Grade Posting

Course grades are available on the blackboard site of the course.

Written Work

Students should keep copies of all written work submitted until papers are graded. Papers should be turned in on the date due. If necessary, extensions may be arranged at the discretion of the individual instructor. Late papers for NUR and HIN courses for which no arrangement has been made will be downgraded one letter grade per week or part thereof. Please refer to "Standards for Written Work" for specific guidelines on preparation of written work.

Request for Second Reader of Paper

1. If a student thinks a paper has been graded unfairly, she/he may request a second reader.
2. The student will be required to submit an ungraded original of the paper or assignment not later than 2 weeks after the paper has been returned with a grade.

3. The Director of the Undergraduate Program or Chairperson will make the decision regarding who will be the second reader.
4. The final grade given on the paper will be the average of the two grades.

GRADE APPEALS

College Policy On Grade Appeals

Students dissatisfied with a grade received in a course should first consult the instructor involved. It is the instructor's sole judgment that determines the grade recorded in the Office of the Registrar. The instructor's first judgment is always taken. Second and later judgments resulting from personal appeals and hardship claims are never honored. Occasional errors do occur, and these are always corrected promptly when properly certified by the instructor. When a student considers a grade unjust, he/she should first confer with the instructor. Second judgments and additional work are not permitted. (Lehman College Undergraduate Bulletin) Students may appeal only a final course grade.

Department Policy On Grade Appeals

The Department of Nursing Policy is a modification of the College policy that is documented in the Lehman College Undergraduate Bulletin, as noted above. Students, as well as faculty, serve on the appeals committee in the nursing department. With this exception, the College policy is the foundation of the Department Policy. Specifically, the policy is as stated below and is applicable to all HIN and NUR courses:

After consulting with the instructor when a student considers a grade unjust, if the student is not satisfied that justice has been done, he/she may appeal in writing to the Department Chair. The appeal should state clearly the objective basis upon which a charge of unfairness is offered and supply any supporting documentation if available.

- a. The Chair will appoint a review committee of at least two department faculty members and at least two students who, with the Chair, will review the appeal. The committee shall consist of an equal number of faculty and students, excluding the Chair. The committee will notify the instructor that an appeal has been made. The committee will examine all materials relevant to the appeal, and will prepare a written report of its findings, either to sustain the original grade or recommending a change.
- b. The Chair will notify the student, the instructor, and the Associate Dean for Undergraduate Studies of the Committee's decision. If the committee recommends a grade change, the Chair will forward that recommendation with the decision.
- c. The decision of the Review Committee will be binding on both parties.

If the Chair is the instructor in question, the senior member of the Department Personnel and Budget Committee will serve as Chair of the appeal committee. The student must appeal the grade by the eighth week of the following semester. It is recommended that an appeal be submitted within one week after notification of the grade to facilitate resolution of the appeal prior to the beginning of the next semester.

Health Clearance

Health clearance is required by the New York State Department of Health to determine that health care workers and students do not pose a health risk to clients, families or co-workers and to assure that the student is physically able to fulfill the objectives of the educational program.

Each student in the Department of Nursing must have current health clearance form on file **two weeks** prior to the first day of each clinical nursing course (NUR 301, 303, 304, 400, 405, 409). Health clearance forms must be completed by a physician or appropriate designee and are valid for **one year** from the date on which performed. The complete form, including the evaluation of lab results, must be returned to the Department of Nursing, T3 Room 201.

Students are responsible to see that all required information is included in the Health Clearance form. If the form is incomplete, the student will not be allowed into the clinical agency. Such absence would be considered an unexcused absence.

Documentation of immunization/immunity to communicable disease (including titres) needs to be completed only once if immunity is confirmed. Hepatitis B vaccine is strongly recommended for all students. Students who decline hepatitis B vaccine are required to sign declination statement prior to placement in a clinical area.

*Students with positive PPD's at time of conversion (newly converted), (regardless of BCG status) must have follow-up chest x-ray and submit the radiology report. **Students must be on documented prophylaxis drug treatment in order to attend clinical.** Repeat chest x-ray for positive PPD is required every 5 years. (student handbook, pg 29, 50)

Students who need a copy of the Health Clearance form for their own use, should be sure to make a copy before submitting the original signature document to the Department of Nursing.

(See Appendix C for additional information re: Health Clearance Summary & Form)

**Read the position statement of the American Association of Colleges of Nursing (AACN): policy and guidelines for prevention and management of human immunodeficiency virus and hepatitis B virus infection in the nursing education community.*

Medical Malpractice Insurance for Nursing Students The maximum liability coverage available is required of **all** nursing students. RN students must carry **professional** liability as a registered nurse. Liability Insurance must be renewed annually.

Cardiopulmonary Resuscitation (CPR) Certification for Health Care Providers

All students entering a clinical nursing course must have CPR certification for health care providers from the American Heart Association or the American Red Cross. Current certification must be maintained throughout the nursing program.

Beepers and Cell Phones Beepers and Cell Phones are to be turned **off** during lectures, exams, seminars, conferences and while in clinical settings.

No Smoking Policy

Hospitals, health care agencies and other public places are designated no smoking zones. Students must comply with no smoking policies as designated by the health care agency. Smoking is prohibited in all buildings owned and operated by the City University of New York (Lehman College Undergraduate Bulletin)

Fire Safety

Students are required to review fire safety guidelines and to follow the policy and procedures of the health care agency as well as the College.

Policy on Sexual Harassment

Refer to City University Policy on Sexual Harassment, Lehman College Undergraduate Bulletin.

CUNY Workplace Violence Policy & Procedures

Refer to Lehman College website.

Eligibility For Licensure As Registered Nurse

To be eligible for NCLEX-RN, all degree requirements of the College, as well as the nursing program, must be met and the degree conferred. Any College course or requirement not successfully completed will mean ineligibility for NCLEX-RN.

This program prepares students for professional Nursing Practice and to take the NCLEX-RN examination. Nursing students at Lehman College are not eligible to take the NCLEX-PN exam.

Licensure As A Professional Nurse

Since licensure as a professional nurse is necessary for practice, students should be aware of policies now in effect in New York State. These policies are common practice and should be assumed to be in effect in other states as well. For further information, refer to the Nursing Handbook of the University of the State of New York, State Education Department.

Departmental Policy On Alcohol And Other Unauthorized Drug Use

The Department of nursing is an alcohol and drug free department. (For additional information see Lehman College Undergraduate Bulletin and Appendix E.)

PROFESSIONAL CONDUCT

The basic preparation for professional nursing requires more than success on examinations and written papers and the satisfactory performance of clinical skills. The Department emphasizes professional behavior as well as intellectual and clinical skills. All participants in the program are expected to be respectful of peers, staff, faculty and clients. This is in keeping with the philosophy and goals of the program. Professional conduct is to be reflected in classroom activities, clinical practice, dress, language, and in all interactions with others. Observations or reports of unprofessional behavior by nursing students should be directed to the Student Affairs Committee, the Director of the Undergraduate program and possibly to the Dean of Students for consideration of action.

DRESS POLICY

Students represent Lehman College and the Department of Nursing when they are in clinical settings or have contact with representatives of the clinical agency or clients. At these times, the following dress policies will prevail:

1. **General Guidelines**
 - a. Whether or not a uniform is required in a particular setting, attire and grooming must be consistent with safe, professional appearance and practice.
 - b. Students are not to have visible body piercings other than the ears. Jewelry should be limited to one watch, simple ring, and one pair of small earrings in the earlobes.
 - c. In special situations, such as pregnancy, religious requirements or agency requirements, student will consult faculty member concerning appropriate dress.
 - d. The Lehman College uniform is to be worn only in association with clinical experiences that are a part of Lehman College nursing courses.
 - e. The official nursing pin for the Bachelor of Science graduate of Lehman College is the college seal without any additions or attachments.
 - f. Dress policy in community health settings will be designated by the instructor.
 - g. Fingernails must be kept clean, manicured, and no longer than 1/8 inch. Artificial enhancements, such as tips, wraps, appliqués or anything other than clear polish are not allowed. (Student handbook pg 31, 2004)
2. **Generic Student Uniform:**
 - a. Royal blue tunic top with white uniform pants or skirt. The Lehman College patch should be affixed to the left sleeve.
 - b. White shoes -oxford or loafer type (**no sneakers** or clogs).
 - c. White or flesh colored hose.
 - d. Lehman College Nursing Student name pin.
 - e. White or navy sweater if needed.

3. RN Student Uniform

The student uniform for Registered Nurses is dependent upon the assigned clinical setting and agency requirements. General guidelines are as follows:

- a. Street clothes with or without a lab coat.
- b. Comfortable shoes (no sneakers, clogs or sandals)
- c. Plain hose.
- d. Name pin identifying students as "RN Lehman College Nursing Student".

STANDARDS FOR WRITTEN WORK

GENERAL STATEMENT

All papers must be typewritten, double-spaced, and properly documented regarding references and acknowledgment of sources.

Written assignments are a significant element in the nursing program. Students are expected to write English clearly, correctly and succinctly. Acceptable standards include competence in spelling and grammar, the capacity to utilize the vocabulary of the health sciences, and the ability to manage abstract concepts.

Written papers should demonstrate logical organization, problem solving, originality, and relevant research, appropriately documented. It is strongly advised that students who have difficulty with written communication undertake to improve their writing. Acceptable reference for standards of written work (style format, reference list and footnote format) is that of the American Psychological Association (APA).

Unless otherwise indicated, written papers are to represent **individual** work. In situations where group papers are acceptable, the name of each contributing student must appear on the title page. Failure to acknowledge the contribution of multiple authors will be considered to represent academic dishonesty or plagiarism and may subject the student to academic penalties. (See Lehman College Bulletin, Academic Integrity)

REQUIREMENTS

1. Students should keep a copy of all papers submitted. The faculty is not responsible for lost or misplaced papers. Papers and written assignments may or may not be returned to the student after grading.
2. All papers should be turned in on the date due. If absolutely necessary, extensions may be arranged at the discretion of the individual instructor. Late papers for which no arrangements have been made will be down graded one letter grade per week or part thereof, in accordance with Policies of the Lehman College Department of Nursing.

Assistance is available to students through the Instructional Support Services Program (ISSP) in the Old Gym building. Professional staff is available to provide writing workshops and feedback on specific assignments on a first-come-first-serve basis.

LEHMAN COLLEGE
Department of Nursing

Statement on Academic Integrity

While honest scholarship is time-consuming and often requires hard work, it is also the primary process by which students learn to think for themselves. Faculty members must teach respect for methods of inquiry within the various disciplines and make assignments that will encourage honest scholarship; students in turn must uphold a standard of honesty within the College, thereby affirming the value and integrity of their Lehman degree.

The most common forms of academic dishonesty are cheating and plagiarism. Cheating is taking or giving help on a test: for example, using unauthorized books, papers or notes during an examination; or procuring, distributing or using unauthorized copies of examinations. Plagiarism means the failure to give credit for the source of another's words or ideas or—as in the use of borrowed or purchased papers—passing off another person's work as one's own. (Section 213-b of the New York State Education law prohibits the sale of term papers, essays and research reports to students enrolled in a college.) This statement is intended as a guideline only for cases involving student-instructor academic relations.

Academic dishonesty is a serious violation of the accepted values of the College. When questions of a breach of academic integrity arise, instructors will inform the student of their suspicions and of the student's rights:

1. To receive any charges in writing;
2. To remain silent without assumption of guilt;
3. To receive from the instructor a copy of the Academic Integrity Statement; and
4. To be advised of the instructor's intended sanction. Such sanctions may include but are not limited to the following:
 - a. a grade of F on the paper or examination; the student may be given the option of submitting a similar but additional project for grading;
 - b. a grade of F on the paper or examination, as above, but with no option to submit additional work;
 - c. a grade of F for the course.

Should the instructor become convinced that the suspicions are unfounded, no further action will be taken. If the suspicions are founded and if both the student and the instructor are willing, they may agree upon a resolution. Subsequently, **the charges and resolution must be reported to the department chair and filed by the instructor with the Office of Academic Standards and Evaluation, and the Office of the Vice President for Student Affairs.**

If no agreement is reached and the student is charged with cheating, the instructor will hold the intended sanction in abeyance and refer the matter to the Vice President for Student Affairs to be handled under the Student-Disciplinary Procedures pursuant to Article 15 of the Board of

Trustees Bylaws. The Vice President for Student Affairs may recommend disciplinary penalties to the Disciplinary Committee. In the event the student is found guilty, penalties which may be imposed include but are not limited to:

1. Suspension from the College, or
2. Expulsion from the College.

If no agreement is reached and the charges are for plagiarism, the student may appeal the matter in writing to the Chair of the appropriate department within a three-week period after the instructor has informed the student and the chair of the intended sanction. The chair will appoint a committee of three Lehman College faculty members, which will adjudicate the matter within three weeks by majority vote and **send a written notification of its decision to the department chair, the student, the instructor, the Office of Admissions, Evaluation and Academic Standards, and the Office of the Vice President for Student Affairs.** If the chair is the instructor in question, the senior member of the department Personnel & Budget Committee will act for the chair. Either the instructor or the student has the right, within three weeks of receipt of notification, to appeal the departmental decision in writing to the Committee on Academic Standards and Evaluation, which will act as adjudicator of last resort. Should any part of the three-week period fall outside the regular semester, the first three weeks of the next regular semester shall apply.

The Office of Academic Standards and Evaluation will keep all records of such proceedings on file until the student's graduation, at which time they will be destroyed.

As a result of a second upheld charge of academic dishonesty involving plagiarism, disciplinary penalties may be recommended by the Vice President for Student Affairs to the hearing panel composed of members of the Faculty-Student Disciplinary Committee, pursuant to the due process provisions of the Board of Trustees' Bylaws (Article 15). Such penalties, which may be imposed only through the Bylaws process, include but are not limited to:

1. Suspension from the College, or
2. Expulsion from the College.

**RECOMMENDATIONS FOR PREVENTING TRANSMISSION OF HUMAN
IMMUNODEFICIENCY VIRUS AND HEPATITIS B VIRUS
TO PATIENTS DURING EXPOSURE-PRONE PROCEDURES
(CENTERS FOR DISEASE CONTROL)***

Investigations of HIV and HBV transmission from health care worker to patients indicate that, when health care workers adhere to recommended infection-control procedures, the risk of transmitting HBV (hepatitis B virus) from an infected health care worker to a patient is small, and the risk of transmitting HIV (human immunodeficiency virus) is likely to be even smaller. However, the likelihood of exposure of the patient to a health care worker's blood is greater for certain procedures designated as exposure-prone. To minimize the risk of HIV or HBV transmission, the following measures are recommended:

All health care workers should adhere to universal and standard precautions, including the appropriate use of hand washing, protective barriers and care in the use and disposal of needles and other sharp instruments. Health care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment and devices used in performing invasive procedures until the condition resolves. Health workers should also comply with current guidelines for disinfection and sterilization of reusable devices used in invasive procedures.

Currently available data provide no basis for recommendation to restrict the practice of health care workers infected with HIV or HBV who perform invasive procedures not identified as exposure-prone, provided the infected health care workers practice recommended surgical or dental technique in compliance with universal precautions and current recommendations for sterilization/disinfection.

Exposure-prone procedures should be identified by medical/surgical/dental organizations and institutions at which the procedures are performed.

Health care workers who perform exposure-prone procedures should know their HIV antibody status. Health care workers who perform exposure-prone procedures and who do not have serologic evidence of immunity to HBV from vaccination or from previous infection should know their HBsAg (Hepatitis B surface antigen) status.

Health care workers who are infected with HIV or HBV (and are HBeAg positive) should not perform exposure-prone procedures unless they have sought counsel from an expert review panel and have been advised under what circumstances, if any, they may continue to perform these procedures. Such circumstances would include notifying patients of the health care workers seropositivity before the patients undergo exposure-prone invasive procedures.

*From Morbidity and Mortality Report, 1991;40 (NO. RR-8). Single copies of this document are available from the National AIDS Clearinghouse, P.O. Box6003, Rockville, MD 20849; telephone (800) 458-5231. *Refer to current CDC guidelines for additional and up to date information.*

PREVENTION OF HUMAN IMMUNODEFICIENCY VIRUS AND HEPATITIS B VIRUS INFECTION

A major area of attention is the developing national epidemic of Acquired Immunodeficiency Syndrome (AIDS), a disease in which IDV substantially weakens the immune system allowing opportunistic organisms to infect the body with fatal consequences. There is no immunization for AIDS at this time. But the chance of transmission can be greatly reduced by education, careful practice, and utilizing standard precautions.

The other known blood-borne disease with serious implications for health care workers is Hepatitis B Virus (HBV) infection. Although much more infectious than HIV (risk is 7 to 30

percent following a percutaneous exposure to hepatitis surface antigen carrier), it is less often fatal than HIV. More importantly, HBV is completely preventable by immunization.

Nursing personnel and nursing students cannot refuse to care for those with HIV, HBV or AIDS.

A. General Guidelines

In recognition of the current health care situation as it relates to HIV and HBV; the following constitute the policy of the Department of Nursing:

- 1) Students and faculty must present documentation of a completed series of HBV immunizations upon to the nursing program.
- 2) Students and faculty who do not have serological evidence of immunity of HBV from vaccination or from previous infection should know their HBsAg status and, if it is positive, also their HBeAg status.
- 3) Students who do not have evidence of immunity and who refuse vaccination, for whatever reason, must sign a declination form indicating refusal to accept vaccination.
- 4) Inquiry into HIV status will not be part of student, faculty, or staff application processes.
- 5) Qualified individuals will not be denied admission to the nursing program on the basis of HIV status.
- 6) The Americans With Disabilities Act of 1990 (P.L. 101-336) specifies that qualified individuals may not be denied admission or employment or be subject to discrimination on the basis of their handicap, unless that handicap poses a "direct threat" to others. HIV infected persons are considered handicapped under the provisions of this legislation. Admission/employment decisions must be made on the basis of qualifications and functional abilities for the program/position if "reasonable accommodation" were to be made. Such accommodations need not be made that would be an "undue hardship" for the organization. "Undue hardship" generally turns upon the difficulty or expense of the accommodation balanced against the organization's resources.

B. Guidelines on Program Policy for Testing.

- 1) A nurse or nursing student who believes him/herself to be at risk has an ethical responsibility to know his or her HIV status. Practitioners who perform "exposure prone" procedures should know their HIV antibody status. Nursing students, faculty and/or staff who believe they may be at risk for the development of HIV antibody, HBeAg, or HBsAg have an obligation to be tested.

While the testing decision is voluntary, there may be instances in which testing could be required.

- 2) Testing records are confidential and are kept separately from academic (or employment in the case of faculty) files, and are accessible only on a need-to-know basis with the individual's written consent. Anyone releasing data without authority will be appropriately disciplined.
- 3) The Department of Nursing supports the principle of confidentiality and individual rights in conjunction with the Center for Disease Control (CDC) guidelines on exposure to blood borne diseases.

C. Guidelines for Prevention and Management of HIV

- 1) Since prevention is the only method now known to control HIV, students are urged to use care in all procedures that carry any risk of infection with an informed focus on prevention. The Center for Disease Control guidelines "Recommendations for Prevention, Transmission of Human Immunodeficiency Virus and Hepatitis B Virus to Patients During Exposure-Prone Invasive Procedures" provides the scientific basis for useful approaches in disease prevention.
- 2) All nursing personnel are professionally and ethically obligated to provide client/patient care with compassion and respect for human-beings. No nursing personnel may ethically refuse to treat a patient solely because the patient is at risk of contracting, or has, an infectious disease such as HIV, AIDS, or Hepatitis B Virus. Students and faculty should understand and follow rules of confidentiality.
- 3) HIV positive students, faculty, or staff
 - a. Students, faculty or staff who are HIV positive or who have AIDS and teach or practice in a clinical setting must follow the CDC guidelines and universal/standard precautions.
 - b. Clinical settings which pose additional risk to the personal health of HIV positive students and faculty should be identified, and such persons should be advised of these risks and urged to consult their health care provider to assess the significance of the risks to their own health.
 - c. Any modification of clinical activity of HIV positive students or faculty should take into account the nature of the clinical activity, the technical expertise of the infected person, the risks posed by HIV carriage, functional disabilities, and the transmissibility of simultaneously carried infectious agents. Follow current recommendations of Occupational Safety & Health Administration (OSHA) and Center for Disease Control (CDC).
- 4) HIV post-exposure report and procedures (OSHA rules followed for employees).
 - a. Immediate antiseptic procedures should be followed after possible exposure.

- b. A student or faculty member has an ethical duty to report to the faculty member in
 - c. Confidential testing and appropriate counseling are offered to the individual by the health care agency following exposure. The Nursing provider is ethically obligated to be tested for HIV where the patient is exposed to a provider's blood. If the provider tests positive, the patient will be notified of the results notwithstanding the provider's privacy rights, and the patient should be offered HIV testing, counseling, and prophylaxis as appropriate. Patient testing and intervention are handled only by the health care agency following its carefully--constructed policy and risk management.
 - d. If an accidental exposure occurs, the CDC Guidelines are followed
- A) A needle stick or cut caused by a needle or sharp that was actually or potentially contaminated with blood or body fluids.
 - B) A mucous membrane (e.g., splash to the eye or mouth) exposure to blood or body fluids
 - C) A cutaneous exposure involving large amounts of blood or prolonged contact with blood- especially when the exposed skin was chapped, abraded, or afflicted with dermatitis.

COMMUNITY SAFETY GUIDELINES

PART I:

1. Student community field experience is limited to geographical areas that are familiar to the instructor or are considered "reasonably safe". Students should travel in pairs.

Consideration for the term "reasonably safe" may include:

- A. Visits within housing project areas that are protected by security police staff.
 - B. Visits to residential apartment buildings with doorman surveillance.
 - C. Visits to hotels with desk manager surveillance.
 - D. Visits to tenements in closely supervised neighborhoods, for example, areas served by frequent bus transportation or active neighborhood shopping areas.
 - E. Building is considered "safe" by local supervisor of V.N.S. and staff nurses provide services to clients in that building.
2. Safety in the field and review of departmental procedures will be discussed in all clinical courses requiring community visits.

PART II:

Prior to making arrangements for home visits:

- A. Identify the patient or family needing nursing services in the home.
- B. Discuss the rationale for the visit with your instructor.
- C. Check the "Safety" status of the patient/family home address with instructor. It should meet one of the criteria under Part I, above. If so, continue plans for visit as noted below.

PART III:

1. Make appointment with patient or family for home visits.
2. Visit during daylight hours only and within clinical lab hours.
3. Verify the appointment before the visit. Phone ahead, if possible.
4. Have exact address and apartment number.
5. Go on home visit in pairs. Second student can be observer of interaction.
6. Each student is required to be attired for clinical experience in accordance with the agency or Departmental requirements for appropriate uniform.
7. Leave purse at home or in agency.
8. Carry only enough pocket money for transportation and phone calls. Use only public transportation or own cars to and from area.
9. NOTICE WHERE THE FOLLOWING ARE:
 - nearest police precinct office
 - fire house
 - project office
 - neighborhood social service offices/neighborhood health centers
 - neighborhood schools
 - neighborhood stores, bus routes

SPECIAL PRECAUTIONS:

- Under no circumstances enter any building when observation or intuition tells you something is not right. Return to the agency or hospital.
- If elevators are not working, leave the building. Do not walk up a covered stairwell. Should anyone confront you or follow you in an unfriendly manner, step directly into the street and traffic. This will attract attention to you.

- Do not enter any vehicle other than a public bus, licensed cab or police car.
- Should you at any time, for any reason feel unsafe or frightened, return home or to the agency immediately, or phone instructor to meet you, if appropriate, or call 911 for a police cruiser. Identify yourself, the agency you represent, and where you are. Try not to use a sidewalk phone.
- In the event any unusual incident occurs, proceed into the most active situation available-such as the street and traffic, the police precinct, fire house, neighborhood store, social service or health agency, school, housing project office or board a bus.

REMEMBER:

Your best protection is to:

- know your neighborhood resources.
- know the neighborhood people.
- have the neighborhood know you in your professional role.
- Observe safety rules.

COUNSELING CENTER

The Lehman College Counseling Center offers a variety of free and confidential services to help students with a wide range of developmental, psychological and emotional concerns. The goal of the Counseling Center is to increase their personal competence and support their completion of academic studies at Lehman College.

The services offered at the Counseling Center include:

Individual short-term counseling for a variety of personal issues.

Supportive group counseling on such topics as depression, developing healthy relationships etc.

Psycho-educational workshops for improving academic success, including stress management and test anxiety.

Crisis intervention services.

Online screenings for Depression, Eating Disorder and Alcohol use.

The Counseling Center is located in the Old Gymnasium Room 114. Appointments can be arranged by contacting the Counseling Center at (718) 960-8761.

SPECIAL SERVICES FOR STUDENTS WITH SPECIAL NEEDS

The services are available to Lehman students who provide documentation of a disability.

The Services include, but are not limited to:

Advocacy/Advisement

Assistance during registration

Individual test administration (timed/unlimited)

Tutoring/Note-taking

Provision of technical equipment and Referrals to outside agencies In providing these services, the office arranges for the hiring of trained specialists, such as: Sign Language Interpreters, Note-Takers, Proctors, Learning Disability Specialist The Office is located in Shuster Hall, Room 238.

INSTRUCTIONAL SUPPORT SERVICES PROGRAM (ISSP)

The two main divisions of instructional support at Lehman are the Academic Support Center for Excellence (ACE, formerly called the Learning Center) and the Science Learning Center (SLC).

Academic Support Center for Excellence (ACE)

ACE offers workshops and tutoring for students seeking to improve their proficiency in writing, reading, research, and humanities subject areas (including statistics and accounting). ACE's staff of peer tutors and skills specialist work with students at all academic levels.

ACE also provides workshops and support for students who need to pass the CUNY Proficiency Exam (CPE) and the CUNY ACT Reading and Writing Basic Skills Tests. Read our bulletin, distributed widely on campus, for the schedule of workshops each semester.

Science Learning Center

The Science Learning Center (SLC) provides tutoring in the natural and computer sciences, as well as in upper-level mathematics. Computers at the Science Learning Center feature several science learning software programs.

The ACE (Academic Support Center for Excellence) is located in the Old Gym Building, Room 205.

CAREER COUNSELING AND PLACEMENT

It is strongly recommended that students register with the office of Career Services and Cooperative Education (Shuster Room 254) prior to graduation. This will facilitate students in preparing for the realities of the workplace and acquiring employment. (See [Undergraduate Bulletin](#) for additional information).

EXTRACURRICULAR ACTIVITIES

A wide range of extracurricular activities and programs are available. In addition to departmental activities, there are social, political, religious and athletic activities. Creative events such as art displays in the college art gallery, literary displays in the library, musical and dramatic performances in the Lehman College Center for the Performing Arts are among the many opportunities to engage in the vibrant life of the college community. Extracurricular lectures on varied topics, a student newspaper and other publications provide opportunity for student involvement.

There are a variety of clubs on campus. Clubs make their presence known through the Meridian (college newspaper) and through wide posting on bulletin boards throughout the college.

The APEX building brings new excitement to the athletic and fitness facilities on campus. Students may participate in formal fitness and competitive athletic challenges such as tennis, baseball, track, swimming, etc.

CAMPUS INFORMATION CENTER

The Campus Information Center is a service of Campus Life. The center is conveniently located in the Student Life Building. The center is staffed during major class hours and provides information and discounted theater vouchers for Broadway productions, etc.

STUDENT GOVERNANCE-LEHMAN COLLEGE

Lehman College Student governance is a vital part of college activities. The Campus Association for Student Activities (CASA) plans and administers programs and allocates funds for student groups.

Officers of the Nursing Society and other students planning activities, such as the Mental Health Fair on campus, work closely with CASA officers in budgeting, procuring and managing funds. The use of space and facilities on campus such as the Student Life Building, is facilitated through contact with CASA. (See Undergraduate Bulletin for additional information regarding student activities.)

NURSING SOCIETY (NURSING STUDENT'S ORGANIZATION)

The Nursing Society membership includes all students currently enrolled in the Department of Nursing. It provides a forum for students to address issues of interest and concern to nursing students and acts as a structure for participation in departmental and student activities. The strength of the Nursing Society lies in its membership and leaders.

The Chair and a designated faculty member work closely with the officers of the nursing students' organization in providing guidance in such student activities as the annual pinning ceremony and the annual senior dinner dance. Nursing society plans and activities must be approved in advance by the faculty advisor to ensure that all College policies are followed.

It is the Nursing Society's responsibility to see that the election of the student representatives to all departmental standing committees is carried out in a manner consistent with the Departmental Bylaws. Know who your elected representatives are so you can communicate your ideas and recommendations to them.

STUDENT PARTICIPATION ON DEPARTMENT COMMITTEES

Students are encouraged to be active participants on departmental committees. The following information is from Bylaws of the Department of Nursing:

ARTICLE III: STUDENT REPRESENTATION

- 3.1 Student representation on committees shall be as designated in Articles IV, V, and VI of this document.
- 3.2 Student representatives to committees, with the exception of the Personnel and Budget Committee, shall be elected by the appropriate student body, graduate or undergraduate, at the beginning of the academic year.
- 3.3 Student representatives to the Personnel and Budget Committee shall be elected by the student body, graduate and undergraduate, in April of each year to serve in the subsequent academic year.

ARTICLE IV: FACULTY MEETINGS

- 4.1 Chairperson:
The Department Chairperson shall chair faculty meetings.
- 4.2 Schedule of Meetings:
The faculty shall meet regularly each month during the academic year.
Special meetings may be called by the Chairperson or by the written request of ten (10) members of the faculty. The purpose(s) of the special meeting shall be stated in the call. A notice of at least one week will be given.
- 4.3 Purposes of Meetings:
 - a. To function as a voting body;
 - b. to elect the Department Chairperson, members of the Personnel and Budget Committee and chairpersons of standing committees with the exception of the curriculum committees;
 - c. to discuss and debate issues and concerns related to the curriculum, student, faculty, and community affairs, and to submit matters to appropriate committees;
 - d. to facilitate exchange of department and College related information to and from faculty.
- 4.5 Student Representation:
There shall be one undergraduate and one graduate student representative. Student participation shall be as non-voting members and advisors in student-related issues. Faculty reserves the right to the privilege of the executive session.

ARTICLE V: PERSONNEL AND BUDGET COMMITTEE

- 5.1 Chairperson:
The Department Chairperson shall be the Chairperson of the Committee.
- 5.2 Student representation:
There shall be one undergraduate and one graduate student representative.
Student representatives shall serve on the committee in an advisory capacity and shall be non-voting members of the committee.

ARTICLE VI: COMMITTEES

6.1 STANDING COMMITTEES

Student Representation: There shall be student representation as indicated in the Department of Nursing Bylaws.

6.2 CURRICULUM COMMITTEE:

- a. Membership:
There shall be faculty representation from each major specialty area in nursing. There shall be two undergraduate and two graduate student representatives. The Curriculum Committee chairperson shall be appointed by the Department Chairperson.
- b. Duties:
The Committee will:
- 1) review and propose changes in the philosophy, purposes and objectives of the undergraduate and graduate programs.
 - 2) assure that the undergraduate and graduate curricula are congruent.
 - 3) undertake the evaluation of curricula;
 - 4) propose and revise new courses and programs.
- c. Subcommittees:
There shall be two standing subcommittees:
Undergraduate Curriculum and Graduate Curriculum.
- d. Schedule of Meetings:
The Curriculum Committee shall meet at least once each semester.
The Undergraduate and the Graduate Curriculum Subcommittees shall meet at least four times each academic year.

6.3 STUDENT AFFAIRS COMMITTEE

- a. Subcommittees:
There shall be two standing subcommittees: Undergraduate and Graduate.
The two subcommittees shall hold a joint meeting at least once each academic year.

Membership:

There shall be faculty members representing levels of the undergraduate program and the graduate program. There shall be student representations as follows: one from the undergraduate program, one from the graduate program and one from the RN student group.

c. Duties:

The committee will review and develop policies on admissions, placement, health requirements for clinical laboratories, promotion, retention, graduation, awards and the rights and responsibilities of students as needed.

6.4 FACULTY AND COMMUNITY AFFAIRS COMMITTEE

a. Membership:

The committee shall be composed of the Director of Research and Practice and faculty members representing graduate and undergraduate programs.

b. Duties:

The committee shall recommend policies and make suggestions about faculty development, the department's relationship with community agencies, recruitment of students, and publicity about the department and its programs to the faculty. The committee will plan and implement orientation for new faculty and other faculty development activities.

ADVISORY COMMITTEE

a. Chairperson:

The Chairperson of the Department shall be the Chairperson of the Advisory Committee.

b. Membership:

Three members shall be appointed by the Chairperson, and two members shall be elected by the faculty.

c. Duties:

This committee consults with the Department Chairperson regarding departmental issues.

ARTICLE VII: PARLIAMENTARY AUTHORITY

When not otherwise specified in these Department Bylaws or Bylaws of the Board of Higher Education, the most current version of Robert's Rules of Order will be observed.

A schedule of the meeting dates for each committee is available from the Nursing Department secretary.

Appendix A:

OTHER EDUCATIONAL EXPENSES

The following are some additional expenses required of nursing students, and for which they should budget. **They are approximate costs.**

I. Textbooks

| | |
|----------------------------------|--------------------------|
| Required Textbooks | \$600.00/semester NCLEX- |
| RN Review Course (optional)..... | \$350.00 NCLEX Review |
| Book..... | \$50.00 NCLEX |
| Examination and Licensure..... | \$120.00 |

II. Clinical Expenses

| | |
|---|-------------------|
| Annual Physical Exam and lab work..... | Variable |
| CPR Training (American Heart Association – Health Care Provider)..... | \$75.00 |
| Liability Insurance..... | \$20.00/year |
| Uniforms..... | \$60.00-\$80.00 |
| White shoes..... | \$30.00-\$50.00 |
| Stethoscope and equipment..... | \$75.00-\$80.00 |
| Travel expenses to clinical sites | \$150.00/semester |

Appendix B:

HEALTH CLEARANCE REQUIREMENTS

Summary of Required Health Clearance

Each student in the Department of Nursing must have current health clearance prior to each clinical nursing course (NUR 301, 303, 304, 400, 405, 409). Health clearance is valid for twelve (12) months.

Health clearance is required by the New York State Department of Health to determine that health care workers and students do not pose a health risk to clients, families or co-workers and to assure that the student is physically able to fulfill the objectives of the educational program.

Attached is an examination form and list of laboratory tests which must be completed by a physician or nurse practitioner of your choice. The completed form, including the evaluation of lab results, must be returned to the Department of Nursing office two weeks prior to beginning the clinical rotation.

Documentation of immunization/immunity to communicable disease needs to be completed only once if immunity is confirmed.

***Please make a copy of your completed health clearance form for your own records. Copies cannot be made for you in the nursing department. Return the completed form to:**

**Department of Nursing
T-3 Building, Room 201**

Summary of Required Health Clearance

1. Physical Examination annually.

2. Laboratory Tests – Evaluation of test results as “Normal” or “Abnormal” must be done by the physician.

CBC with Differential

Urinalysis with Microscopic exam

Hepatitis B Antigen/Antibody Titre

Rubella Titre – Positive titre required (give exact numbers). Immunization required if titres do not indicate immunity.

Varicella (Chicken Pox) – Titre required.

Measles, Mumps Titres (if no documentation of immunizations available)

3. Immunizations

Tetanus-Diphtheria – Within 10 years (give exact date)

PPD – If PPD positive, physician follow-up and chest x-ray required.

Mumps – Documentation of immunization or positive titre required.

Measles – Documentation of immunization or positive titre required.

4. Additional requirements may be imposed by specific agencies with which the Department of Nursing affiliates. These include, but are not limited to, drug and alcohol screening, background investigation including criminal record name search, and Child Abuse and Maltreatment inquiry.

ANNUAL HEALTH CLEARANCE RECORD

Name _____ Sex _____ Age _____
Last First Middle

Street Address _____

City _____ State _____ Zip _____ Phone # _____

Personal Health History: (To be completed by the student)

Have you ever had any of the following? (Circle YES or NO and indicate date)

- | | |
|---|---|
| Back trouble. Yes _____ No _____ | Rheumatism. Yes _____ No _____ |
| Asthma..... Yes _____ No _____ | Allergy..... Yes _____ No _____ |
| Tuberculosis. Yes _____ No _____ | Ear Problems Yes _____ No _____ |
| Skin Problems. Yes _____ No _____ | Gonorrhea or Syphilis. Yes _____ No _____ |
| Kidney Problems. Yes _____ No _____ | Seizure Disorder. Yes _____ No _____ |
| Ulcers. Yes _____ No _____ | Mental/Emotional Prob. Yes _____ No _____ |
| Cancer..... Yes _____ No _____ | Hernia..... Yes _____ No _____ |
| Diabetes. Yes _____ No _____ | Rheumatic Fever. Yes _____ No _____ |
| Heart Murmur. Yes _____ No _____ | Pneumonia. Yes _____ No _____ |
| High Blood Pressure. Yes _____ No _____ | Low Blood Pressure. Yes _____ No _____ |

Describe any items checked YES above: _____

List previous serious illnesses/operations: _____

Annual Physical Examination: (To be completed by physician)

Height:_____ Weight:_____ B.P:_____ mmHg Pulse:_____ Temp.:_____

Visual Acuity: O.D._____ Corrected:_____ O.S._____ Corrected:_____

| SYSTEM | Normal | Abnormal | REMARKS (Describe Abnormalities) |
|-----------------------|---------------|-----------------|---|
| Skin | | | |
| Head & Neck | | | |
| Nose & Sinuses | | | |
| Mouth & Throat | | | |
| Gums & Teeth | | | |
| Eyes | | | |
| Ears, Hearing | | | |
| Thorax & Lungs | | | |
| Breast | | | |
| Heart & Vascular | | | |
| Lymphatics | | | |
| Abdomen | | | |
| Hernia | | | |
| Anus & Rectum | | | |
| Genito-Urinary | | | |
| Endocrine | | | |
| Musculoskeletal/Spine | | | |
| Neurologic | | | |
| Mental/Emotional | | | |

Is there any emotional, mental or physical condition for which this student is under medical supervision and/or taking medication? Yes _____ No _____

Specify:_____

Laboratory Test Results:

Urinalysis: _____ CBC: _____

PPD: *Negative _____ Positive _____ Chest x-ray: _____
Date Conversion Date Date/Results

Prophylaxis prescribed : Yes _____ No _____

*All students must have a PPD, including those who have previously received BCG. A chest X-ray is required at the time of conversion and every 5 years thereafter. A copy of the radiology report must be attached to the Health Clearance Form. Students who convert to PPD positive must provide evidence that they are being treated prophylactically in order to continue in clinical. (Department of Health requirement).

Recommendation for physical activities: Full activity _____ Limited activity _____

If limited activity, specify limitations: _____

I certify that _____ has had the required immunizations and that the physical examination and laboratory test results are within normal limits.

Physician Name: _____

Physician Signature: _____

Address: _____

Phone #: _____

Date of Exam: _____

IMMUNIZATION RECORD
(To be completed by a licensed Physician)

| | Vaccination Dates | Titre (Give exact numbers) | Date of Titre | Immune/ Not Immune |
|---------------------------|--------------------------|-----------------------------------|----------------------|---------------------------|
| Tetanus-Diphtheria | | N/A | N/A | N/A |
| Measles | | | | |
| Mumps | | | | |
| Rubella | | | | |
| Varicella | | | | |
| Hepatitis B* (HBV) | | | | |

Rubella titre is required. This test will tell you if you have ever been exposed to Rubella or German Measles and have developed antibodies. Rubella usually results in a mild illness unless you are pregnant. Rubella during the first three months of pregnancy can result in congenital defects in the infant. If your Rubella titre is negative or less than 1:8, it means you have not developed antibodies to Rubella. A vaccine which is available through your physician will immunize you against Rubella. If your Rubella titre is positive, you do not need any additional immunization.

Titres are required for Varicella (Chicken Pox). If titres do not show immunity, the appropriate vaccinations are required.

Titres are required for Mumps and Measles unless proof of vaccination is available.

A Hepatitis antigen and antibody titre is required and should be done yearly. It is strongly recommended that all students receive the Hepatitis B vaccine if they are not immune. If your titres indicate that you are not immune and you decline to be vaccinated, you must sign a declination statement which is available from the secretary in the Department of Nursing.

LEHMAN COLLEGE
THE CITY UNIVERSITY OF NEW YORK
DEPARTMENT OF NURSING

DECLINATION OF HEPATITIS B VACCINE*

I understand that, due to my occupational exposure to blood or other potentially infectious materials as a nursing student assigned to care for clients in the clinical setting, I may be a risk for acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine.

Although my Hepatitis antigen/antibody titre shows that I am not immune to Hepatitis B Virus, I decline Hepatitis B vaccination at this time. I understand that, by declining this vaccine, I could be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I understand that I can receive the vaccination series.

Print Name

Signature of Student

Date

***Prior to signing this declination form, it is recommended that you discuss your decision with your primary care provider.**

Appendix C:

POLICY ON ALCOHOL AND OTHER UNAUTHORIZED DRUG USE

The Departmental policy is formulated within the context of City University and Lehman College policies and procedures. With this foundation, an ad hoc committee of students and faculty addressed the health risks of unauthorized use of drugs. The philosophical orientation of nursing as it relates to health and caring is embodied in the policy. It is in that spirit it is intended to address faculty and students.

CUNY RULES AND REGULATIONS ON CAMPUS CONDUCT

The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees in the workplace is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction. Unlawful possession, use, or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited. (Lehman College Undergraduate Bulletin,

COLLEGE POLICIES, PROCEDURES AND REGULATIONS

The use of illegal drugs will subject the individual to the penalties provided by law. Individual problems with drugs may be discussed in strict confidence with the counseling faculties of the College. The use of legal drugs that are nevertheless injurious to health is not condoned. The use of alcohol by anyone under 21 years of age is illegal and prohibited. Lehman College Undergraduate Bulletin

All persons in society, including faculty, students, and staff in the Department of Nursing, are susceptible to illnesses that may impair their ability to function at an optimum level. Chemical dependency is one of these illnesses. Alcohol use and other drug use* are behaviors that may lead to chemical dependency. We believe that chemical dependency and alcohol and other drug use are issues that can be discussed and dealt with in a constructive, non-judgmental manner. If treatment is necessary, it is available and is beneficial.

The Department of nursing is an alcohol and drug free department. We define the use of drugs in a two-fold way: One definition is the recreational use of drugs and the other is the use of drugs to manage illness. Recreational use of drugs and illegal substances will not be tolerated. Alcohol use or the use of other drugs which have the potential to impair judgment and/or motor skills during the hours of clinical practice and classroom lecture is not acceptable. Members of the Department of Nursing (faculty, staff, students) have the obligation to report such use by other members to their supervisor or instructor. We recognize that there are definitive circumstances which may require individuals to be on a continuous or permanent medication to manage an illness. Prescribed medications which affect judgment and function are to be documented in the health clearance

record by the health care practitioner signing that record. The purpose of this policy is to provide guidelines for coping with those situations of alcohol and other drug use by Lehman College nursing students, which may occur in the Department of Nursing and the clinical area.

*The term drug use as stated in this policy refers to the use of alcohol and other unauthorized drugs.

Policy Implementation:

Assessment: The following list of behaviors and conditions may be caused by a variety of circumstances including, but not limited to, substance use:

1. Mood swings, depression, irritability
2. Frequent absenteeism over the semester and within the clinical day (frequent trips to the bathroom, leaving the unit).
3. Elaborate or inadequate excuses for tardiness or absence
4. Odor of alcohol or other drugs
5. Shakiness, tremors of hands
6. Slurred speech
7. Watery eyes, dilated or constricted pupils, diaphoresis
8. Unsteady gait
9. Sleeping, nodding in clinical conferences or class lectures

Planning/Intervention:

If there is a question as to whether these behaviors are related to substance use, the following faculty interventions should occur:

Discuss observed symptoms and signs with the student. Be open, direct, and clear about what you have observed or what has been reported to you.

Make a decision regarding the student's ability to safely and competently complete assigned responsibilities for that day. The decision may involve patient safety. If on a particular day in the clinical area, a student is deemed unsafe by the clinical instructor, the instructor reserves the right to remove the student from the unit and/or agency for the remainder of the day. The clinical instructor will excuse the student from the clinical setting and refer the student to an appropriate health care practitioner for evaluation.

Document observation discussion between faculty and student, and that student was referred to a health care practitioner. Be sure to review this documentation with student and have the student sign that it has been read. The original signed document should be filed in the student's departmental file.

An assessment by an appropriate health care practitioner is required for the purpose of determining whether the student is impaired and to recommend a therapeutic plan, if indicated. When the

student has received appropriate clearance from the practitioner, the student may return to the nursing classroom and clinical experience.

If it is determined that there is no impairment and no treatment is indicated, the student may return to the classroom and clinical activities. If the clearance letter from the practitioner states no impairment and no treatment, the letter is filed in the student's record in the nursing office.

If impairment is diagnosed and treatment recommended, the letter is filed in a confidential student record file accessed only by one faculty member designated by the faculty to do so. The student may require a leave of absence.

Referrals: There are many facilities available for treatment of substance use. The Bronx Directory of Substance Abuse Services is available "on reserve" in the library and also may be checked out for home use. It is a resource guide to drug and alcohol treatment programs in the Bronx. Many of these programs have sliding scale fees. There is also a computer in the nursing department that has a directory listing alcohol treatment programs in all five New York City boroughs.

Some characteristics of alcohol and other substance abuse

Assessment: The following signs and symptoms have been identified as some of the characteristics of alcohol use or use of other drugs.

Background indicators include:

- Family history of alcoholism or drug abuse.
- History of frequent change of work site, in the same or different institutions
- Prior medical history requiring pain control
- Prior reputation as conscientious and responsible employee

Behavioral signs include:

- Increasing isolation from colleagues, friends, and family
- Frequent complaints of marital and family problems
- Frequent reports of illness, minor accidents, and emergencies
- Absenteeism
- Complaints from others about the person's alcohol/drug use and/or poor academic/clinical performance
- Evidence of blackouts
- Mood swings, irritability, depression, or suicide threats and/or attempts (which may be caused by accidental overdose)
- Use of long-sleeved clothing continuously, even in warm weather
- Strong interest in patients' pain control, the narcotics cabinet, and use of pain control medications. Frequent trips to the bathroom or other unexplained, brief absences
- Elaborate or inadequate excuses for tardiness or absence, including long lunch hours and calling in sick for clinical days
- Difficulty meeting schedules and deadlines

-Illogical or sloppy writing

Physical signs include:

- Smell of alcohol on breath
- Shakiness, tremors of hands
- Slurred speech -Watery eyes, dilated or constricted pupils
- Diaphoresis Unsteady gait
- Runny nose
- Sleeping, nodding, in clinical conferences and in class
- Nausea, vomiting, diarrhea
- Weight loss or gain
- Increasing carelessness about personal appearance

Appendix D:

LEHMAN COLLEGE STUDENT HEALTH CENTER

Eligibility & Cost:

The Student Health Center is a primary healthcare facility available to all Lehman College students with a valid ID. Most of the services are free of charge due to the student activity fee. Other services are available for a small fee.

Primary Care:

The team of providers is experienced in treating common medical problems. They offer initial diagnosis and treatment for a broad spectrum of illnesses and injuries with appropriate follow-up care.

Confidentiality

Medical records are strictly confidential. Information will not be released without written authorization, except by court order.

The Student Health Center is located in Building T-3, Room 118.

Lehman College
Department of Nursing

ACKNOWLEDGEMENT FORM

After reviewing the Undergraduate Nursing Program Student Handbook, students admitted to the Nursing Program are required to print this page, sign it and return this form to the Department of Nursing office, T-3-201.

I have read and understand the policies and procedures and other information contained in the Undergraduate Nursing Program Student Handbook. I agree to adhere to all policies contained therein.

Name (Print)

Signature

Date