

FINGER LAKES COMMUNITY COLLEGE
Department of Nursing

NURSING DEPARTMENT POLICIES AND STANDARDS*

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*Policies and standards are subject to review and change at the recommendation of the Departmental Academic Standards and Policies Committee and approval of the Nursing Department. After Nursing Department approval, all changes will be communicated to current students via the Angel Learning Platform and updated on the FLCC web site.

ACADEMIC POLICIES AND STANDARDS

1. General Grading:

- a. Each student is required to maintain a minimum grade of 'C+' (2.3) in Fundamentals of Nursing and a grade of 'C' (2.0) in subsequent nursing courses in order to proceed to the next nursing course.

Grading System:

A	-	90	C-	-	67-69
B+	-	86-89	D+	-	64-66
B	-	82-85	D	-	61-63
B-	-	78-81	D-	-	58-60
C+	-	74-77	F	-	57 and below
C	-	70-73			

Final course grades are rounded to the nearest whole number.

- b. In terms of grading, clinical performance takes precedence over academic achievement. Nursing clinical grading is based on 'S' (Satisfactory) or 'U' (Unsatisfactory) performance. Passing will be either 'Satisfactory' or 'Probation' status. 'Failure' is defined as unsatisfactory performance at any point during a nursing course.

A student who is deemed a clinical failure prior to the established college withdrawal date for that semester has the option to withdraw from the course. Should the clinical failure occur after the established college withdrawal date, the student will receive an "F" for the course regardless of the theory grade earned.

- c. Academic Dishonesty: Per the FLCC Student Code of Conduct Policy:

Engaging in forms of dishonesty, such as cheating and plagiarism is prohibited. The term 'cheating' includes but is not limited to: 1) use of any unauthorized assistance in taking quizzes, tests, or examinations; 2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or 3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff. The term 'plagiarism' includes, but is not limited to the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Any evidence of dishonesty on the part of a student or aiding (defined by Webster's dictionary as "to render assistance or help") or abetting (defined by Webster's dictionary as "to encourage and support especially a wrongdoing or wrongdoer") on the part of another student in the clinical or academic area will result in a departmental hearing for consideration of dismissal from the nursing program. Additionally, any student found to have had knowledge of actual or potential dishonesty and who fails to report it will be required to attend a departmental hearing for consideration of dismissal from the program.

Any exam material disclosure by students including the nature or content of examination items, before, during, or after the examination is prohibited and is considered academic dishonesty.

Audio tape recording of lecture is accepted. All other media/communication devices i.e. cell phones, cameras, videos are prohibited during class, clinical and scheduled lab.

d. Clinical Assignments:

It is expected that clinical assignments must be handed in/completed by the designated date. Late clinical assignments with a point value grade will be penalized per requirements as noted in course syllabi. Late clinical assignments with an 'S/U' grading scale may be accepted at the discretion of the clinical instructor.

e. Exam computer answer sheets will be collected after students have seen their grades.

f. Use of calculators during class testing will be permitted. The only calculator to be used during class testing is the make/model listed in the course syllabus. No sharing of calculators is permitted. **Calculators are subject to inspection by Nursing faculty at any time.**

2. Math Testing:

a. Students must achieve the minimum score on Math of Medications tests for NUR 100, 101, & 202 in order to obtain a 'Satisfactory' clinical grade. Minimum score requirement is 90% in NUR 100 & 101 and 100% in NUR 202.

b. Any student who will not be present for a Math test must notify the Nursing Department prior to the exam time. Failure to adhere to this policy will result in forfeiture of that attempt. ***If the student calls the department appropriately, s/he will take the next scheduled math test without forfeiting an attempt.***

c. Three testings are allowed. A student who fails the third Math test in any one semester may qualify for a fourth and final testing provided the student meets the following criteria:

(1) The student has not required a fourth Math testing during his/her enrollment in the Nursing Program.

(2) The student's academic average, verified at the time of the failed math test, is:

(a) NUR 100 – 74% or better

(b) NUR 101 and 202 – 70% or better.

(3) The student's clinical performance is satisfactory.

(4) The student must either successfully take and pass GST 141 (Basic Math Concepts for Nurses) or provide the Nursing Department with documentation that s/he has obtained professional tutoring in math with a member of either the Mathematics Department or Academic Support Center.

d. A grade of "F" for the course will be given to any student who is unsuccessful on a third math test and does not meet all of the criteria listed above for additional testing

e. Successful completion of the fourth math test must be done before the student will be allowed to progress to the next nursing course. The student will receive a grade of incomplete (I) in the course in which a fourth test is needed and take the test as scheduled by the nursing faculty pending satisfactory academic completion of the course.

f. Should the student not pass the theory component of the nursing course, s/he will receive the theory grade earned. Therefore, the student will not be required to take the fourth math test and the student will be noted as not having successfully completed the course.

g. Any student who is unsuccessful on the fourth Math test will receive a grade of "U" in clinical and therefore a grade of "F" in the course.

3. Skill Competencies:

- a. Skill competency testing is considered an integral part of clinical evaluation. Failure to pass a skill competency within the allotted number of testings constitutes clinical failure.
- b. If a student fails to appear for a scheduled competency without prior notification to the designated instructor, the student will forfeit that attempt.

Notification is to made in the following fashion:

- if testing is scheduled with a full-time faculty member, via instructor FLCC phone number
- if testing is scheduled with an adjunct faculty member, via FLCC Nursing secretary at 585-785-1345
- if testing is scheduled on a Saturday, via 585-785-1429

- c. NUR 100 & 101 – Students must verify practice before attempting competencies by obtaining signatures from collaborative group member(s).
- d. NUR 202 – Supervised practice with an instructor is recommended before a student attempts competencies. Supervised practice is to be done in groups, not individually.
- e. Students may be tested by their clinical instructor or any other instructor of the same course who has available lab time. No one may observe a testing situation other than the instructor.
- f. NUR 100 – Students may be tested three times for each competency prior to the specified deadline.
- g. NUR 101 & 202 – Students may be tested twice for each competency prior to the specified deadline.
- h. Exit Medication Competencies – Students not graduating immediately following Nursing 202 will be expected to pass the Exit Medication Competencies prior to the identified deadline date. All forms of medication administration previously taught may be tested. Students may be tested only twice for each competency.
- i. When comp testing dates are assigned by lottery and a student fails to test during his/her assigned time frame, the student will forfeit his/her first attempt
- j. If the student has failed a competency and does not meet all of the criteria listed below for additional testing s/he may request in writing a hearing with the course faculty to appeal the resulting clinical failure. If the student has requested a hearing, class and clinical participation may continue pending the hearing outcome.

Criteria for Additional Testing:

In the event that any competency is not passed, one additional testing will automatically be granted if the student meets the following criteria:

- (1) The student has attempted the competency at least once prior to the specified deadline.
- (2) The student's academic average, verified at the time of the failed competency, is:
 - a) NUR 100 – 74% or better
 - b) NUR 101, 202, 203 and 204 – 70% or better.
- (3) The student's clinical performance is satisfactory.
- (4) In addition, the student has not required additional testing for any other competency during the semester.

The additional testing must be attempted within one week of the original competency due date and time or it will be forfeited.

4. Nursing Care Plans:

- a. Definite time limits are set on these assignments and vary from course to course. The care plan must be in on the date due. Late care plans are not acceptable without special permission of the instructor. If the instructor is not available, all care plans must be initialed and dated by the secretary (or any available faculty member) when submitted.
- b. The number of care plans required in each course is specified in the course outline.
- c. Care plans may be revised twice at the discretion of the instructor to achieve a satisfactory grade.
- d. Failure to meet care plan requirements may result in either clinical probation or clinical failure depending on the student's overall clinical performance.

5. Clinical Facility Requirements

- a. Students are required to comply with the policies of the healthcare facility to which they are assigned.
- b. Students who are unable to comply with the policies of the healthcare facility of an assigned healthcare facility and for whom alternate accommodations cannot be secured, will be ineligible for Nursing Program completion. For example, if a clinical facility requires a background check and the student fails to meet the facility's requirement, the student may be ineligible for Nursing Program completion.
- c. As a nursing student, you may be required to provide a criminal background report and/or drug screening at your own expense if required by the clinical agency to which you are assigned.

6. Clinical Performance:

- a. Each student will be prepared for every clinical experience, i.e. completed mini care plan per course syllabus, ability to address specifics about patient's labs and medications, proper clinical attire and presentation per dress code. Unpreparedness may result in student being dismissed from clinical for the day. Any missed hours will be counted as clinical absence time.
- b. Student nurses are to subscribe to the same laws as health facility employees which state: "No person is employed unless he/she is free from a health impairment which is a potential risk to the patients or which might interfere with the employee's performance of his/her duties, including habituation or addiction to depressants, stimulants, narcotics, alcohol or other substances that may alter behavior."
- c. At any time during a course when deemed by a clinical instructor that a student has jeopardized/will jeopardize patient safety (physical and/or psychological), the instructor reserves the right to prohibit the student from continuing the clinical experience.
- d. Once students have been determined a clinical failure r/t patient safety issues (physical and/or psychological), they will not be allowed to attend clinical/lab or take any tests. Class attendance may continue.
- e. Any change in health status (i.e. surgery, hospitalization, pregnancy, birth, etc.) after admission to the program requires written health care provider clearance to return to class/clinical.

7. Clinical Probation:

- a. Clinical probation identifies the student who has the potential to correct deficiencies and reach an acceptable level of performance. Examples of reasons for putting a student on probation: Unsatisfactory paperwork; tardiness; problems with organizational skills; lack of professional behavior; interpersonal problems with peers, hospital staff and/or patients; problems with asepsis; lack of satisfactory performance of clinical skills; and/or any items on the clinical contract.
- b. A student may be retained on clinical probation only once while in the nursing program, regardless of the length of time involved. A student may be placed on probation at mid-semester, at the end of the semester, or whenever deemed appropriate. A student who is placed on probation at or before mid-semester must be removed by the end of the semester. A student who is placed on probation after mid-semester and is taking NUR 100 or NUR 101 cannot be removed before the middle of the next semester but must be removed by the end of that semester. A student who is placed on probation after mid-semester and is taking NUR 202, NUR 203, or NUR 204 must be removed by the end of the semester. Students placed on clinical probation will receive a copy of their probationary statement. Another copy is to remain in their advisement folder. Students on clinical probation must periodically seek out the clinical instructor for feedback regarding progress toward meeting identified deficiencies.
- c. Any student on probation at the end of NUR 101 will not be allowed to enroll in Summer NUR 203 and/or NUR 204.

8. Curriculum Requirements:

The student is required to complete a minimum of 67 semester hours with a grade point average of not less than 'C' (2.0) and a minimum grade of 'C' in all curriculum required courses. A cumulative grade point average of 'C' (2.0) or better and a minimum of 'C' in Anatomy and Physiology I & II are required to continue in the Nursing program. In addition, satisfactory grade performance in the Nursing program includes a minimum of 'C+' (2.3) in NUR 100 Fundamentals of Nursing and 'C' (2.0) in each succeeding required Nursing course. Unsatisfactory clinical performance in Nursing negates academic grade performance. Dismissal will occur if these curriculum requirements are not met.

A student enrolled in NUR 215 who withdraws from or is deemed a clinical failure in NUR 202, 203, or 204 and who wishes to continue in NUR 215 must submit a written request to the Nursing Department chair. The written request must include a detailed rationale for continuation in NUR 215 and be submitted within one week of the withdrawal or failure. The student may continue in NUR 215 until the department decision has been finalized.

If a grade below 'C' is achieved in any other curriculum required course, the student must repeat the requirement but can remain in the nursing program. Each candidate for graduation must first be approved as having successfully completed program requirements.

Students who are a clinical failure and are enrolled in an elective NUR course may continue in the course with permission of the instructor.

9. Contesting Placement on Clinical Probation or Failure:

If a student wishes to contest placement on clinical probation or a clinical failure at any time during the semester, s/he may do so using the following steps, each of which has a time limit associated with it. The chain of command must be followed:

Step 1 – Within three business days of the notification of clinical probation or failure, the student must request a conference with the faculty placing him/her on clinical probation or giving him/her a clinical failure to express his/her grievance.

Step 2 - If the issue was not resolved in step 1 (the student-faculty conference), the student has three business days following the date of the conference to request a conference with the lead teacher of the course in which clinical probation or failure has been assigned.

Step 3 - If the issue remains unresolved after step 2 (the student-lead teacher conference), the student has three business days following notification of the Step 2 decision to submit a written request to the course lead teacher for a hearing with the level faculty.

Step 4 - If the issue remains unresolved after Step 3 (the course level hearing), the student has three business days following notification of the Step 3 decision to submit a written request to the Department Chair for a hearing with the full Nursing Department to state his/her grievance.

The Department Chairperson will contact the student with the decision of the Nursing Department after the Department hearing within a reasonable time frame, normally within twenty-four hours.

Step 5 - If the student wishes to contest the decision of the Department hearing, s/he must follow the FLCC grievance policy.

10. Attendance:

- a. Regular attendance in lecture is strongly recommended and encouraged. A week's unexplained absence from class mandates submission of a 'Q' grade to the Registrar's Office.
- b. College lab and clinical attendance is mandatory. In the case of an emergency which necessitates an absence, the student must confer with his/her clinical instructor who will determine whether a level hearing is needed. An alternate activity may be planned according to the course outcomes.
 - (1) Late arrival to college lab and/or clinical is unacceptable and may be considered an absence at the discretion of the instructor.
 - (2) Prior to an absence from clinical the student will contact his/her clinical instructor by telephone per specific instructions which are provided during clinical orientation by his/her clinical instructor. Notification by any other means, i.e. email, text, facebook or other social media, or FLCC voice mail, is not acceptable. If the student is unable to contact the instructor, s/he is to call the facility to which s/he is assigned and ask the hospital personnel to relay the message to the clinical instructor.
 - (3) a) A student absent for more than 10% of his/her clinical hours in NUR 100 (6 hours or more), NUR 101 (10 hours or more) or NUR 202 (14 hours or more), has completed all clinical assignments satisfactorily and has passed the theory component of the Nursing course will earn an incomplete grade for the course. In order to successfully complete the course in which the incomplete was earned due to absenteeism, the student will be required to take and successfully complete NUR 211, a one credit clinical make up practicum. This course is intended to afford students the opportunity to gain clinical experience that was missed during the regular semester. This course is NOT a remediation for clinical deficiencies or clinical probation.
 - b) A student absent for more than 10% of his/her clinical hours in NUR 100 (6 hours or more), NUR 101 (10 hours or more) or NUR 202 (14 hours or more), who is in good clinical standing but has **NOT** passed the theory component of the Nursing course will receive the theory grade earned, therefore will not have successfully completed the course.
 - c) Note: Missed clinical hours are not made up on an hour per hour basis. The practicum must be successfully completed in order to fulfill the course requirements.

(4) Snow Day Policy:

Clinical is canceled if any of the following are closed due to unsafe driving conditions:

- a) FLCC
- b) the clinical facility's school district

If the student's school district is closed due to unsafe driving conditions, the student is not obligated to attend clinical. It is expected that the student will exercise prudent judgment in making this decision.

(5) Prior to an absence from college lab, the student will contact by telephone the Nursing Technical Specialist.

c. Excessive college lab and/or clinical tardiness and/or absences may result in a clinical probation or failure.

d. Absence from class on testing dates:

(1) Any student who will not be present for a test must notify the course lead teacher via her FLCC phone number prior to the exam time. Failure to adhere to this policy will necessitate the student's appearance at a level faculty hearing to explain his/her absence and lack of notification. If his/her explanation is unacceptable to the faculty, the student will receive a grade of zero for that examination.

(2) Students are expected to take a missed test on the first day they return to main campus.

(3) Make-up exams may have an alternate format with content comparable to the original exam.

(4) If two (2) absences occur on test days, the student must confer with the course lead teacher who will determine whether or not a level faculty hearing is needed.

e. Any student arriving to an exam late may be required to take the exam immediately after class.

11. Hearing Guidelines

- a. A faculty or student who requests a hearing must do so in writing. The written request must include the basis/explanation for the hearing.
- b. It is the expectation that the student for whom the hearing is held will attend the hearing.
- c. If the student is unable to attend the hearing it will be held in absentia.
- d. The student may bring no personal belongings into the hearing room other than paper and writing instrument. The student is responsible for securing his/her personal belongings.
- e. The student's role in a hearing is to present in a succinct manner only pertinent information related to the issue.
- f. The hearing shall be closed to the public and will be recorded.

12. Program Continuity:

Nursing subjects should be taken sequentially over a consecutive two-year period. If this sequence pattern of nursing course study is interrupted; the faculty reserves the right to determine if the student's knowledge and skills are current. Testing of theory and skill competency as well as course auditing may be stipulated.

13. Exit Interview:

Every student leaving the program for any reason is expected to schedule an exit interview with the Department Chairperson or designee.

14. Confidentiality/HIPAA Guidelines:

Students are held accountable to maintain patient confidentiality at all times and in all places.

15. Other Clinical Guidelines:

Student nurses are PROHIBITED from administering intravenous push (IVP) medications in the clinical setting.

16. Other Guidelines:

If a student demonstrates unprofessional conduct or behavior which may include but is not limited to cheating, dishonesty, drug abuse/use, alcohol abuse, or theft he/she may be subject to dismissal from the Nursing Program.

Any statement, including but not limited to one on a social networking site, which may cause harm or injury to another or to the school will be grounds for dismissal.

17. Students are prohibited from contacting patients/staff/administrators at any affiliated clinical facilities in relation to the clinical experience without permission of the clinical instructor. Failure to comply with the above mandate may result in clinical failure.

B. DRESS CODE:

The Nursing Faculty believes that a professional appearance reflects positively on the college and the Nursing Program as well as the Nursing profession. The purpose of the clinical dress code is to maintain a professional image based on safety requirements and infection control. Students may wear their FLCC Nursing uniform only in the clinical area. A student shall appear at his/her clinical facility in the appropriate uniform.

General Uniform Requirements

1. Identification shall be worn at all times.
2. Uniforms are impeccably clean and neat.
3. Soiled and/or wrinkled uniforms are inappropriate.
4. Uniform pants or skirt must be of white opaque cotton or cotton blend material. Knits are not allowed.
5. Pants must be ankle length. The following are not allowed: jeans, leggings, capris, jumpsuits, stirrup, stretch, or ankle-cuffed pants.
6. Footwear must be all white, clean shoes or sneakers; nursing shoes are preferred.
7. If laces are worn, they must be white.

Females:

1. The uniform is to be the pre-selected FLCC style. The FLCC insignia will be placed on the left sleeve.
2. Uniform may be dress, skirt or pants.
3. Dress or skirt is to be no shorter than the back of the knee or longer than the mid-calf.
4. With dress or skirt plain white nylons/panty hose are to be worn; with pants white socks/stockings are to be worn. No socks are to be worn over hose with dress uniforms.
5. Slips are worn with dresses and skirts.

Males:

1. The uniform is to be the pre-selected FLCC style. The FLCC insignia will be placed on the left sleeve.
2. White socks shall be worn.

General Appearance Requirements:

1. The uniform is to fit loosely and appropriately. Uniforms that cling or are too tight will not be permitted.
2. Undergarments are to be worn and should not be visible through the uniform.
3. Sweatshirts are not allowed.
4. White, unadorned, round-neck, t-shirts may be worn under the uniform shirt.
5. The pre-selected, FLCC style, scrub jacket may be worn over the uniform.
6. Shoes with high tops, high heels, open toes, or open backs are not approved. Brand names on shoes should be inconspicuous.
7. Hair should be appropriately arranged off the face and secured for the duration of the clinical. If shoulder length or longer, the hair must be secured to avoid falling forward. Hair should be groomed prior to entering the healthcare agency and should remain secure until leaving the agency. Plain hair barrettes are appropriate. Bangs are above the eyebrows. Dreadlocks or swinging/unsecured pony tails, pigtailed or braids are not acceptable. Highlights and dyes should be natural colors only; there should be no stripes, no fluorescent colors, and no extreme colors.
8. Beards, mustaches, and sideburns are kept clean and neatly trimmed. In areas requiring asepsis, beards, mustaches, and sideburns should be properly covered in accordance with aseptic principles.

Jewelry, Cosmetics, and Nails:

1. Visible jewelry is limited to:
 - a. A watch that measures seconds.
 - b. Simple band and/or engagement ring that does not present a hazard in the clinical setting.
 - c. **One pair of** small stud and/or small ($\leq \frac{1}{2}$ inch) hoop earrings. No other earrings or body (e.g. tongue, eyebrow, nose, chin, etc.) jewelry is acceptable.
2. Make-up worn during clinical must be subtle.
3. Fragrances should not be worn in the clinical setting. Students may not enter the clinical setting smelling like cigarettes and/or other tobacco products.
4. All fingernails shall be no longer than the fingertips. Nails shall be well groomed. Clear polish without adornment is acceptable, if not chipped. Artificial nails/overlays and jewelry adornment may not be worn.
5. Tattoos are to be covered or unobtrusive.

Dress Code for Psych-Mental Health (NUR 204)

1. Business casual attire, clean and in good repair.
2. Shoes will be safe, quiet, supportive and sensible, closed or strap back with non-skid soles and heels no higher than 1 $\frac{1}{2}$ inches.
3. Stockings or socks shall be worn at all times.
4. All other clinical dress code policies apply.

Dress Code for Public Health Nurse Visitations:

1. Dark colored slacks or skirt (no jeans).
2. White blouse or shirt.
3. Shoes will be safe and quiet supportive and sensible with heels no higher than 1 $\frac{1}{2}$ inches. No sneakers.
4. All other clinical dress code policies apply.

C. ADMISSION POLICIES

1. General Admission Requirements:

- a. Students are required to submit to the Nursing department an official college transcript from each collegiate institute that they have attended.
- b. A prospective student who has two or more unsuccessful attempts in nursing course work as defined by the previous program(s) attended in two different semesters in a nursing program other than FLCC's will not be eligible for admission to the FLCC nursing program.
- c. Any student, who has had one unsuccessful attempt in nursing course work in a nursing program other than FLCC, must arrange for the director of that nursing program to submit a letter attesting that s/he left that program in good clinical standing.
- d. Failure to submit all academic transcripts from each collegiate institute attended will result in dismissal from the program.
- e. Students who are accepted into the nursing program are required to submit a satisfactory health history/physical examination report completed by a health care provider. Any student with a special medical/physical condition, eg. pregnancy, diabetes, seizure disorder, latex allergy, is required to notify the lead teacher during the first week of class.
- f. Graduation from high school or an earned high school equivalency diploma. (Any exception must meet approval of the Admissions Office and Department of Nursing.)
- g. Traditional non-LPN students are not allowed to challenge any nursing courses.
- h. One unit of either high school biology (regents recommended) or one semester of college Biology.
- i. One unit of high school algebra or its college equivalent. This requirement is not satisfied for students who have completed a high school equivalency program (GED). GST 142, Fundamentals of Mathematics and Algebraic Skills or its equivalent must be completed prior to starting professional nursing coursework.
- j. One unit of high school chemistry (lab included) or its college equivalent. Students without chemistry may be admitted provisionally to the nursing program; however, they must successfully complete CHM 102 Physical Science II or its equivalent prior to starting professional nursing coursework.
- k. Current CPR certification is required for all clinical courses. The certification must be current at the beginning of each semester and must not expire before the end of each semester's clinical rotation. Only *BLS for the Health Care Provider* offered by the American Heart Association will meet this requirement:

2. Transfer-In Policies:

- a. Transfer students are required to submit official college transcripts from **all** institutions previously attended. A minimum cumulative GPA of 2.5 is required for nursing. (Calculate from the average of GPAs from **all** official transcripts submitted) All major non nursing course requirements must be C or above.
- b. The College and the Department of Nursing will accept up to 35 credit hours of comparable course work earned at other colleges. Of these 35 credit hours, a maximum of 15 may be in nursing if taken within two years of admission. A total of 32 credit hours must be earned at FLCC

- c. The Department of Nursing will accept transfer credit for Microbiology for 3 or more credits and/or for Anatomy & Physiology for 6 or more credits with a grade of 'C' or higher if taken within ten years of admission. If lacking 2 or more of the 12 science credits required by FLCC, the additional credits must be earned in the Math/Science area.
 - d. A minimum of one year residence in the nursing curriculum is required for transfer students to graduate.
 - e. Transfer students must be approved by the faculty of the Department of Nursing. The faculty reserves the right to require the applicant to demonstrate his/her theoretical knowledge and to pass selected skill competencies through testing prior to admission. Transfer students shall be given two attempts to be successful on each selected skill competency.
3. Advanced Placement:
- a. LPN students may seek up to 16 credits for advanced placement in nursing by examination. Nursing courses or challenge exams for advanced placement will be considered if taken within three years prior to matriculation in the Associate in Applied Science Nursing degree program. Options include the following:
 - 1) FLCC challenge examinations for Fundamentals of Nursing with a 'C+'.
 - 2) Excelsior College Examinations in Nursing offered by the University of the State of New York with a passing score of 'C' or better as determined by Excelsior College.All approved challenge examinations for 200 level Nursing courses must be taken by September first of the sophomore year; otherwise, FLCC nursing courses must be taken as scheduled.
 - b. All approved challenge examinations for **200 level** Nursing courses must be taken by September first of the sophomore year; otherwise, nursing courses must be taken as scheduled.
 - c. Students may be required to pass selected skill competency tests administered by the Nursing Department prior to admission. Students seeking advanced placement shall be given two attempts to be successful on each selected skill competency.
 - d. 6 credits for Anatomy & Physiology will be given for a score of 'C' or better as determined by Excelsior College Examinations on the ECE. An additional 2 FLCC credits must be earned in the Math/Science area.
 - e. Students seeking advanced placement or former FLCC nursing students reentering the program shall pay a fee equal to the cost of 1 credit hour for each written FLCC challenge exam administered, to be paid to the College.

4. Readmission to the Nursing Program:

The Nursing Department DOES NOT GUARANTEE re-admission to the nursing program! There must be substantial evidence that the applicant's circumstances or attitude has improved so that academic success is likely.

An applicant seeking readmission to Nursing 100 must re-apply through the admissions office.

- a. Readmission Exclusions :
 - A student with a nursing failure defined as 'C- or below' ['C' or below for Fundamentals of Nursing], 'WF', 'Q', 'W' from another school who fails a nursing course at FLCC is ineligible for readmission.
 - Any student who has been deemed a clinical failure for patient safety reasons (physical or psychological) may not be considered for readmission.

- Students will not be admitted to the nursing program more than twice except in extremely rare and unusual circumstances whose validity would require individual consideration by the Department of Nursing. However, a former student may be allowed a third admission into the program if the third admission occurs due to a change in status, i.e. generic student to LPN.

- b. All requests for re-admission to Nursing 101, 202, 203, 204, or 215 **MUST** be made in writing to the Department chairperson and must follow current Nursing Department Policies and Standards (available at <http://www.flcc.edu/pdf/nursing/policies.pdf>). Requests must be received by October 1st for consideration for the following spring semester and by April 1st for the following fall semester.

- c. An applicant seeking readmission to Nursing 101, 202, 203, 204, or 215 must do so **within two years** of leaving the program. For example, if a student completes NUR 100 satisfactorily in 2011 and either doesn't continue on to NUR 101 or begins NUR 101 but does not complete it satisfactorily, s/he may request readmission to NUR 101 for the spring of 2013 or 2014. If more than two years have lapsed the applicant must either repeat or successfully challenge prior nursing course work.

- d. Evaluation for re-admission will use but not be limited to the following criteria:
 - personal letter that includes:
 - A detailed explanation as to why the student failed or withdrew
 - An explanation of the steps the student has taken to change the situation
 - A thoughtful, reasoned plan for success
 - Justification for readmission
 - current GPA
 - review of previous clinical/academic performance
 - the Nursing Department's evaluation of the likelihood of the applicant's successful performance
 - class space availability

- e. If more than two years have lapsed the applicant must either repeat or successfully challenge prior nursing course work.

- f. Applicants seeking readmission must follow current Nursing Department Policies and Standards (available at <http://www.flcc.edu/pdf/nursing/policies.pdf>)

- g. If the applicant is unsuccessful in meeting readmission requirements, s/he has the following options:
 - S/he may seek readmission the following year per the current policy
 - S/he may seek readmission to repeat the previous nursing coursework prior to the one for which they were unsuccessful, i.e. a student seeking readmission to NUR 202 who is unsuccessful in meeting readmission standards, may seek readmission to NUR 101, per the current policy.

- h. Accepted Students:
 - The faculty reserves the right to require the student to successfully demonstrate his/her theoretical knowledge and skill competency through selected testing before admission.
 - Students seeking readmission shall be given two attempts to be successful on selected skill competencies.
 - All students readmitted to NUR 101 are required to take Nursing Process (NUR 105) in Jan Plan.

- Students who are readmitted to Nursing 101, 202, 203, 204 are eligible and strongly encouraged to take a clinical practicum preceding the re-entry semester.
- Readmitted students are required to utilize current required textbooks and materials for the course which is being repeated.

5. Student Registration:

A student entering nursing by readmission, transfer or through the special program for qualified LPN's may register for nursing courses on the first registration date only if all prerequisites have been completed. This is contingent upon there being space available in the program.

D. NURSING 203/204 SUMMER SESSION CRITERIA

No student will be allowed to take summer NUR 203/204 while on probation.

The following requirements have been identified for "generic nursing students" wishing to take Nursing 203 and/or Nursing 204 during the summer session:

1. Minimum of 'B-' in Nursing 101.
2. Recommendation from the Nursing 101 clinical instructor.
3. NUR 203 +/or 204 lead teacher(s) shall have final approval of all students for summer 203/204.
4. Students registering for a Summer Nursing course must do so by established deadlines. The final day for dropping a Summer Nursing course with a refund would be the last day of Nursing classes for the preceding semester. A refund would also be given if the course were cancelled.

E. NURSING PRACTICUMS

1. Students registering for a Nursing Practicum must do so by established deadlines.
2. The final day for dropping a Nursing Practicum with a refund would be the last day of Nursing classes for the preceding semester. A refund would also be given if the Practicum were cancelled.
3. The faculty reserves the right to deny enrollment into a practicum to a student on clinical probation.
4. A minimum of 30 hours attendance is required for passing a Nursing Practicum.

F. EXPECTED QUALITIES FOR SUCCESS

The following list of abilities/qualities, with or without reasonable accommodation, are necessary for success in the Nursing Program. Reasonable accommodation is a modification or adjustment that enables an otherwise qualified individual with a disability to have the opportunity to attain the same level of performance or to enjoy equal benefits and privileges that are available to a similarly situated individual without a disability. A reasonable accommodation is defined on a case-by-case basis and must take into consideration:

1. the specific abilities and functional limitations of the individual.
2. the specific functional requirements of the nursing program.

Reasonable accommodations are directed toward providing an equal educational and/or employment opportunity for the disabled individual while providing for the safety of the individual, patient, and agency staff.

Physical Functioning

- a. Tolerate sitting, standing, bending, reaching, stooping, and walking for long periods of time.
- b. Lift, carry, push, pull, or support objects, extremities or persons: i.e., during ambulation, transferring from bed to chair, turning, moving and lifting patients in bed, supporting arms or legs during treatments or procedures and lifting children onto chairs, beds, scales or examining tables. (50 – 100 lbs. occasionally, 25 – 50 lbs. frequently and 10 – 25 lbs. constantly).
- c. Moving efficiently enough to meet the needs of several patients in a timely fashion.
- d. Demonstrate motor coordination and manual dexterity required to handle and operate equipment, i.e., wheelchairs, beds, IV pumps, blood pressure cuffs, computer keyboard, syringes, open packages and perform procedures.
- e. Accurately hear physiological and environmental sounds, i.e., lung sounds, heart rate, blood pressure, bowel sounds, infusion pump alarms, etc.
- f. Accurately distinguish colors, odors, body language and body alignment, i.e., skin color, drainage, nonverbal communication, and position of a person.
- g. Maintain optimal physical well-being.

Cognitive Skills

- a. Accurately calculate basic algebraic equations required to determine exact medication dosages, solutions, IV drop rates and IV flow rates.
- b. Collect and interpret data for purposes of planning and evaluation of patient care.
- c. Accurately and efficiently interpret and communicate information in English, both written and spoken. For example:
 - ♦ responding to physician's orders;
 - ♦ reading and recording information;
 - ♦ directing assistive staff.
- d. Organize, prioritize and plan work in a logical sequence.

Psycho/Social Skills

- a. Cope effectively while working in a stressful environment using patience, tact and flexibility.
- b. Communicate therapeutically and effectively with others.
- c. Respect persons of diverse cultural, religious and ethnic backgrounds.
- d. Demonstrate caring, empathy, accountability, honesty, and a neat, clean professional appearance.
- e. Maintain an alert level of consciousness and orientation to time, place and person at all times.
- f. Maintain optimal mental well-being.

G. STANDARDS RELATIVE TO RN LICENSURE

1. Licensure as a Registered Professional Nurse is a privilege and a public trust. *Completion of the Nursing Program does not assure admittance to attempt the licensure examination. Graduates of this program meet the educational requirements for admittance to the RN licensure exam; however, there is a requirement that the applicant is of "good moral character," and a fee must be*

paid for the test. On the application for the test, the applicant is required to truthfully answer the following questions:

- *Have you ever been convicted of a crime (felony or misdemeanor) in any state or country?*
- *Are charges pending against you for a crime (felony or misdemeanor) in any state or country?*
- *Have you ever been found guilty of professional misconduct, unprofessional conduct or negligence in any state or country?*

If the answer to any of the questions is yes, the applicant must offer full explanation and establish his/her good moral character with the State Education Department.

An application for licensure may be delayed or denied pending investigation by the Office of Professional Discipline.

2. In order to write the NCLEX-RN administered by the New York State Board for Nursing, a student must have satisfactorily completed all requirements for graduation. The applicant must be at least 18 years of age.
3. Each candidate for graduation must first be approved as having successfully completed program requirements.
4. Each applicant for licensure must have completed the New York State Education Department approved course, "Child Abuse Detection & Prevention".

H. THE A.N.A. CODE OF ETHICS FOR NURSES

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

