



The Catherine McAuley School of Nursing

**STUDENT POLICY AND PROCEDURE MANUAL
2022-2023**

**Main Campus
360 Choate Avenue
Buffalo, New York 14220**

Disclaimer:

The contents of the Catherine McAuley School of Nursing Policy and Procedure Manual are effective as of August 2022. Any information contained herein is subject to change. It is the responsibility of each student to ascertain and utilize the

most current information regarding the nursing programs. **Students must read, sign, and turn in the attestation statement, acknowledging review and understanding of the information at the beginning of each academic year or at the start of the program. All students must adhere to the policies contained within this manual while enrolled in any of the nursing programs.**

Approved by; Linda Kerwin, Ed.D, CST, RN, MS, MSN, Dean of Allied Health and Nursing

Date: August 2022

Welcome to the Catherine McCauley's School of Nursing!

You are embarking upon an exciting and challenging educational journey that will prepare you to be a safe and effective healthcare provider as a beginning nurse. Whether you are a new or continuing student, I congratulate you on choosing nursing as your profession. Moreover, I am delighted that you chose Trocaire College to be your learning community.

You have selected a career-oriented college with a rich and longstanding tradition of preparing nurses who are able to function effectively as part of an inter-disciplinary and diversely professional healthcare team, in a variety of different, dynamic technologically advanced healthcare communities. Rooted in the Sisters of Mercy, the nursing program reflects the mission, which is “to empower students toward personal enrichment, dignity, and self-worth through education in a variety of professions and in the liberal arts.” Trocaire College prepares students for service in local and global communities.

We take seriously our responsibility to prepare proficient nurses who demonstrate strong safe clinical decision making and clinical judgement. Each member of the Catherine McCauley School of Nursing is committed to partnering with you on a success path to progress through the nursing program, pass the NCLEX exam on the first attempt, or continue your nursing career with an elevated and renewed purpose.

As you embark on your educational journey with us, understand that the dedication of time, hard work, and persistence will produce enormous results to bolster your success. Your education is an investment in you!

Our faculty have a variety of experiences and expertise in both evidence-based nursing practice and effective teaching/learning methods and strategies. Additionally, faculty have rich backgrounds in teaching face-to-face and in a digital teaching and learning environment.

I encourage you to become familiar with policies and procedures contained in this handbook. Students must adhere to the policies of the nursing program at all times. I invite you to navigate the nursing program and college websites to access resources that will support your success.

Again, welcome to our community of learning.

Sincerely,

Dr. Linda Kerwin
Dean of Allied Health and Nursing

Accreditation Information

The Trocaire College AAS (RN) and BS/N Nursing programs are registered by the New York State Education Department and are accredited by the Accreditation Commission for Education in Nursing (ACEN).

Accreditation Commission for Education in Nursing

3390 Peachtree Road, NE, Suite 1400, Atlanta, Georgia, 30326.

Phone: (800) 669-1656, Ext. 153

<https://www.acenursing.org/>

The Trocaire College Practical Nursing (PN) program is registered by the New York State Education Department and is accredited by the New York State Board of Regents, a specialized accrediting agency recognized by the U.S. Secretary of Education.

New York State Education Department

89 Washington Ave.

Board of Regents, Room 110 EB

Albany, NY 12234

518-474-5889

www.regents.nysed.gov

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Catherine McAuley School of Nursing Student Handbook

The Catherine McAuley School of Nursing Policy and Procedure Manual is an official publication of the Catherine McAuley School of Nursing.

Catherine McAuley School of Nursing Administrative Team

Title	Name	Contact Information
Dean of Allied Health and Nursing	Linda Kerwin, Ed.D., CST, RN, MS, MSN	Please contact Mrs. Breckon, Coordinator of Nursing Operations at BreckonM@trocaire.edu or 716-827-2452, to make an appointment with the Dean.
Coordinator of Nursing Operations	Concetta Breckon, MS	BreckonC@trocaire.edu
Director, Associates of Applied Science in Nursing	Jacob Fisher, PhD, MSN, RN	FisherJ@trocaire.edu
Assistant Dean for NCLEX Success	Martha Bronstein, MSN, RN, CEN	BronsteinMa@trocaire.edu
Nursing Program Clinical Coordinator	Heather Thompson, RN, CCMA	NUClinicals@trocaire.edu
Nursing Program Clinical Education Assistant	Tina Hatchett, BPS	NUClinicals@trocaire.edu

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PROFESSIONALISM

Students enrolled in the nursing programs must demonstrate professional attitude and behavior at all times, including but not limited to the classroom, laboratory, and the clinical settings. Professionalism also extends to proper and effective communication, including the utilization of the chain of command. It is important for all nursing students to follow the chain of command and to integrate proper and effective communication in all day-to-day activities.

Preparation for a career involves not only the development of cognitive (knowledge) and psychomotor (technical) skills, but also professional attitudes and behavior (affective performance). Additional information on professionalism, including specific information for students completing off-site capstone, clinical or practicum experiences, is contained in this document and in each syllabus.

PROFESSIONALISM OBJECTIVES

Professionalism is one of the hallmarks of nursing. Your academic experience in the nursing program will provide several opportunities for building professional attitudes and behaviors aligned with the mission of the Sisters of Mercy and the Nursing Code of Ethics. Trocaire College nursing students are expected to demonstrate professional behaviors in the care of patients, during interactions with staff, fellow students, and the faculty and staff of the College. Accordingly, the student will:

1. Utilize official college communication systems (Microsoft Office Email, Moodle, or telephone) to communicate with faculty and staff.
2. Accept responsibility for their own behavior and take action which gives evidence of their persistent efforts towards changing identified unacceptable behavior to an acceptable one.
3. Demonstrate accountability for their own actions in the classroom, clinical, and laboratory areas.
4. Exhibit personal and professional integrity in the classroom, clinical, and laboratory areas.
5. Promote and maintain client/patient safety.
6. Maintain client/patient confidentiality.
7. Display behaviors which reflect caring, concern, flexibility, courtesy, non-judgement, or unprejudiced beliefs in interactions with peers, patients, families, faculty and staff.

The student who fails to demonstrate professional behavior in the classroom, clinical, and/or laboratory setting will be required to leave after such an incident. The nursing program faculty and staff reserves the right to take immediate action to remove a student whose behavior constitutes a real or potential threat to the welfare of patients assigned to their care or demonstrates unprofessional and/or unethical behaviors. Students will be required to make-up the missed laboratory and/or clinical time if

permission to return to laboratory and/or clinical is granted. The student will be counseled by the nursing faculty within the next 5 business days regarding the consequences of the displayed behavior. Such action is minimally recognized as an unsatisfactory clinical grade (U). A student who fails to demonstrate professional behavior in the classroom setting will also be counseled by a nursing faculty member. Certain behaviors may lead to additional review and consequences, including failure of the course or removal from the program.

Situations which are of a nature that might warrant disciplinary action up to and including dismissal from the nursing program may include, but are not restricted to, the following examples of unprofessional behavior:

- Unsafe practice (i.e., acts of commission or omission that place a client/patient in serious jeopardy);
- Professional misconduct, such as falsification of records, working under the influence of alcohol or drugs, pilfering hospital property for personal use; HIPAA violations and/or stealing;
- Willful harassment, abuse, or intimidation of a client/patient, either physically, verbally or nonverbally (physical abuse: striking, pinching, punching, biting, sexual abuse, etc.), (verbal abuse: ridicule, threats, use of foul language, etc.);
- Neglect as demonstrated by failure to perform or performing something that causes harm to the client/patient.
- Academic dishonesty in any nursing designated course.

The faculty member who discovers an unprofessional behavior incident listed above may issue an Unsatisfactory (U) grade for clinical or a zero (0) grade for academic dishonesty and a failure (F) grade for the course. The student may be dismissed from the program or the college.

THE ROLE OF THE NURSE IN HEALTHCARE

According the ANA - Nursing is:

the protection, promotion, and optimization of health and abilities, prevention of illness and injury, facilitation of healing, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, groups, communities, and populations (the American Nurses Association, 2016)

STUDENT LEARNING OUTCOMES FRAMEWORK

Program Learning Outcomes incorporate the nursing program's philosophy, values, and nursing care trends to evaluate learning that has occurred throughout the program.

STUDENT LEARNING OUTCOMES

PN Program

EXPECTED PROGRAM LEARNING OUTCOME
All students completing this program are expected to have achieved the following learning objectives:
EPSLO #1: At the end of the program, the student will demonstrate quantitative reasoning in the practice of nursing.
EPSLO #2: At the end of the program, the student will demonstrate effective communication in the role of practical nurse when interacting with clients and members of the inter-disciplinary inter-professional healthcare team.
EPSLO #3: At the end of the program, the student will utilize the nursing process, critical thinking, and Maslow's Hierarchy of Needs to provide safe and effective nursing care.
ESPLO #4: At the end of the program, the student will utilize technology in the provision of safe nursing care.
EPSLO #5: At the end of the program, the student will provide culturally competent therapeutic nursing care.
EPSLO #6: At the end of the program, the student will collaborate with members of the interdisciplinary inter professional healthcare team in the role of the practical nurse.

AAS Program

EXPECTED PROGRAM LEARNING OUTCOME
All students completing this program are expected to have achieved the following learning objectives:
EPSLO #1: At the end of the program, the student will demonstrate quantitative reasoning in the practice of nursing.
EPSLO #2: At the end of the program, the student will demonstrate effective communication in the role of registered nurse when interacting with clients and members of the inter-disciplinary inter-professional healthcare team.
EPSLO #3: At the end of the program, the student will utilize the nursing process, critical thinking, and Maslow's Hierarchy of Needs to provide safe and effective nursing care.
ESPLO #4: At the end of the program, the student will utilize technology in the provision of safe nursing care.
EPSLO #5: At the end of the program, the student will provide culturally competent therapeutic nursing care.
EPSLO #6: At the end of the program, the student will collaborate with members of the interdisciplinary inter professional healthcare team in the role of the registered nurse.

BS, Nursing Program

EXPECTED PROGRAM LEARNING OUTCOME

All students completing this program are expected to have achieved the following learning objectives:

EPSLO #1:

At the end of the program, the student will demonstrate quantitative reasoning in the practice of nursing

EPSLO #2:

At the end of the program, the student will demonstrate effective communication in the role of registered nurse when interacting with clients and members of the inter-disciplinary inter-professional healthcare team.

EPSLO #3:

At the end of the program, the student will utilize the nursing process, critical thinking, and Maslow's Hierarchy of Needs to provide safe and effective nursing care.

EPSLO #4:

At the end of the program, the student will utilize technology in the provision of safe nursing care.

EPSLO #5:

At the end of the program, the student will provide culturally competent therapeutic nursing care.

EPSLO #6:

At the end of the program, the student will collaborate with members of the interdisciplinary inter professional healthcare team in the role of the registered nurse.

STUDENT SUCCESS

Study Skills and Time Management

One of the most important keys to success in college is the understanding of the time commitment required outside of the classroom. Per the federal credit hour regulations, for every one credit hour in which you are enrolled, you will spend a minimum of two to three hours outside of class studying. Studying is an active process which helps with the understanding and application of course material and may include activities, such as course readings, study groups, and practice questions. It is important to get into a routine and ensure the appropriate amount of time is spent on course work.

- **3 credit hours (1 course) = 3 hours in class per week = 6-9 hours study time per week.**
- **12 credit hours (4 3-credit courses) = 12 hours in class per week = 24-36 hours study time per week.**

It is important to consider outside of school obligations, such as work or families, to create a successful academic plan. Students should plan time to study as they would schedule class and work time. This helps to remain focused and on task. It is imperative to study material regularly.

Exams

The National Council Licensure Examination (NCLEX-RN) and (NCLEX-PN) has one purpose: to determine if it is safe for you to begin practice as an entry-level nurse. Nursing school exams will follow NCLEX style questions and format to help prepare graduates for the NCLEX exam. These types of questions are not knowledge-based exams, but application and analysis using clinical judgement, critical thinking, and clinical reasoning. Exams throughout the nursing program pull in previously learned information to higher level application. It is important to pull this information throughout your courses.

Clinical Rotations and Laboratory-Based Learning

The nursing programs provide clinical and laboratory-based learning opportunities for students enrolled in various courses. This is the time where students can connect theory to real life patient care. Students will attend a variety of health care settings, including obstetrics, medical-surgical care, pediatrics, community health, sub-acute care, long-term care, and psychiatric nursing.

Clinical rotations can vary in times, dates, and locations due to course objectives, clinical site availability, etc. Clinical hours vary depending on the course and clinical objectives. Clinical sites include healthcare facilities in the Buffalo Metro area as well as the surrounding geographical area. Students are responsible for their own reliable transportation as well as any cost incurred due to parking at facilities. Clinical sites are assigned to meet course needs and associated learning outcomes. Requesting a specific clinical instructor, site, or day of the week is not permitted under any circumstances.

ACADEMIC AFFAIRS STUDENT POLICIES

Classroom Policies and Procedures

Refer to [College catalog](#) as well as individual course syllabi for classroom policies and procedures. All students are expected to maintain these policies and procedures.

TROCAIRE COLLEGE SERVICES

Disability Services

Trocaire College is committed to ensuring that students with disabilities have equal access to their coursework through approved reasonable academic accommodations or modifications. Reasonable accommodations are determined on a case-by-case basis. Any student who feels they may need an accommodation based on the impact of a disability should contact the Wellness Office to schedule a time to meet with the Director of Wellness. Students seeking accessibility accommodations are expected to identify themselves as a student with a disability and will be asked to provide appropriate documentation from a licensed provider. Nursing faculty, staff, and administrators cannot disclose this information with the Wellness Office.

To find out more information or discuss eligibility for accommodations, please contact the Director of Wellness in Room 118 of our Choate Campus or at 716-827-2412.

Palisano Learning Center (PLC)

Tutoring services and academic coaching are open to all Trocaire students at no charge. Students may make an appointment with the PLC for academic support or they may be referred by faculty and staff.

All students may self-schedule a tutoring or academic coaching appointment with the learning center. Please visit <https://trocaire.mywconline.com/> to create an account and schedule a tutoring appointment.

FERPA & HIPAA POLICIES

The Family Educational Rights and Privacy Act (FERPA)

Just as there are laws governing patient privacy (HIPAA), similar laws exist to protect student privacy. Student records are confidential and protected under the Family Educational Right and Privacy Act (FERPA). As a general rule, faculty and preceptors should approach student privacy much in the same manner that clinicians approach patient privacy. Conversations about student progress and achievement are appropriate among the educational team but should otherwise be treated as confidential. Student papers and faculty documentation and evaluation of student progress (i.e., grades) are treated as confidential. Information will only be released to individuals listed on the student's FERPA release form.

HIPAA Policy

All nursing students complete the annual mandatory Health Insurance Portability and Accountability Act (HIPAA) training. When the HIPAA training is completed, students

should print the certificate for a record. The student is responsible to upload a copy of the HIPAA certification to their CastleBranch account.

Hospital Incidents/Injuries Policy

Students must report incidents to the clinical or classroom instructor immediately. After the incident has been appropriately handled, all applicable College and/or hospital documentation must be completed. A student who sustains personal injury must report to the Wellness Office for completion of necessary paperwork prior to the return to clinical or class.

TROCAIRE COLLEGE NURSING CURRICULUM

PROGRAM OUTCOMES

Required Program Outcomes	Expected Level of Achievement* Practical Nursing Certificate Program
Performance on NCLEX and/or Certification Examinations	Trocaire College PN graduates first time NCLEX annual licensure examination pass rate will be at least 80% for all first-time test-takers during the same 12-month period.
Program Completion	60% of students admitted to the Trocaire College Nursing Program will successfully complete the nursing program within 100% of the time from entry into the program (3 semesters for full-time students).
Job Placement	80% of Trocaire College PN program will be employed as an LPN within 6-12 months of program completion.

Required Program Outcomes	Expected Level of Achievement* AAS Nursing Program
Performance on NCLEX and/or Certification Examinations	Trocaire College AAS Nursing graduates first time NCLEX annual licensure examination pass rate will be at least 80% for all first-time test-takers during the same 12-month period.
Program Completion	60% of students admitted to the Trocaire College Nursing Program will successfully complete the nursing program within 100% of the time from entry into the program (4 semesters for full-time students).
Job Placement	80% of Trocaire College RN program will be employed as an RN within 6-12 months of program completion.

Required Program Outcomes	Expected Level of Achievement* BS with a Major in Nursing Program
Program Completion	60% of students admitted to the Trocaire College Nursing Program will successfully complete the nursing program within 100% of the time from entry into the program (4 semesters for full-time students).
Job Placement	80% of Trocaire College PN program will be employed and or have a change in position as an RN within 6-12 months of program completion.

Requirements for all Nursing Programs

College credit is granted based on classroom, clinical, college laboratory, simulation experiences and/or clinical seminars. Students are responsible for attending **all** classes, clinical experiences, college laboratories, simulation experiences and/or clinical seminars. Please refer to the program progression policy for additional information. Students with excessive or unexcused absences risk receiving an FX grade for the course.

General Information

The Trocaire College Student Policy Handbook contains the resources for understanding the academic and administrative policies that are important for academic success. It includes a wide range of information on important federal policies, including rights to privacy, grading policies, and policies and procedures concerning refunds, withdrawals, and other administrative issues.

The nursing program's curriculum moves from simple to complex. Each nursing course builds on the knowledge of the previous level courses. Courses in each level of the curriculum must be completed before advancing to the next level. Any variations must be approved by the Dean of Nursing on a case-by-case basis.

Pertinent [College Catalog](#) Sections

- General College Information
- Tuition Information
- Student Life
- Academic Policies and Procedures
- Grades and Quality Points
- Health Records and Immunizations
- Accessibility Services
- Course Changes
- Leave of Absence
- Withdrawal from College
- Probation and Dismissal
- Student Conduct Code
- Degree/Certificate Requirements
- Drug and alcohol policy – refer to the Student Handbook

THE CATHERINE MCAULEY SCHOOL OF NURSING

ACADEMIC PROCEDURES

- All students will be bound by the procedures described in the most recent edition of the Catherine McAuley School of Nursing Policy and Procedure Manual, in addition to those described in the College Student Handbook and Course Catalog. Included policies and procedures are subject to change based on the needs of the College and the program.
- All students engaged in school-related activities at off-campus locations are bound by the policies, agreements, or other stipulations set forth by the partner site in addition to those set by the nursing programs and College.
- The Catherine McAuley School of Nursing and Trocaire College reserve the right to implement additional policies or to modify any of the policies stated herein if warranted, and will notify students, in writing by way of Trocaire College email and/or the Trocaire College Moodle site.
- Time limit/expiration on any of student's general education courses. As long as the student's liberal arts and science courses transfer to Trocaire College courses will not expire. However, nursing courses will expire after five years.
 - Length of time since credit was earned – is an important consideration because the information you learned when you first took the nursing course may no longer be current or valid. The nursing program's goal is to ensure graduates entering the workforce have current knowledge and an accurate understanding of the relevant information, theories, and practices in their field.

NOTICE TO STUDENTS REGARDING CRIMINAL BACKGROUND CHECKS

Current laws generally permit a state licensing board or agency to deny a license to practice nursing if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the Office of the Professions of the New York State Education Department requires that a criminal background check be conducted prior to granting a license to practice nursing. Questions should be directed to the NYS Office of Professions at <http://www.op.nysed.gov>.

The Nursing Programs at Trocaire College do not require a criminal background check, but the educational requirements include placement at one or more hospitals or other off campus clinical sites, and these sites frequently require a student to undergo a criminal background check before the student can be placed for clinical learning experiences. If, based upon the results of a criminal background check, the site determines that a student's participation in its clinical experience would not be in the best interest of the site, the site may deny that student admission to the clinical experience. Even if the student has already begun the placement when the results are received, the site may elect to dismiss the student, regardless of the student's performance while in the clinical experience.

Each clinical site that requires a criminal background check sets its own standards and procedures, and you may be asked by the site to pay the cost of the background check. Please note that if a clinical site determines that you may not take part in the clinical

experience based on the results of a criminal background check, you may be unable to complete your course requirements and to continue in the Nursing program. It is important for you to consider this before you enroll in the Nursing program. Trocaire College has no obligation to refund your tuition or fees or to otherwise accommodate you in the event you are ineligible to complete your course requirements based on the results of a criminal background check, or if you are denied a license to practice nursing.

CLASSROOM PROCEDURES

Assignments

Lecture, college laboratory and clinical laboratory have various required assignments which include textbook readings, journal articles, audio-visual, computer programs, HESI exams and written work. Assignments are specified in each unit of study in the course packet or as announced in lecture or on the computerized course management system. Common to all levels:

- A standardized testing service will be utilized throughout all courses. Students must purchase this service from the bookstore. Assigned testing must be accomplished on-line as required each semester. Broadband service will be more efficient than “dial-up”, but not essential.
- Weekly clinical assignments: Students must complete all required assignments to pass the clinical component. These requirements must be met prior to end of each rotation.
- Non-completion of clinical prevents end of rotation evaluation and progression to the next rotation.
- A completed course evaluation is required prior to the release of final grades.
- If a student feels that their circumstances meet the criteria for an Incomplete (“I”) grade as described in the Trocaire College Catalog, the student must make arrangements with the course instructor for the “I” grade and subsequent completion of course per the Trocaire College Incomplete Grade Policy.
- Students cannot progress to the next Nursing course with an “F” grade or an “I” grade. Students must receive a grade of “C” or better in order to progress. Students must meet the HESI progression benchmark to be eligible for program progression.

Attendance

Prompt and regular attendance in lectures, clinicals, and laboratory sessions is expected of all Nursing students. Doctor (and other appointments) are not to be made during scheduled clinical, laboratory or theory class/college hours. Attendance generally affects the quality of the students’ academic and clinical performance. When an absence does occur, students must inform the applicable clinical/lab/theory instructor. Unreported clinical absences will result in an unsatisfactory clinical day. Please refer to the following absenteeism/tardy policy. Once the number of unexcused absences occurs for any course element, the student is automatically removed from the course. Refer to the College Catalog for additional information regarding course attendance.

Trocaire College Nursing Absenteeism/Tardy Policy: This policy is meant to establish an agreement between the Department of Nursing and the Nursing students regarding professional conduct, absenteeism, tardiness, as well as leaving class early in lab, clinical and theory.

Course Number	Instruction/ Week	Max # Unex. Absences	Clinical/ Week	Max # Unex. Absences	Lab/ Week	Max # Unex. Absences	Seminar/ Week	Max # Unex. Absences
NU110	1	3	n/a	n/a	n/a	n/a	n/a	n/a
NU112	1	3	1	2	n/a	n/a	n/a	n/a
NU 114	1	3	n/a	n/a	n/a	n/a	n/a	n/a
NU 115	1	3	n/a	n/a	n/a	n/a	n/a	n/a
NU 116	1	3	n/a	n/a	n/a	n/a	n/a	n/a
NU 122	1	3	1	2	1	3	n/a	n/a
NU 124	1	3	3 total rotations	0	n/a	n/a	n/a	n/a
NU 214	1	3	1	2	n/a	n/a	n/a	n/a
NU 217	1	3	3 total rotations	0	n/a	n/a	n/a	n/a
NU 220	1	3	3 total rotations	0	n/a	n/a	n/a	n/a
NU 222	1	3	1	2	n/a	n/a	1	3
PN 104	1	3	2	2 (7 wk clinical)	1	3	n/a	n/a
PN 105	1	3	2		1	3	n/a	n/a
PN 106	1	3	2		1	3	n/a	n/a
PN 107	1	3	2		1	3	n/a	n/a

Clinicals: max # of unexcused absences is 0 or 2. If student fails class, they automatically fail clinical & lab.

When a student is administratively dropped, they are also dropped from the coreq courses. For example, student who is dropped from NU 114 would be dropped from NU 110 and NU 112 or PN 104 and PN 105 based on their program.

- The student will be considered absent for every two times that they leave class/lab/clinical early or come late to lab/theory. Late arrival to a clinical day will be considered an absence and the student will be sent home.
- The student will be required to make up ANY laboratory/clinical day(s) missed.
- It is necessary for the student to notify the Instructor if they are going to be late, absent, or needs to leave early. Failure to do so will result in an unsatisfactory day.
- Students who exceed the number of unexcused absences will automatically be removed from the associated course(s) and all components. The above table outlines the number of unexcused absences per course.
- Professional behavior is to be upheld by all students at all times. Any unprofessional or unethical conduct will not be tolerated and will be handled accordingly: *Eligibility to continue on in the Nursing Program will be evaluated/determined at ALL offense levels and will be acted upon according to the severity of the incident.

If the college is closed due to adverse weather conditions, the student shall not attend any off campus clinical placement site. In other words, if the college is closed due to

inclement weather, then nursing students should not be driving or otherwise traveling to off-campus sites. The program reserves the right to provide students with activities to make up required time. If the College is closed due to inclement weather, classes will be conducted virtually. It is important to check your Moodle and e-mail for additional information.

Absence Policy

○ **Excused Absence**

An absence will be excused when the following requirements are met:

- When serious illnesses and unexpected serious life events occur, students must notify and submit appropriate documentation within five (5) business days:
 - Medical note for serious illness or injury signed by a medical provider
 - Note from funeral home for death of immediate family
 - Court and police documents
 - Military service
- 1. Following an absence due to serious illness or injury, the student must present written clearance from a physician to return to school. The information must be submitted to the Wellness Office and the Nursing Clinical Education Coordinator. Until cleared, the student will not be allowed to attend clinical or class. See the Technical Standards Policy for more information.
- 2. Following any absence and upon return to class and/or clinical, it is the responsibility of the student to contact the instructor to discuss the consequences of the absence and the potential options for making up lost work or experiences. The ability to make up missed work is at the discretion of the faculty member.
- 3. In the event of lateness for any lab, lecture exam, or clinical, a student may be denied admittance. Unless the student receives consideration from the instructor for the approved reasons and conditions, the student will receive a zero grade on the exam or an unsatisfactory clinical or lab day.

○ **Unexcused Absence**

Repeated or unexcused absences may be considered reason for either failure of the nursing course or dismissal from the nursing program. Unexcused absences include but are not limited to:

- Appointments and minor illnesses without proper documentation
- Vacations
- Oversleeping/alarm failure
- Arriving to lab or clinical after the official start time
- Leaving lab or clinical during the regular scheduled hours
- Personal grooming appointments (hair, nails, tanning, etc.)
- Employment/job interview
- Shopping/errands
- Needed at home/babysitting
- Car trouble
- Missing the bus/ride

- Needing sleep or rest

Late Arrival

Late arrival is defined as arriving for class, lab, seminar, simulation, and/or clinical experience after the scheduled start time. Students may be sent off the clinical area if they are tardy and they may consequently risk their ability to pass the clinical objectives. Late arrival will be documented. Students showing patterns of late arrival will receive counseling and may result in the failure of a course, exam, quiz, lab, and/or clinical.

Class

Students are expected to attend all regularly scheduled classes. Excessive absenteeism may result in a failing grade.

Make-Up Procedure for Missed Class, Examination, Clinical

- **Clinical**-All absences from clinical experiences will be documented on the student's individual CET. All clinical absences must be made up by the end of the semester. A student with two unexcused clinical absences or unsatisfactory clinical days will not be permitted to make up the missed clinical time and will receive a failing clinical grade.
- **Class**-The student is responsible for making up the lost work. Students are responsible for all class content presented. Make-up assignments and corresponding grades are at the sole discretion of the course faculty member and are based on the excusable reasons previously noted.
- **Exams**-Students are expected to attend an examination on the day and time that it is scheduled. Students who miss an examination due to an excused absence will be given an alternate exam. Students that are late for exams will not be permitted to have extra time. It is the responsibility of the student to contact the professor within 24 hours of return to school to arrange a time for a make-up of the missed examination. All examinations must be made up within one week (5 business days) after return to school. Examinations not made up within this time period will be assigned a 0%. Missed examinations due to unexcused absences will be assigned a grade of 0%.

College Laboratory

Students are required to attend all scheduled college lab experiences. For any absence, students must notify the lab instructor prior to the missed lab. The student is responsible for contacting the lab instructor to make up the missed lab and is responsible to make up the missed lab within two weeks of the absence. As stated above students, absent from more than two scheduled experiences (i.e., clinical, college labs or clinical experiences, or seminars) will constitute a course failure.

Open lab times are available throughout the semester for students to practice skills for lab and clinical. Students who miss a scheduled lab must attend open lab for to make up the missed lab.

Communication

Professional communication is the expectation of all nursing students. The importance of effective, timely communication is essential. Communication between students, faculty, and other members of the college community are an essential component to academic success.

Each student has been given a Trocaire College email address. Trocaire College uses the college email system as its official means of communication. **Students must use their student email address for college business.** It is expected that students will check their Trocaire College email account and Moodle daily for important announcements and information. Students are responsible for information sent to their college email address and/or posted on their courses' Moodle sites. Failure to receive an e-mail due to a full mailbox does not constitute a reason for missing the information. It is imperative to keep your mailbox empty of unneeded emails so you receive important information.

E-mail is a type of formal communication and it is expected to be used in such a manner. Although many may have an e-mail application on their phone, be sure you are not sending an e-mail through the app using texting language and formatting.

Classroom Course Requirements

Course syllabi contain information regarding expectations for each course, which includes but is not limited to:

- Faculty contact information
- Course and/or clinical information and objectives
- Grade distribution
- Course outline and organization

It is the students' responsibility to use their syllabus as a course guide. Course syllabi are subject to change based on the needs of the course. Such changes will be communicated to students.

Exam Policy

A nursing faculty member (or responsible designee) will be always present in the classroom environment or skills lab during the administration of an in-person test, quiz, examination, skills testing, or other form of graded assignment.

Examinations in nursing courses are administered in a web-based format. Exams are proctored through ProctorU. Specific instructions and policies regarding course examinations are included in individual course syllabi. Students are expected to abide by all Trocaire and ProctorU policies regarding exams. Violations may result in receiving a 0% for the exam, being dismissed from the program, or being dismissed from the college. No student will be permitted to repeat any course examination once taken.

HESI competency exams will be administered per policy with the assigned course. See the course syllabus and the nursing progression policy for further details regarding the HESI competency exams.

Examination Review

Following course examinations, faculty will provide opportunities for student review of the examination. Details regarding opportunities for review sessions and student expectations regarding examination review will be provided by course faculty. Faculty may review exam questions or main concepts covered within the exam. Student actions during all examination review sessions are expected to be consistent with academic integrity and professionalism. Students acting in a manner inconsistent with academic integrity expectations during examination review will be subject to a grade of zero for the examination being reviewed and potential dismissal from the course and/or program. Student actions inconsistent with the professional nursing role will result in termination of the review session. Students have two weeks after exam grades are posted to review a nursing course examination.

Examinations in the Learning Center

Students who are eligible, as determined by the Director of Wellness, to take examinations in the PLC must comply with PLC policies and deadlines as well as course policies and deadlines when arranging for any examination. Examinations taken in the Learning Center must be scheduled as close as possible to the time scheduled for the rest of the class. Students who do not comply with Learning Center, course policies, and deadlines may be unable to take the examination in the Learning Center.

During the Exam

Only authorized material may in the testing area or in the skills lab. All other materials and belongings must be placed on the floor at the front of the room or in an appropriate holding area designated by the course faculty. Please do not remove shoes during the exams. Students are expected to abide by ProctorU guidelines for testing. Violations may result in receiving a 0% for the exam, being dismissed from the program, or being dismissed from the college.

Any student who violates this exam policy will be referred to the Program Director and/or the Dean of Allied Health and Nursing and will receive a zero on the exam. Failure to follow exam policies and expected classroom behavior will be deemed as a breach of exam integrity and/or an act of academic misconduct.

The materials and belongings that are **not permitted** include, but are not limited to, the following:

- Jackets, caps, or hats of any kind. *Note: If there is a medical or religious reason that a student must wear something on their head, then permission to do so must be secured at the start of the semester and in advance of any test or graded assessment.*
- Electronic devices of any kind, including cell phones, smart watches, Google Glasses, iPads, etc. Devices must be turned off (not on mute) and in backpacks. They may not be kept on your person.
- Purses and book bags of any kind
- Food, water bottles and other drink containers

Student **MUST** take the course tests in the class section they are registered in regardless of attendance to other sections for class. Missed tests/final without prior notification and/or valid documentation will result in a zero for the exam. If a student is unable to take an examination at the scheduled time due to a confirmable emergency (illness, death, etc.) the student must notify professor in writing prior to the start of the exam and arrangements will be made for making-up the exam. The student is ***expected to provide appropriate written documentation*** related to the absence. In the case of a documented illness a student must provide a note from a physician; if a student must attend a funeral, they must provide a note from the funeral home, etc. *Failure to adhere to the above policies will result in a zero grade on examination.* Make up exams must be scheduled with the professor within one week of the missed exam. Any extenuating circumstances must be approved by the course faculty.

There is no extra exam time granted for any reason. If you are late for an exam you will not be provided extra time. It is the students' responsibility to manage their time, and to anticipate traffic and/or weather-related issues.

Answer Responses

It is the student's responsibility to ensure correct marking with exams. Grades are based on submitted responses.

Exam Grades

Unit and final exam grades will not be posted until all sections have completed the exam and faculty have reviewed the outcomes. Final course letter grades will be posted after all sections have completed the course requirements. Faculty cannot share individual grades with students until all grades are posted. Grades will not be shared via email.

Electronic Recording

Audio recording of classroom lectures is permitted only with written permission of the faculty.

Audio recording devices must be in the front of the classroom and visible to the faculty. Recorded audio files are for the personal use of the student; public posting of such files by the student is a violation of copyright law.

No other type of electronic recording is permitted in the classroom. Use of personal electronic devices for any type of recording in the clinical setting is strictly prohibited.

Policy on Graded Assignments

Grading policies and rubrics are outlined within each course syllabus. All assignments are intended to facilitate students' application of knowledge. Assignments must be completed by the announced deadline to receive credit.

Failure to submit written clinical assignments prior to the next clinical experience will result in the student not being permitted to participate in the clinical experience until the written assignments are up to date. This equates to a clinical failure for the day.

College Grading Policy

Quality Points	Letter Grade	Letter # Range
4.00/4.00	A+	97–100%
4.00/4.00	A	93–96%
3.67/4.00	A–	90–92%
3.33/4.00	B+	87–89%
3.00/4.00	B	83–86%
2.67/4.00	B–	80–82%
2.33/4.00	C+	77–79%
2.00/4.00	C	73–76%
1.67/4.00	C–	70–72%
1.33/4.00	D+	67–69%
1.00/4.00	D	63–66%
0.67/4.00	D–	60–62%
0.00/4.00	F	< 60%
0.00/4.00	FX	Failure, Unsatisfactory Attendance
0.00/4.00	W	Withdrawal (without academic penalty)

A student must achieve a 2.00 QUALITY POINTS or better to progress to the next level. Students must achieve a grade of “C” or better in all programs required courses.

More information regarding the College Grading Policy can be found in the College Catalog.

Incomplete Grades

Refer to the College Catalog for more information regarding incomplete grades.

Final Course Grade

Rounding of the grade will only occur on the final course grade. Rounding rules will be applied. A grade ending in 0.5 or higher will round to the next whole number, a grade ending in 0.49 or lower will round to the next lowest whole number.

Dosage and Alternative Questions

The dosage questions assess competency in calculating dosage and administering medication safely. It is an important requirement that demonstrates that the student is prepared for the responsibility of administering medications to clients in the clinical setting. Dosage review sheets will be available to students during orientation to some courses. Students wishing to review the material may seek guidance from nursing faculty during course orientation or with the Palisano Learning Center. Calculators may be used for dosage questions. Calculators cannot be shared.

An alternate item format is an exam item, or question, that uses a format other than standard, four-option, multiple-choice items to assess candidate ability. Alternate item formats may include:

- Multiple-response items that require a candidate to select two or more responses

- Fill-in-the-blank items that require a candidate to type in number(s) in a calculation item
- Hot spot items that ask a candidate to identify one or more area (s) on a picture or graphic visual
- Chart/exhibit format where candidates will be presented with a problem and will need to read the information in the chart/exhibit to answer the problem
- Ordered response items that require a candidate to rank order or move options to provide the correct answer
- Graphic options that present the candidate with graphics instead of text for the answer options and the candidate is required to select the appropriate graphic answer

Any item formats, including standard multiple-choice items, may include multimedia, charts, tables or graphic images. It is the students' responsibility to follow the instructions for exams and how answers are calculated, illustrated, etc. Failure to follow exam or question directions may result in an incorrect answer.

Incomplete Grades

Refer to College Catalog for more information regarding incomplete grades.

CLINICAL EXPERIENCES

Clinical nursing practice is a foundation of nursing education. The nursing programs are diligent in obtaining clinical experiences at a variety of facilities, sites, and/or units that will best enable students to meet the course and program objectives. Due to intense competition among local nursing programs for placements, the availability of clinical sites varies by semester. It is probable that, as a student progresses through the nursing programs, the student will encounter clinical coursework that will take place on a weekend and/or evening time frame and will take place in the Buffalo metropolitan or surrounding areas. Students planning their course schedules will be notified at the start of the semester about clinical schedules. The nursing department **will not** accept requests for clinical sites or times for clinical. Day students must register for day clinical and evening students must register for evening clinical. In the event limited clinical sites are provided, day students may be placed in an evening clinical and evening students may be placed in a day clinical.

Clinical Attendance

Clinical nursing courses are designed to provide the number of clinical hours necessary to meet the required clinical competencies, which are an essential element of the course objectives; for this reason, participating in all ***clinical experiences is mandatory***. Students are required to be on time and to attend all clinical experiences and sessions.

Professional behavior and accountability are expected at all times. ***Failure to complete all required clinical experiences will result in failure of the clinical course.***

Students are required to attend all scheduled clinical experiences.

- If absent, the student is required to notify the appropriate clinical instructor and/or facility as directed prior to the start of the scheduled experience. Appropriate documentation is required for the absence to be considered an excused absence. Documentation must be sent to the Clinical Coordinator within 5 business days of the absence. Failure to do so will result in an unsatisfactory clinical day. Two unsatisfactory clinical days will result in a clinical failure. Appropriate documentation must be emailed to NUClinicals@trocaire.edu.
- Students who are absent for a scheduled experience must fulfill objectives as specified by the appropriate instructor **before** the final exam. All excused and unexcused clinical hours must be completed. A student who has two unexcused and/or unsatisfactory clinical days will receive a clinical failure and will not be permitted to make up missed clinical time.
- Two (2) unsatisfactory experiences will result in a clinical failure. Unsatisfactory clinical days include but are not limited to arriving late or leaving early, noncompliance with the Trocaire uniform or health requirements, not being prepared for the clinical day, and providing unsafe patient care. A Petition for Reconsideration must be submitted to the instructor if a student misses more than two clinical days with proof of an absence for each missed clinical day. Note: **A third clinical absence is only granted** to a student who missed clinical/class/lab due to documented illness, or death of a first-generation relative (note from a health care provider on the day of each of the absences, or proof of death). Students will not be granted a third clinical day due for unsatisfactory clinical experiences.
- If the Petition for a third clinical day is approved by the nursing program, clinical make up experiences will be scheduled at the student's expense and may occur at a time different than the regularly scheduled clinical experience.
- Any student who must make up a clinical absence or have a repeated experience due to a failed clinical day must make up each hour of the clinical day.
- Students in NU 124, NU 217, and NU 220 will not be permitted to miss any clinical days. These classes have three clinical rotations per class and missing clinical time fails to meet the course and clinical objectives. Additionally, there are limited clinical days and times for these rotations and the programs are unable to provide any additional clinical make ups.

Clinical Experience Make-Up Procedure

Individual contracts with affiliation sites may or may not provide for additional clinical time to be used as "make-up" clinical experiences. Students must understand that missing scheduled clinical experiences may jeopardize their ability to pass the course. Make up opportunities may not be during the regularly scheduled clinical time or rotation.

- A. Follow the procedure in the course outline for reporting off from a clinical assignment.
- B. Contact the clinical instructor **and** clinical coordinator on the day of return from the absence to discuss a makeup experience and required documents for submission. The technical standards document must be completed and submitted after injury and moderate/severe illness.
 - A remediation form for unsatisfactory clinical experiences will be written to delineate the specific learning objectives that must be accomplished to pass the course. A remediation form becomes a permanent part of the student's record.
 - All assigned makeup hours must be completed to be eligible to pass the course.

Clinical Rotations

The nursing programs provide clinical learning opportunities for students. This is the time where students can link theory to real life patient care through the utilization of clinical judgement.

Clinical rotations can vary in times, dates, and locations due to course objectives, clinical site availability, etc.

Clinical Requirements

- Clinical rotation hours vary based on the course. Some courses have weekly clinical days and other courses require students to attend clinical every other week. Please see your course registration and course syllabi for additional details.
- As stated above students must meet the minimum clinical hour requirements established by the New York State Office of Professions.
- **The programs place nearly 700 students in clinical each semester and are unable to accept requests for clinical sites/instructors or times.**

*Clinical experiences are at the discretion of clinical partners and are subject to change.

Clinical Course Requirements and Policies

- Transportation to and from clinical is the responsibility of the individual student.
- Some clinical sites require Criminal Background Checks prior to the start of clinical. Students may need to go to an off-campus location prior to the start of clinical to have the background check completed. Students are responsible for fees associated with the Criminal Background Check.

Clinical sites may provide students with access to parking areas. Fees for parking is the responsibility of the student.

Student Health Requirements

- Required health documents must be submitted to CastleBranch. Deadlines of submission are set by the Nursing Clinical Education Office and are approximately two months prior to the start of the semester. This is due to the required onboarding

our community partners are asking in order to process all information. Students are responsible to upload health documents to their CastleBranch account. Students are required to keep a copy of these documents. For questions regarding CastleBranch, please contact the Nursing Clinical Education Office at NUclinicals@trocaire.edu.

- Students enrolling after these dates will have 10 days to turn in all required documents.
- Failure to turn in required health documentation will result in the inability to attend clinical and may result in a failed clinical day or being dropped from the course.
- Students are required to take a copy of their CastleBranch summary report to the first day of clinical for clinical instructor verification. Failure to bring these documents will result in the inability to attend the clinical day, resulting in an unsatisfactory clinical day
- Students may not attend clinical until health records are in compliance. **It is the student's responsibility to maintain valid records and to update records for the duration of the program.** Reminders for expired documents are automatically sent to students. Missed clinical due to noncompliance with health records will result in a failed clinical day.

Required health documentation can be found on the next page.

Required Health Documentation

Clinical Requirement:	Required Acceptable Documentation:	Frequency:
Physical Exam	<ul style="list-style-type: none"> Must be completed by a licensed medical provider and documented on a Trocaire College Physical Exam form which can be located at: https://my.trocaire.edu/wp-content/uploads/2018/07/PHYSICAL-EXAMINATION.pdf 	Annually- within 12 months
Measles/Mumps/Rubella (MMR) - one option must be met	<ul style="list-style-type: none"> Two doses after 12 months of age OR Measles (Rubeola) two immunizations after 12 months OR blood titer documenting immunity AND Rubella (German Measles) one immunization after 12 months of age OR blood titer documenting immunity 	One time
Meningococcal/Meningitis	<ul style="list-style-type: none"> Meningococcal immunization Meningococcal declination form (Annually) 	Every 5 years
TB (PPD) or Quantiferon	<ul style="list-style-type: none"> New test is required yearly A recent copy from your employer is acceptable If any previous test was positive, list test type, treatment dates and latest x-ray date/result, include copy of x-ray report 	Annually- within 12 months
Varicella (Chickenpox or Shingles) - one option must be met	<ul style="list-style-type: none"> Two doses of immunizations OR Blood titer documenting immunity OR Documented history of disease and disease date if born before 1980 	One time
Hepatitis B - one option must be met	<ul style="list-style-type: none"> Vaccine – series of three and dates OR Positive Hepatitis B Antibody Test and date OR Signed declination form (Annually) 	One time
Tetanus Pertussis-Diphtheria (TDAP)	<ul style="list-style-type: none"> Vaccine series as a child AND Tetanus-Diphtheria booster less than 10 years ago 	One time and Every 10 years
Influenza (Flu shot)	<ul style="list-style-type: none"> Immunization for current flu season OR Signed declination form and mask compliance per site protocol 	Annually – due by 9/15 of every year
COVID	<ul style="list-style-type: none"> Johnson & Johnson Pfizer Moderna Copy of official CDC card required 	Must remain fully vaccinated per CDC and NYS definition.
CPR/BLS for the Healthcare Provider Certification	<ul style="list-style-type: none"> Certification in Basic Life Support CPR <i>that fulfills ILCOR standards.</i> Any provider (AHA, Red Cross, etc) that meets ILCOR standards. Hybrid (online didactic coursework with hands-on skills competency) OR traditional classroom based models for the full training. Online only is NOT accepted. 	Must remain current the entire length of the program.
HIPAA	<ul style="list-style-type: none"> Directives will be sent via Trocaire College email from NUclinicals. 	Annually –within 12 months
Consent to Release Medical Information	<ul style="list-style-type: none"> Directives will be sent via Trocaire College email from NUclinicals. 	One time
<p><i>* Additional health record information, including current forms can be found at https://my.trocaire.edu/student-services/health-office/.</i></p> <p><i>** All health requirements must be in compliance for the duration of the program. It is the student's responsibility to monitor expiration dates and submit updated documents to CastleBranch. Expired health records will jeopardize successful clinical experiences and could result in clinical (course) failure.</i></p>		

Clinical Evaluation Tool Guidelines

The clinical evaluation tool (CET) is used for all clinical nursing courses. Each nursing course builds on prior knowledge, skills, and attitudes. The CET is an official record of clinical completion and documents skill development and utilization throughout the clinical experience and becomes part of the student record.

Clinical Documentation

Clinical documentation is expected for every clinical course. It is different for each clinical setting and includes but is not limited to the review and acceptance of partnering hospital's rules and guidelines. This documentation will include items such as patient confidentiality, HIPAA and other patient safety computer modules and student nurse orientations which are specific to each facility. Even if the student is employed by the clinical agency where their clinical rotation occurs, the student will need to submit the required documents.

Successful completion of a clinical component of nursing course will require satisfactory achievement in course evaluation methods as described in the course syllabus.

Clinical Performance

Students are expected to demonstrate consistent professional behavior and consistent application of nursing theory in the clinical arena. Clinical performance in each course will be assessed using the clinical evaluation tool, and students must achieve satisfactory ratings and earn a "pass" in all categories to demonstrate satisfactory clinical performance. Failure to perform at the satisfactory level on any portion of the clinical evaluation will result in the student earning a clinical failure, and the student will receive a grade of "F" for the entire course regardless of the performance in the theory portion of the course. *Two unsuccessful clinical days will result in a clinical failure and course failure. Any student failing clinical will not be permitted to withdraw from the course.* Students are expected to follow all clinical guidelines and professional expectations that are provided for each course.

Clinical Competencies

Students may be required by their clinical placement site to complete site-specific competencies and training. Completion of these competencies/trainings are the student's responsibility. Students are required to submit proof of completion of mandatory competencies/training, per partnering facility requirements, prior to starting their clinical experience. Students who do not submit all the necessary paperwork by the posted deadline will not be permitted to participate in the clinical course(s) and will be dropped from the roster. The Nursing Program Clinical Education Coordinator and/or clinical instructors will let students know of required competencies.

Clinical Preparation

All nursing students are required to spend time preparing and completing assignments for each clinical experience. For example, care maps and other written work are often

required to be completed prior to clinical. Students must budget their time accordingly and should plan to spend time in addition to course hours to be properly prepared for the clinical experience.

Clinical Experience Make-Up Procedure

Review the previous information for clinical make-up procedures. **Failure to complete all required clinical experiences will result in a failure of the clinical course.**

When health issues are involved in clinical absence, both student and client safety will be considered. Specifically:

- Students must disclose to the nursing clinical instructor and the clinical coordinator any health-related issue that may put either the student or a patient in danger. These issues include, but are not limited to, surgery, injury, and other major health related concerns. For the safety considerations, pregnancy should be disclosed as soon as possible. Please see the nursing [Functional Skills Requirements](#) for more information.
- Students are required to provide evidence from their health care provider that they may fully participate in all classroom, laboratory, and clinical activities without restrictions, and that a student's health concerns will not adversely affect patients. This evidence must be submitted to and approved by the clinical coordinator before returning to the classroom or clinical activities.
- Students may be counseled to withdraw from nursing courses to allow time to receive treatment, to improve the health condition, and to maintain the safety of patients.
- In the event of inclement weather, students should follow the College's decision. In other words, if the college is closed due to inclement weather conditions, then students should not attend clinical. Clinical time will need to be made up to ensure all clinical hours are accounted for.

Clinical Evaluation Tool (CET) Guidelines

The clinical evaluation tool (CET) is used for all clinical nursing courses. Each nursing course builds on prior knowledge, skills, and attitudes. All clinical learning experiences will be evaluated upon completion and/or as deemed necessary by the faculty. Students who are not meeting clinical outcomes will be counseled individually as needed.

The CET has two sections for clinical instructors to complete. The daily evaluation is to be completed after each clinical day by both the clinical instructor and student. The midterm and final clinical evaluation define the behaviors being evaluated for each core competency.

Students will review this performance evaluation tool: 1) before each clinical experience, 2) at midterm, 3) following the final clinical experience, and 4) as otherwise deemed appropriate by the clinical instructor or course faculty. Students are expected to review the CET each week to determine progression within the clinical experience. Students will also review the CET at midterm and the end of the semester for additional feedback.

Core Competency Statements

- Each core competency has associated statements, which specifies individual guidelines.
- The core competency statements are based upon level of matriculation in each clinical course.
- Each clinical course has a unique clinical evaluation tool specific to the course and level.

Grading Guidelines

- Clinical performance will be designated as either “S” “NI” or “U.”
- Every student must receive an “S” on the CET during the final clinical evaluation to pass the course.
- If a student receives a “U” on the Clinical Performance Tool during the final clinical evaluation, the student will FAIL the course.
- Two unsuccessful clinical days will result in a clinical failure and course failure.

Grade Descriptions

- A grade of “S” means the student:
 - Functions satisfactorily with minimum guidance in the clinical situation based on the level of the experience and associated clinical objectives.
 - Demonstrates accurate and appropriate knowledge and integrates knowledge with skills and attitudes.
 - Engages consistently in self-direction in approach to learning.
 - Provides evidence of preparation for all clinical learning experiences.
 - Follows directions and performs responsibilities safely.
 - Identifies own learning needs and seeks appropriate assistance.
 - Demonstrates continued improvement during the semester.
 - Uses nursing processes and applies scientific rationale.
- A grade of “NI” means the student:
 - Functions safely with moderate amount of guidance in the clinical situation based on the level of the experience and associated clinical objectives.
 - Demonstrates adequate knowledge and requires moderate assistance in integrating knowledge with skills.
 - Requires some direction in recognizing and utilizing learning opportunities.
 - Students receiving an NI: a remediation from will be initiated and specific actions will be identified which may include a referral to the college lab to practice skills or a remediation assignment based on the nature of the need to remediate. Students will have one week to complete the remediation that was identified.
- A grade of “U” means the student:
 - Requires intense guidance for the performance of activities at a safe level based on the level of the experience and associated clinical objectives.
 - Clinical performance reflects difficulty in the provision of nursing care.
 - Demonstrates gaps in necessary knowledge and requires frequent or almost constant assistance in integrating knowledge and skills.

- Requires frequent and detailed instructions regarding learning opportunities and is often unable to utilize them.
- Is often unprepared and has limited insight into own behavior.
- Is unable to identify own learning needs and neglects to seek appropriate assistance.
- Not dependable, lateness, unexcused absences.
- Breaches in professional or ethical conduct such as falsification of records and failure to maintain confidentiality.
- Students receiving a U: Depending on the nature of the event either a remediation form will be initiated, and specific remedial actions will be identified or students may be removed from the clinical site resulting in a second clinical failure. Students will have one week to complete any identified remedial measures. Any U on the final evaluation will result in a failed clinical experience
 - *Two unsuccessful clinical days will result in a clinical failure and course failure.*
- The CET is a comprehensive record of the student's clinical performance for each course. A final evaluation appointment must be made prior to the nursing final exam to review clinical performance.
 - **Unsatisfactory clinical performance** - Students will be informed of unsatisfactory performance by the instructor verbally and in written form by means of the anecdotal record, the remediation form, and/or the CET.
 - **Unsatisfactory evaluation** – A student may receive an unsatisfactory evaluation because of the following criteria.

The student:

1. Fails to satisfactorily complete clinical course requirements within the specified period. This includes, but is not limited to, immunizations and flu requirements.
2. Fails to demonstrate improvement to a satisfactory level in identified areas of clinical performance commensurate with guidance given.
3. Violates any of the following areas:
 - a. Patient Safety – Violation of National Patient Safety Goals
 1. Endangers the safety of the patient.
 2. Fails to perform clinical competencies appropriately
 3. Indicates lack of required preparation.
 4. Requires constant guidance and supervision.
 - b. Asepsis – violation of Asepsis/Standard Precautions
 - c. Professional behavior: Student fails to
 1. Comply with Code for Professional Behavior for Nursing Students.
 2. Make *appropriate* notification of absenteeism or tardiness for clinical day.
 3. Submit required written assignments within specified period.
 4. Comply with the recommendations of a Remediation Form.
 5. Make or keep appointment for clinical evaluation conference within the specified period.

Students who demonstrate unsatisfactory performance will have the opportunity to improve their performance to a satisfactory level through:

- Referrals to College Laboratory for skill improvement
- Collaboration with instructor for guidance in meeting course requirements
- Students who do not demonstrate improvement by the date established by the clinical instructor will receive a failing grade (F) in the course.
- The remediation form documents the student's unsatisfactory behaviors, which require improvement and includes a brief statement of the instructor's recommendation(s). Both instructor and student sign the form. The instructor also documents follow-up student responses to recommendations. Students who receive clinical remediation forms will be considered in danger of clinical failure.
- The college lab referral form is given by the clinical instructor requiring the student to review and practice a skill during an open laboratory session. Students must follow and complete the directives written on the form before the next clinical experience.

Clinical Evaluation Conference

Upon completion of a nursing course with a clinical component, students are required to meet with the clinical instructor. During the conference, records which document the evaluation of student clinical performance are reviewed by the student and the instructor. When students sign the evaluation, it indicates they have read the records. Students have the option to disagree, in writing, with the instructor's evaluation and to explain their theory-based rationale.

Guidelines for Professional Appearance and Attire for Nursing Students

The nursing student's professional appearance and attire influences patient care as well as the public's image of nursing. The student will maintain a professional appearance and attire that is neat, clean, and appropriate. In keeping with these commitments, the nursing programs has adopted the following policies:

Policies Regarding Professional Appearance and Presentation

Students are expected to wear the nursing uniform unless an alternate dress code is specified in the course syllabus. Students must maintain a professional appearance at all times in the clinical and nursing lab area. Clinical instructors or faculty may use individual discretion in dismissing students from the clinical area for inappropriate dress. Dismissal for inappropriate dress will result in an unsatisfactory clinical experience, which will adversely affect the student's ability to meet the course objectives and may result in clinical failure.

Attire in Clinical Settings, Nursing Lab, and Simulation

Official Trocaire College Nursing Student Uniform

Student uniforms identify the Trocaire College nursing students as students and helps limit confusion with other health care providers. **Uniforms are required for students who have registered for clinical or lab nursing courses.** All items of the uniform must be kept clean and wrinkle free.

Uniforms are purchased through the Trocaire College Bookstore. The cost of the uniform is the responsibility of the student. Students must be in the approved nursing uniform to attend clinical.

The uniform for all Trocaire PN/AAS nursing students consists of:

- A white scrub top with the Trocaire patch and maroon scrub pants. The patch is to be adhered to the left sleeve. Students may, for religious reasons, wear long wine-colored skirts.
- White leather nursing shoes or all-white leather athletic shoes. Shoes must have closed toe and heels. No crocs or clogs are permitted. Shoes must be kept clean.
- White socks.
- Trocaire College Picture ID is to be attached to right side of the uniform near the neckline. The ID must indicate you are a nursing student.
 - ***NYS Office of Professions: Practice Information states that you are legally required to wear an identification badge indicating your name and your professional title if you are practicing at a hospital, clinic, group practice, or other establishment offering health services to the public.***
- Bandage scissors, black ink pen, pen light, stethoscope, calculator, and watch (with second hand) must accompany the uniform. Smart watches are not permitted in the clinical setting.

**** Please note: Failure to comply with the required nursing uniform policy will result in a student being sent home from clinical. This will be counted as a failed clinical day.***

BSN Capstone Experience Dress Code

- Students enrolled in the BSN capstone course are expected to wear business casual attire with a lab coat with a Trocaire patch for the capstone experience unless otherwise indicated by the capstone site. BSN students are expected to adhere to the other elements of the uniform policy.

Students requiring medical or religious uniform accommodations beyond what is listed in this policy manual are required to submit their request to their respective Program Director.

Additional expectations of the dress code include:

- Professional grooming includes meticulous personal hygiene.
- Perfumes, colognes, and body odor should be avoided, the odor of cologne and perfumes can be nauseating and distressing to someone who is ill.
- Tobacco: third-hand smoke and odor on clothing, breath, skin, or hair is an impediment to health, can be offensive, and is not acceptable.
- Gum and/or tobacco chewing and the use of electronic cigarette is not permitted during the clinical experience.
- Hair

- Hair colors other than those that are naturally occurring will ***not be allowed***.
- Hair should be styled away from the face and fastened up off the collar in a manner that does not interfere with asepsis.
- Head coverings or accessories are limited to black, or white and must be tied back and away from the face.
- Dreadlocks or braids, if worn, must be clean, well maintained, and, if below the collar, must be secured
- Beards and mustaches must be short, trimmed neatly, and clean. It must be able to be contained by a surgical mask.

If an accommodation is required for medical or religious reasons, the student is required to submit this request in writing to their respective Program Director

- No false eyelashes
- Fingernails
 - Nails should not be longer than ¼". Nail polish is not permitted.
 - Artificial nails- studies consistently demonstrate that artificial nails result in higher rates of gram-negative organisms which increases the transmission of bacteria to patients. Artificial nails are inconsistent with infection control guidelines and are not permitted at any clinical.
- Jewelry
 - Earrings must be limited to ONE stud-style earring per ear. Please note that multiple earrings on the ears or facial area are not permitted.
 - Body piercing other than earlobes may not be visible. Only clear retainers may be used to maintain the piercing while the jewelry is out.
 - Rings-only plain wedding bands are permitted. No rings with stones are permitted due to the potential for the stone to cause injury to the patient, tear through gloves or harbor pathogens.
 - Bracelets are not permitted.
 - Wristwatches may be worn. Smartwatches are not permitted in the clinical setting.
- Cell phones are ***prohibited in patient care areas***. Students who are found with phones in a patient care area will be sent home for the day and will receive an unsatisfactory clinical day.
 - Students may give the units phone number to individuals who may need to contact them in an emergency during clinical hours.
- Photo identification badges are REQUIRED to be always worn on the uniform for clinical practice and on the lab coat when students are present in agencies for orientation or assessment prior to clinical practice and must identify the student as a nursing student. The photo identification badges are obtained the first week of school or during orientation from the security guard at the College. Photo identification badges should not be worn on lanyards, as this is a safety and

infection control concern for both patients and students. Photo IDs must indicate the student is enrolled in the appropriate nursing program. Miscellaneous

- Modest and indiscernible undergarments must be worn when on any clinical assignment, whether in uniform or street clothes.
- Display of cleavage or bare midriff is not professional and is prohibited in any clinical area.
- Hoodies, sweatshirts, sweaters, and long sleeves are not permitted.

Additional Clinical Information

- Valuables, including purses, are to be left home or locked in the trunk of your car.
- Students who are employed are not to wear job-related uniforms or job-related ID badges in the clinical areas.
- Confidentiality
 - The Health Insurance Portability and Accountability Act (**HIPAA**) require that all protected health information (PHI) be kept private by all persons who have access to that information. Any violations of HIPAA regulations may result in dismissal from the Nursing Programs. Students must complete HIPAA training annually.
 - Cameras, tape recorders, and other recording devices are not to be used in the clinical area for recording identifiable client data or images. Students must always follow facility policy.
 - Under no circumstances whatsoever is the student allowed to remove any patient information from the clinical unit including copies of lab values, patient histories, etc.
- Noise level on the clinical unit is to be kept to a minimum.
- Respect and professional behaviors are required at all times.
 - *Additional dress code expectations may be established by the clinical facility or Dean of Nursing at any point during the clinical experience, and must be adhered to by the students.*

Unsafe Clinical Practice

It is expected that all students participating in clinical settings are physically and mentally competent, at all times, to provide safe patient care. A faculty member, clinical instructor, or agent of the clinical site may remove from the clinical area any student deemed to be clinically unsafe. This removal will be documented and reported to the nursing program for follow up. Removal constitutes a clinical absence, which carries consequences.

Transportation

Students are responsible for their own transportation to all classes and clinical experiences, including parking fees and other travel expenses. Transportation is not an excuse for being late or absent to a class, clinical, or lab.

Cardiopulmonary Resuscitation (CPR)

It is the responsibility of each student to maintain cardiopulmonary resuscitation (CPR) throughout the clinical course. Any provider (AHA, Red Cross, etc) that meets ILCOR standards. Hybrid (online didactic coursework with hands-on skills competency) **OR** traditional classroom-based models for the full training. Online only certifications will not be accepted.

Students will not be permitted in any clinical area without proof of current CPR certification. Any student not meeting this requirement will be asked to leave the clinical area. This circumstance constitutes an unexcused clinical absence and will result in the inability of that student to meet course objectives. Students are responsible for ensuring that their certification remains current.

COLLEGE LABORATORY

Simulation Lab Attendance and Absences

As stated above students absent from more than two scheduled experiences (i.e., clinical, college labs, or clinical seminars) will constitute a course failure. Refer to the clinical attendance policy for more information regarding excused and unexcused absences.

SAFETY GUIDELINES

Latex Warning

Some of the equipment in the nursing labs contains latex. If a student has a known sensitivity/allergy to latex, please inform the skill lab director and the instructor. Every effort has been made to replace equipment with latex-free substitutions, as available. The veins in the IV arms and pneumothorax bladders contain latex. Users who suffer from latex allergies should take precautions while using or handling the latex parts by wearing non-latex protective gloves

Nursing Skills Lab

The purpose of the nursing skills lab is to provide nursing students with the opportunity to practice hands-on skills, critical thinking, and clinical reasoning, and clinical judgement in a simulated hospital setting. The nursing skills lab helps students with remediation, skill building, required lab hours, medication administration, and offers students a variety of nursing resources.

- Students **MUST** follow the program's uniform policy while in labs. Failure to follow the policy constitutes a failed lab experience.
- Professional behavior is expected. Inappropriate behavior will not be tolerated and will be sanctioned.
- The nursing lab has specific hours of availability throughout the semester that are posted on the doors. All students are responsible for checking the nursing lab hours as they are subject to change. Students may be required to sign up for open and simulation lab times using a provided sign-up link.

- It is expected that students will email the lab faculty if they need to cancel or will be late for an appointment. Failure to do so constitutes a lack of professionalism and the student will be sanctioned.
- Students are expected to come to the skills lab prepared.
- Students will be required to participate in all college laboratory activities and demonstrate satisfactory performance appropriate to each level.
- Cell phones must be turned off (no visible “buzz” or lights) while working in the nursing and simulation labs.
- Attendance is required at college laboratories at scheduled times.

Unsatisfactory laboratory performance is based on the criteria outlined within the clinical section.

College Laboratory and Simulation Grading (Satisfactory/ Unsatisfactory)

- Students are to attend all on-campus lab sessions. Students must notify their lab instructor prior to any missed lab unless they are unable due to being incapacitated.
- In the event of an excused absence, students must provide acceptable documentation of the event that led to missing the scheduled clinical simulation/lab class within one week of the absence.
- Students are required to always act in a professional manner, this includes professional attire in the nursing uniform as outlined above.
- Students who are unsuccessful at demonstrating a lab skill will be offered remediation. As per their lab course instructor, the student must practice in open lab and be evaluated by another instructor. If the student remains unsuccessful after the second attempt, the student must make an appointment to meet with the Director of On-Campus labs for the third skills evaluation. Students must successfully demonstrate all laboratory skills, attendance criteria and profession performance to successfully meet the requirements of this course.

Simulation Laboratory Experience & Requirements

- Simulation experience create a state of the art, hands on learning experience for all nursing students. Simulation provides opportunities for students to learn about the care of patients across the continuum of clinical situations.
- Simulation is the opportunity for students to practice newly learned skills in a safe and realistic environment.
- Simulation is designed to promote safe competent nursing care of patients.
- Simulation improves learner proficiency and offers a more progressive and comprehensive skill set. Simulation offers students the opportunity to apply course work to practical scenarios.
- Simulation is designed to improve student confidence and competence (a key indicator in student success), as well as measuring or validating theoretical knowledge, psychomotor skills, clinical decision-making skills, communication, and teamwork.

- Simulation experiences provide students with new knowledge in an environment conducive to focusing on critical thinking, clinical reasoning, and clinical judgment skills.
- Simulations and case scenarios imitate the clinical setting and are designed to help the student develop problem-solving and decision-making skills. Simulations enhance the transition from the laboratory setting to the clinical setting.

General Information

The Nursing Simulation Lab (NSL) is in room 312. The NSL simulates a hospital and a home-care setting. The lab is fully equipped to practice all nursing clinical skills.

Lab Conduct/Behavior

Professional behavior is expected while in the simulation lab. All users of the lab space must act in a manner that does not disturb the academic activities occurring in the lab. No lab user shall infringe upon the privacy, rights, privileges, health, or safety of other lab users. Conduct within the lab should imitate the conduct expected during the clinical experience.

No eating or drinking in the lab is allowed. Students will be asked to leave the lab if they (i) use the lab equipment for any purpose other than specified; (ii) refuse to participate in the simulation experience, or (iii) are disruptive. If a student is asked to leave the lab due to any of the above reasons, it will constitute as a failed component of the course/program.

Confidentiality

All simulation practice sessions involving students and/or recordings are considered confidential. All mannequins should be treated as real patients. Discussion of scenarios or information is considered a violation of the Nursing Programs privacy policy. Students are expected to uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws requiring confidentiality. Students are expected to report any violations to the simulation faculty.

Students may be videotaped for evaluation of skill performance for training purposes only. Recordings are for educational purposes and debriefing opportunities with the appropriate faculty, staff, and students. Students are required to keep the simulation activities confidential to protect privacy and discourage inappropriate discussion of the video contents or student performance in the simulation scenarios. Any viewing or publication outside of the classroom, such as posting on YouTube, is unacceptable, unethical, and may result in disciplinary action.

Simulation Scenarios

When a student is in the NSL for simulation scenarios, the simulation mannequins are to be used with respect and be treated as if they were live patients. Please do not use newspaper, betadine, and ink pens near the mannequins.

The simulation lab is a learning environment. The students involved in the scenario should have everyone's respect and attention. Situations simulated in the lab are to be used as a learning tool and no discussion of the action(s) of fellow students should take

place outside of the lab. A debriefing session will be provided for all simulation experiences. Students must sign up for simulation scenarios as directed by their lead course instructor.

Unsatisfactory Simulation Experience performance will be based on the same criteria as an unsatisfactory clinical experience.

SOCIAL MEDIA

Nursing Student Guidelines for the Use of Social Media

The purpose of a social media policy is to provide guidelines to students, faculty, and staff who engage in online social networking. Individuals should refrain from sharing information that in any way reflects Trocaire College and the academic environment, including clinical practice, internships, outreach, and other activities related to the nursing programs and or college. Such sharing may violate the Health Insurance Portability and Accountability Act (HIPAA), the Family Educational Rights and Privacy Act (FERPA), and/or the policies stated herein.

As members of the academic and healthcare communities, social media use should reflect honesty, courtesy, and respect for others. Students are expected to display and maintain integrity and professionalism while communicating. Thus, nursing student posts or online activities should reflect positively upon the Nursing Programs as well as the College's student body, faculty, and staff. Any statements, pictures or expressions that could cause harm or injury to an individual or to the school will be considered grounds for dismissal from the programs.

Please remember that social networking sites are in fact public forums. This means that the information that is posted or shared can be viewed by unintended others, even if it has been deleted. Violation of privacy norms can have devastating effects on one's career.

To read more about social media policies and issues in nursing, please see the National Council of States Boards of Nursing document:
https://www.ncsbn.org/NCsBN_SocialMedia.pdf

In accordance with HIPAA, FERPA, and NYS Office of Professions laws, students are personally responsible and potentially liable for the material they publish on user-generated social networking sites. Instances of inappropriate use of social and electronic media will be reported to the relevant educational/clinical partner and may require reporting to the NYS Office of Professions (or other applicable professional oversight committees/organizations) and may result in their issuance of a censure or sanction. Reasons for censure or sanction by the nursing programs, the College and/or a professional body may include the following:

- unprofessional conduct
- unethical conduct
- acts or crimes involving moral turpitude
- mismanagement of patient records
- revealing a privileged communication

- revealing proprietary information
- breach of confidentiality
- defamation
- invasion of privacy
- harassment
- bullying

Expectations

- Always consider posts public
- Before posting on Facebook, Twitter, or other social media, please consider the appropriateness of the post as it may appear on the front page of a newspaper or the headline of the evening news.
- Avoid posting anything that is defamatory, offensive, or harassing.
- Avoid posting content about peers, administrators, or faculty that is, or could be construed as, derogatory or defamation of character.
- Never post comments that directly or indirectly references patients, diagnoses, or any content related to patient care or clinical experiences. This is a HIPAA violation.
- It is never appropriate to photograph and/or post a patient photo, patient record, or any other type of private or confidential information. This is a HIPAA violation.
- Recognize that “deleted” content may still be accessible.

Always Maintain Professionalism

- Students may not access any social networking sites during clinical, laboratory, or classroom time unless guided by faculty as a course requirement.
- You may not interact with patients or their family member/significant other in any online platform. You may not “friend” a patient, a patient’s family member or a significant other.
- You may not post anything about a patient or a patient encounter.
- Avoid posting pictures of yourself participating in any unprofessional behaviors or activities, such as drinking alcohol or dressing in a sexually provocative manner. Potential employers and the Office of Professions may deem this a violation of moral turpitude regulations.
- Use the highest privacy settings but recognize that there is no privacy online.

Remember that professionals have both a legal and an ethical duty to protect a patient’s privacy.

Recording of class is prohibited without prior approval and will result in the student not being allowed back into class. This includes recording of any type. Under no circumstance may any item be posted to an online service platform

Consequences of Violation

Trocaire College or the Nursing Programs will not tolerate violations of the social networking policy. Disciplinary action may range from a written reprimand to dismissal from the programs to expulsion from the College.

It is important to remember that faculty, staff, and students are expected to behave with integrity. Integrity should, therefore, be reflected and upheld in all communications that are shared with the public or that may become public, whether or not the communication was originally intended for widespread distribution.

FACULTY AND STUDENT COURSE EXPECTATIONS

Student-Faculty Expectations

Faculty is here to assist students in acquiring academic and professional competence. Students must make the decision to learn and demonstrate motivation to succeed. To work together successfully, students and faculty need to have mutual expectations.

Students Can Expect Faculty to:

- Clarify course requirements and expectations no later than the first week of class and as they come up throughout the semester. Information can be found in the course syllabus or on the course Moodle page. Check these areas for course related information.
- Provide contact information and information about their availability.
- Specify the expected time for response to student e-mails or phone calls.
- Specify the anticipated time for feedback on assignments.
- Provide information that will help students be successful in the course.
- Make course materials available.
- Not share anyone's work with other students without permission. Faculty may share student work with Trocaire College administration, other faculty and/or accrediting bodies as needed.

Faculty Expect Students to:

- Become familiar with the syllabus and online resources, such as Moodle and Evolve, and all course material and seek clarification as needed.
- Manage their time effectively to allow for active participation in the course throughout each week as defined in the syllabus.
- Communicate with the instructor when problems arise or when assistance is needed.
- Written Assignments:
 - All scholarly work (papers and assignments) should utilize scholarly writing style, including: writing clear, concise, and grammatically correct sentences; using proper punctuation; demonstrating critical thought; and typed and using APA 7th edition formatting.
 - The library offers resources that may assist with writing assignments.

- Recognize that collaborative learning is a valuable learning experience when handled constructively.
- Be aware of their own personal values and demonstrate respect for others, regardless of differing values and opinions.
- Maintain confidentiality and acknowledge patients' privacy rights (HIPAA) in any communications about patients, co-workers, and/or employers.
- Practice good "Netiquette" throughout online courses or web-enhanced courses.
- Dress in a manner that will reflect high standards of personal self-image so that each student may share in promoting a positive learning environment within the college community.
- Check Trocaire email and Moodle daily.
- Activate and maintain Trocaire Internet access account and delete old email regularly.

Student-Faculty Appointments

Students may make appointments to see faculty members during scheduled office hours or at other pre-arranged times. Office hours are posted on individual office doors, in course syllabi, and/or on Moodle. Instructors may be contacted by leaving a message on instructors' voice mail or by email.

CHANNELS OF COMMUNICATION & GRIEVANCE OR GRADE APPEAL

Students have the opportunity to communicate their concerns about course or other issues in the nursing programs. Professional nurses are expected to follow the Chain of Command in resolving issues and conflict.

Trocaire College Appeal Policy

The Appeal Policy can be found in the college catalog.

Please note that most problems can be resolved with a meeting with instructors. However, if a student has an issue to address, the student should follow the appropriate chain of command as follows:

- Step I:** First speak directly with the professor/clinical instructor. If a student has a concern or a problem with a professor, the student is expected to approach the involved professor and arrange an appointment to discuss the issue.
- Matters relating to the clinical area should be discussed with that clinical instructor.
 - If the student feels there is unsatisfactory resolution, they should proceed to Step II.
- Step II:** Make an appointment and speak with their academic advisor.
- Each nursing student is assigned an advisor.
 - If the student feels there is unsatisfactory resolution, they should proceed to Step III

- Step III:** Make an appointment to speak with the Program Director.
- If the student feels there is unsatisfactory resolution, they should proceed to Step IV.
- Step IV:** Make an appointment and speak with the Dean of Nursing by contacting Concetta Breckon, Nursing Operations Coordinator by Phone: 716-827-2452 or email breckonc@trocaire.edu.
- Any student who feels there is unsatisfactory resolution may make an appointment to meet with the an administrative member of the Office of Academic Affairs
- Step V:** Make an appointment with an Administrative member of the Office of Academic Affairs:
- You must contact Debra Steriovski, Academic Affairs Coordinator, for an appointment via email at: SteriovskiD@Trocaire.edu.

Preparing for meetings: Please present your information in a clear, concise format including an explanation of the problem, and steps that were taken to resolve the issue, including dates, time, and evidence from theory, etc. At each step of the appeal process, the student, faculty, staff, or administrator may have additional individuals involved based on the nature of the appeal.

Appeals Process

Any student whose continuance in a program is rescinded because of failure to meet the course or clinical criteria may petition the College for reconsideration. The student will be granted a meeting with the Program Director and/or Dean of Nursing to discuss the student's specific circumstances in relation to program objectives and clinical affiliate policies. Clinical instructors will be consulted by the Dean of Nursing or Program Director to discuss how, and if, the course and clinical objectives can be met.

Code of Professional Behavior for Nursing Students

Substance Abuse

A student who is found abusing any substance will be subject to review for possible dismissal from the Nursing Programs per regulations as stated in the Student Handbook.

Professional Attitudes and Behavior

The expectation of the Nursing Department is that students will always conduct themselves in a professional manner while representing the Trocaire College Catherine McAuley School of Nursing. Students are expected to be:

- Honest and ethical
- Accountable - answerable for their own actions
- Responsible - liable and conscientious
- Dependable - trustworthy and reliable
- Courteous - polite and respectful behavior and language

- Punctual - arrives for class, laboratory, clinical and conferences at the specified time.

Students will be disciplined for unprofessional conduct, at the discretion of the Nursing Department, if at any time they behave in a manner which is inappropriate, unprofessional, disrespectful, argumentative, or endangers the health or safety of fellow students, faculty, staff, clients and/or a member of the health care team. Disciplinary action may also be implemented by the clinical agency for students that do not follow clinical agency policies during each clinical experience.

Unprofessional conduct includes but is not limited to:

- Verbal or nonverbal language, voice inflections, actions, or insubordination which compromises working relations with peers, faculty, staff, clients, families/significant others, or health care team members.
- Actions that may compromise contractual agreements between Trocaire and affiliate agencies.
- Violation of legal or ethical standards.
- Disruptive behavior of any kind that interferes with the clinical learning experience.
- Using or being under the influence of any drug be it OTC, prescription and/or illegal, including alcohol, that may alter judgment and/or interfere with safe performance or create a demeanor deficient in competence.
- Breach of confidentiality in any form.

Functional Abilities/Technical Standards for PN, RN and BS/N Programs in the Catherine McAuley School of Nursing

To practice nursing, the student's health must enable them to fulfill the requirements and outcomes of the nursing programs in the Catherine McAuley School of Nursing. The National Council of State Boards of Nursing recommends sixteen categories of functional abilities for nurses which the Catherine McAuley School of Nursing follows for admission and progression in nursing programs. In addition, all students must comply with the clinical agency's performance policies, standards, and requirements. Students unable to meet functional abilities/technical standards, with or without reasonable accommodation, will not be able to complete the program and will be counseled to pursue alternate careers.

The Catherine McAuley School of Nursing follows the College's non-discrimination policy as outlined in the College Catalog. Students are encouraged to become familiar with this policy. Inquiries concerning this policy should be directed to: CivilRightsCompliance@trocaire.edu. A student with a disability is required to have the disability verified by the Student Counselor/Director of Wellness located in Room 118 of the Choate Street campus. Disability Services and the student will meet to identify which accommodations are reasonable. Students with documented disabilities may benefit from accommodations such as extended time on tests or note takers for example.

Students are advised that the College and clinical agencies associated with the Health Science Programs will rely upon the health information supplied by and for the student. Any student who withholds or knowingly submits incorrect health information shall be subject to disciplinary action as set forth in the Student Handbook.

The College must provide student health information to clinical agencies as required by New York State Department of Health regulations and legal contracts with affiliating agencies.

Technical Standards Policy

Any student who is medically unstable, ill, or has an injury is required to have the Technical Standards Clearance signed by a qualified health care provider. Please review [the full functional technical standards](#) policy.

Medical Clearance Attestation (to be completed by a qualified health care provider)

_____ (student name) was seen in my office on _____ (date).
After reviewing the above Functional Abilities/Technical Standards for PN, RN and BS/N Programs in the Catherine McAuley School of Nursing at Trocaire College
_____ (print students name) may safely return to clinical and can perform all technical standards of the nursing program with no restrictions.

Please print name and sign:

Physician's Name (Please Provide name, address, and office phone number):

Physician's Signature: _____

Date:

Nursing Policies for Continuation and Progression

Progression Policy in the Nursing Programs

A student's progression through the nursing program requires maintaining appropriate grades and the approval of nursing faculty that a student is qualified in all relevant aspects to practice nursing safely, ethically, and competently. The Nursing Department reserves the right to review the student's ability to practice safely and competently at any time and will do so automatically when the student:

- Receives a grade of C- or below in a nursing or science course
- Does not meet the appropriate HESI benchmark score.
- Has earned a cumulative major GPA of below 2.0 at any point during the program
- Is reported by a nursing faculty member or supervising nurse as having practiced unsafely, unprofessionally, unethically, or engaged in illegal behavior.
- Received a clinical failure. At the time of the clinical failure the "F" grade will be entered into CAMS, the grade reporting system used by faculty, and the student will not be permitted to continue in the course.

Once admitted into the program, the following criteria must be met to satisfy progression requirements before students can progress from one level to the next. These criteria are outlined below.

<p>Good academic standing</p>	<p>Students must demonstrate continued progress with their academic standing and make satisfactory progress toward the degree.</p> <p>❖ Have not been suspended or dismissed from the college for any other reason, including but not limited to infractions of academic integrity policies or violations of the Student Code of Conduct (See <i>Student Handbook</i>).</p>	<p>Failure to maintain good academic standing in the nursing program:</p> <p>❖ Note: Refer to the College's policies on Academic Dismissal (See <i>College Catalog</i>), which stipulate the conditions students must satisfy in order to continue as a matriculated student at the College. A student who is academically dismissed from the College may not remain in the Nursing program.</p> <p>❖ Note: Students on an approved Leave of Absence will be considered to still be enrolled in the program unless the Leave of Absence has lapsed. <i>Placement in the program, following a leave of absence, is based upon space availability.</i></p>
<p>GPA requirements</p>	<p>Maintenance of a cumulative GPA of 2.0 or greater.</p>	<p>Dismissed if cumulative GPA falls below a 2.0 at any point throughout the program.</p> <p>Students may be placed on academic probation based on a semester GPA. Refer to the college catalog for information on academic probation.</p>
<p>Course Failure</p>	<p>A student who does not pass one of the required nursing courses in the nursing programs (including A&P II w/Lab, Microbiology w/Lab) but who remains enrolled in the program will need to repeat that course before they are allowed to continue taking additional nursing courses.</p>	<p>Depending upon class availability and clinical slots, the student <i>may not be able to repeat the course in the semester immediately following the course failure.</i> Students in this situation should meet with</p>

	<p>Any failure of a course that is a prerequisite to another course, including Liberal Arts courses, will need to be repeated in order to progress.</p> <p>Refer to the college catalog regarding information on prerequisite, corequisite, and concurrent courses.</p>	<p>advisement to discuss the upcoming schedule and course availability.</p> <p>Failure of two nursing courses, withdrawal from the same nursing course, or a withdraw and failure from the same course will result in program dismissal.</p>
<p>Academic Dismissal from the A.A.S. or PN Nursing Programs</p>	<p>Students enrolled in the A.A.S. or PN Nursing programs will be academically dismissed from the program (but not necessarily from the college) for any of the following reasons:</p> <p>✓ <u>Two or more course failures</u>, with course failure defined as receiving a grade of C-, D+, D, F, FX, or WF, in any of the following required courses:</p> <ul style="list-style-type: none"> ○ Any nursing course required in the A.A.S. or PN program (courses beginning with the 'NU' or 'PN' designation) ○ Any of the science courses required in the A.A.S. or PN program, including BIO 130 I (Anatomy & Physiology I), BIO 130 L (A&P II Lab), BIO 131 (Anatomy and Physiology II), BIO 131 L (A&P II lab), BIO 223 (Microbiology), and BIO 223 L (Microbiology lab). <p>Examples:</p> <ul style="list-style-type: none"> ✓ failing the same NU or PN course twice ✓ failing two individual NU or PN courses ✓ failing an NU or PN course and a science (A&P or Micro) ✓ failing two science courses (A&P II & Microbiology) ✓ withdrawal from an NU or PN or science course twice will 	<p>Failure/withdrawal explanation:</p> <p>Any 2 nursing, science, or combination of nursing/science courses:</p> <p>A student withdraws from a course and then fails the same course</p> <ul style="list-style-type: none"> • Any student who withdraws from a course and then passes this will not count as two attempts of that course. • Withdrawals are only counted when the student fails the same course. • Withdrawals are counted as a failure when a student withdraws twice from the same course

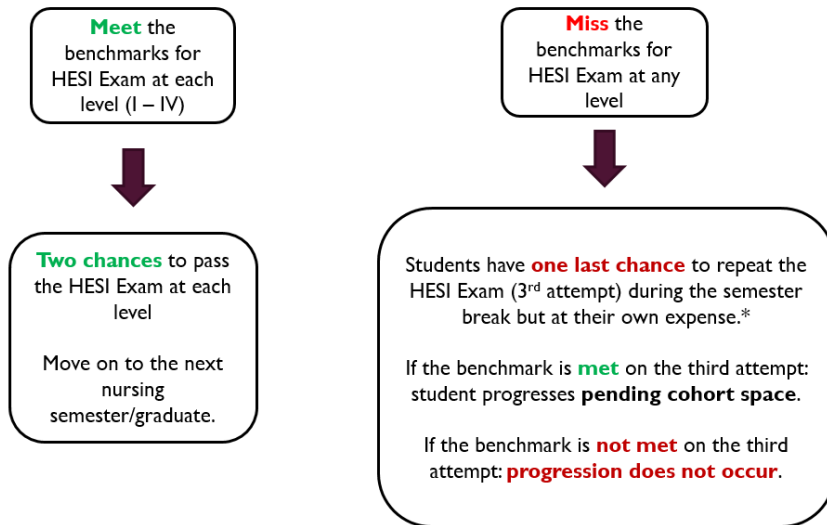
	<p>be considered 2 attempts at the course</p> <p>✓ Note: an attempt is any student enrolled in a course who withdraws for any reason.</p>	
Failure to successfully complete a required course in the nursing program	Successful completion of a required course in the Nursing A.A.S. or PN program is defined as receiving a grade of 'C' or higher (i.e., A, A-, B+, B, B-, C+, or C) in that course.	
HESI Progression Policy	Meets associated HESI benchmark score within allotted attempts allows the student to progress within the nursing program as long as all other progression elements are attained.	Failure to meet the associated HESI benchmark score within the allotted attempts prevents the student from progressing within the nursing program.
Course Repeat Policy	<p>The college's policy on Course Repeats (See <i>Repeat Course Policy, College Catalog</i>) indicates that students may repeat a course only once unless they have signed authorization from the Director of the program in which they are enrolled. Under normal conditions, students will not be given permission to repeat a nursing or science course required in the Nursing program more than once. Further, students who repeat a science course more than once while enrolled in another program (for example, repeating BIO 130 (A&P I) more than once while enrolled in the General Studies program) will not be eligible to enroll or remain in the Nursing program.</p>	<p><u>Note:</u> A student may withdraw from a course in the weeks following the Add & Drop period and prior to the last day to officially withdraw (See <i>Course Withdrawal Policy, College Catalog</i>). A withdrawal by itself carries no academic penalty (that is, a grade of 'W' does not affect the student's Grade Point Average).</p> <p><i>However, a withdrawal does count as an attempt at the course and will be considered as part of the Repeat Course Policy.</i> For example, a student who has withdrawn from a specific course during their first attempt at the course will normally be provided only one additional attempt to successfully complete that course.</p>

Nursing HESI Progression Policy

The Catherine McAuley School of Nursing has implemented a HESI progression policy for each level of the AAS and PN nursing programs. A student must obtain the HESI benchmark score for the corresponding level to progress within the program to the next semester or graduation. HESI exams that are used for progression (noted in the figures below) are separate from the assigned course grade. The figures below outline the HESI Progression Policy for the AAS and PN nursing programs.

AAS HESI Progression Policy

Nursing Progression Policy



Nursing Progression Policy

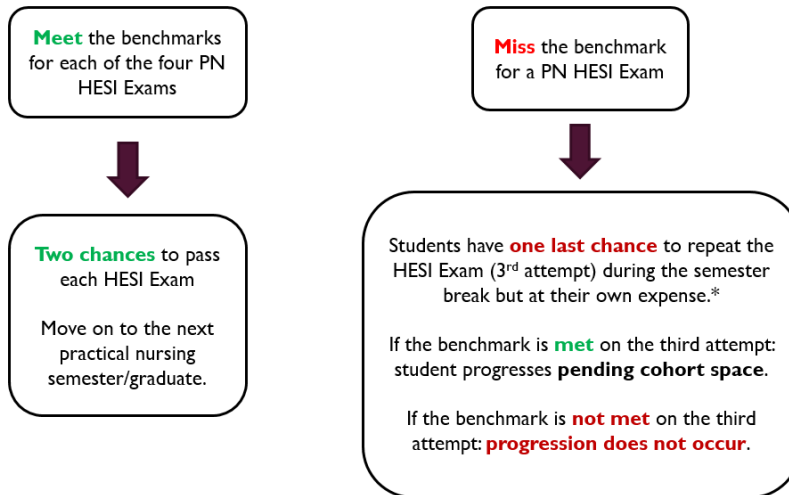


Progression Policy HESI Exams – A.A.S. (RN)			
Semester	Course	Exam	Benchmark
1	NU110 (Health Assessment)	Health Assessment	725
2	NU122 (Health Restoration I)	Fundamentals	750
3	NU214 (Health Restoration II)	Medical/Surgical	775
4	NU222 (Health Restoration III)	Exit	800

HESI Exam Type	Cost
RN/PN Specialty Exam	\$49.00
RN/PN Exit Exam	\$78.00

PN HESI Progression Policy

Practical Nursing Progression Policy



Practical Nursing Progression Policy



Progression Policy HESI Exams – Practical Nursing (PN)			
Semester	Course	Exam	Benchmark
2	PN104 (Fundamentals of Practical Nursing)	Fundamentals	725
2	PN105 (Practical Nursing II)	Medical/Surgical	750
3	PN106 (Practical Nursing III)	Maternity/Pediatrics	775
3	PN107 (Practical Nursing IV)	Exit (E2)	800

HESI Exam Type	Cost
RN/PN Specialty Exam	\$49.00
RN/PN Exit Exam	\$78.00

Readmission to the A.A.S. or PN Nursing Program

Students who have been academically dismissed from a Nursing Program may apply for readmission under the following conditions:

- A student enrolled in a nursing program who experienced a major or catastrophic personal event which can be shown to have had direct impact on their academic success and for which they had no control may apply for readmission. In reviewing the application for re-admission, significant consideration will be given to the following:
 - At the time of the major or catastrophic personal event, did the student contact their course instructor(s) and advisor in a timely fashion to inform them **in writing** of the issue? Did the student provide documentation or other credible evidence that a major or catastrophic event impacted their academic performance?
 - If guidance was provided by the instructor(s) or advisor, did the student follow that guidance?
 - Has the personal issue been fully rectified such that it will no longer impact the student's ability to be successful in the nursing program?

Note: Students who experience a major or catastrophic personal event but who do not inform their instructor(s) or advisor in writing in a timely fashion and/or who attempt to continue in the course or program (e.g., who take quizzes, exams, etc.) will **NOT** be eligible for readmission under this provision. It is the student's responsibility to inform the faculty/program in a timely fashion when a significant issue arises that might impact their academic success.

If approved, a student may reenter the nursing program. In many cases, the student may not enter the program in the next semester and may need to switch course offerings based on course availability and successful completion of a developed academic plan.

Prior to readmittance into the program, the student must demonstrate academic preparedness through successful completion of an academic plan. The academic plan is collaboratively developed with the student, program director, and other individuals are appropriate and focuses on the student's identified factors for areas of improvement.

OR

- A span of three years has passed since the student was academically dismissed from the nursing program at Trocaire.

All applications for re-admission must be submitted in writing to the Coordinator of Nursing Operations the form provided and will be considered on a first-come, first-serve basis. Depending upon course availability and clinical slots, students granted re-

admission may not be able to enroll in courses in the semester immediately following the re-admission decision.

OR

Students who are unsuccessful in the AAS nursing program may apply to the PN program. Students must meet the PN admission requirements.

Once accepted into the PN program the following placement criteria will be used:

- Unsuccessful in 3rd semester nursing (NU 214 or NU 217) can apply for PN 106 and 107.
- Unsuccessful in 2nd semester nursing (NU 122, NU 124, NU 115) can apply for PN 105.
- Unsuccessful in 1st semester nursing (NU 112, NU 110, NU 114, NU 116) would need to apply for the entire two semester PN certificate program beginning with PN 104.

Note:

The college has a policy to provide former students an opportunity to return to Trocaire College for a **different** academic program without the burden of past academic difficulties (See *Academic Amnesty policy, College Catalog*).

Per the policy, students who are granted academic amnesty ***must change their academic program*** and must take a hiatus from the college for two full academic semesters (not counting summers). Therefore, students experiencing academic difficulty while enrolled in the A.A.S. Nursing program will not normally be able to use academic amnesty as a mechanism to return to the nursing program. Such students could use amnesty, however, as a mechanism to enter a different academic program.

Students will be notified of the Nursing Readmission Committee's decision.

PROGRAM REQUIREMENTS

Minimum Degree Requirements for all Nursing Programs can be found in the [college catalog](#) and on the [nursing academic page](#) on the Trocaire website.

The AAS and PN programs include the licensure requirements for infection and child abuse reporting and prevention.

Attestation

TROCAIRE COLLEGE

Catherine McAuley School of Nursing Student Handbook Attestation

I, _____, have received a copy of the Trocaire College Catherine McAuley School of Nursing Policy and Procedure Manual. Please review this edition carefully, then sign the statement below and upload it to the respective Moodle **NO LATER THAN the last day of drop/add**. This form must be completed and on file for students to attend clinical.

This Manual prescribes standards of conduct for students enrolled in the Trocaire College Nursing Programs. The standards are in addition to those prescribed for students under Trocaire College policies and administrative regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline.

Every student is expected to know and comply with all current policies, rules, and regulations as printed in the college catalog, student handbooks, and the Catherine McAuley School of Nursing Policy and Procedure Manual.

Signature indicates that you accessed a copy of the Catherine McAuley School of Nursing Handbook and Procedure Manual (**found on the Trocaire Home Page under the Nursing Program tab**) and that you have read and understand the information found in the Catherine McAuley School of Nursing Policy and Procedure Manual. Your signature also indicates that you understand that information about general college policies is in the college General Catalog & Student Handbook, and that information specific to each course can be found in the course syllabus.

I further understand that failure to read the Catherine McAuley School of Nursing Student Handbook and college handbook does not absolve me from the college and/or the nursing program policies and or requirements.

I have read and understand the Functional Abilities/Technical Standards for PN, RN and BS/N Programs in the Catherine McAuley School of Nursing at Trocaire College and accept the responsibility for adhering to the technical standards. I further understand that any changes in my ability to perform the above duties require notification of the nursing program and a medical release from my health care provider.

Printed Student Name: _____

Student Signature: _____

Date: _____

Program and semester: _____

****Electronically adding your name indicates attestation to the Catherine McAuley School of Nursing Student Handbook.**