Department of Nursing

Student Handbook

Revised 7/1/2026

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Welcome to St. Francis College!

Dear Nursing Students,
We are thrilled to welcome you to the Department of Nursing (DON) at St. Francis College! We hope your time here will be both enriching and challenging, preparing you for the complexities of today's healthcare environment.

Importance of Nursing Education

In today's world, quality education in nursing is more crucial than ever. We believe your journey with us will be rewarding as you explore truth, caring, and compassion alongside our dedicated faculty and fellow students.

Student Handbooks

The Cord: This is the College's student handbook, detailing traditions, policies, procedures, and regulations, as well as student services and activities. All SFC students must read and understand The Cord and adhere to its guidelines.

Nursing Student Handbook: This handbook is specific to nursing students and includes additional information not found in The Cord. It outlines the expectations of the nursing faculty. All nursing students must read and understand this handbook and complete the Verification of Receipt of Nursing Student Handbook (Appendix II) before each semester. Please return this verification to Castle Branch.

Conduct and Policies

Conduct prohibited by The Cord or the Nursing Student Handbook may also be prohibited under other College policies. The College reserves the right to determine the appropriate disciplinary procedure on a case-by-case basis if conduct violates multiple policies.

Additional Information

SFC reserves the right to change its rules, regulations, policies, procedures, and other material at its sole discretion without prior notice. Nothing in The Cord is intended to create legally enforceable rights.

We hope your time in the program will be enjoyable, challenging, and immensely rewarding. Good luck on this important journey!

Warm regards,

Dr. Candice Birthwright-Philip, DNP
Chairperson, Department of Nursing

Student Handbooks

The Cord is the College's student handbook, which contains the traditions, policies, procedures, and regulations of the College. Also included are descriptions of student services and activities. Information in The Cord applies to all students at the College. All SFC students are required to read the Cord and follow the rules and policies set forth in it. Students are deemed to have read and understood the Cord.

In addition to the Cord, the Nursing Student Handbook applies to all nursing students. All SFC NURSING students are required to read the Nursing Student Handbook and follow the rules and policies set forth in it. Students are deemed to have read and understood the Nursing Student Handbook. The Nursing Student Handbook is your guide to the expectations of the nursing faculty and may include specific information not found in the Cord. All students are required to complete the Verification of Receipt of Nursing Student Handbook attached hereto as Appendix II prior to the start of each semester. Please return the Verification of Receipt to Castle Branch.

Conduct that is prohibited pursuant to a policy in the Cord or the Nursing Student Handbook may also be prohibited under other College policies, including those in other handbooks. If conduct violates more than one College policy, the College reserves the right to determine, on a case by case basis, whether one policy's disciplinary procedure will be utilized for all alleged violations (regardless of the source policy for the violation) or if the violations will be separately resolved pursuant to the policy that gave rise to them, meaning that the student may be simultaneously subject to the disciplinary processes contained in each violated policy.

Additional Information

SFC reserves the right to change its rules and regulations, policies and procedures, admission and graduation requirements, academic calendar, financial policies, course offerings, delivery methods, tuitions, fees, and any other material at its sole discretion at any time without prior notice. Nothing in the Cord is intended to create nor shall anything in the Cord be understood to create contractual or legally enforceable rights.

GENERAL INFORMATION

Nursing Program Accreditation

"The baccalaureate degree program in nursing at St. Francis College is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791."

Degree Offering

The College has one nursing program with two tracks: (1) the traditional, pre-licensure B.S. in Nursing (the "Pre-Licensure Track"); and (2) the flexible RN to B.S. in Nursing ("RN to B.S. Track") (collectively, the Pre- Licensure Track and the RN to B.S. Track are referred to as the "Nursing Program").

The Pre-Licensure Track program is a licensure qualifying program open to applicants with good moral character who have demonstrated academic ability and are interested in full-time study.

The RN to B.S. Track was created specifically for practicing Registered Nurses. This program is open only to qualified transfer students with a valid New York State RN license.

The Nursing Program offers a Bachelor of Science degree to candidates who complete the requirements. The Nursing Program requires that students demonstrate knowledge and skills in the Liberal Arts and Sciences, including Mathematics, Natural Sciences, Social Sciences, History, the Arts, and basic communication, and also in the use of information technology. Please see St. Francis College Catalogue for the Pre-Licensure Track and RN to BS Track course schedule and sequencing: https://catalog.sfc.edu/catalogue/.

History of SFC's Nursing Program

SFC is chartered by the New York State Legislature and is accredited by the New York State Education Department ("NYSED") and the Middle States Commission on Higher Education ("Middle States").

In 2000, NYSED granted approval for the College's RN to B.S. Track. In 2013, NYSED granted approval for the College's Pre-Licensure Track. The College received its most recent CCNE accreditation in 2019 for 5 years, extending to June 30, 2025. The next on-site evaluation is in Fall 2024.

As of Fall 2023, there are more than 300 nursing students across all four years.[1] About 1 of every 5 accepted first-year SFC students has declared nursing as their major.

Since 2002, more than 800 students have graduated from SFC's Nursing Program. SFC continues to serve as a vital pipeline into our urban, local and national community health care systems by maintaining a strong high-quality nursing and health sciences program. SFC nursing students receive the hands-on education and practice they need in a safe environment, supporting New York State to better meet its growing critical demand for nurses, particularly as it faces a projected shortage of almost 40,000 nurses by 2030.[2]

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[1] In May 2023, the College's valedictorian was a nurse. https://www.sfc.edu/stories/melissa-gonzalez-23-b-s-

nursing

[2] *See e.g.*, https://www.health.ny.gov/press/releases/2023/2023-05-10_nurses_week.htm.

Department of Nursing Faculty and Staff

There are seven full-time faculty members, three full-time administrators, one full-time staff, and approximately 16 adjuncts, all of whom provide support to the Nursing Program.

- Full Time Faculty
    - Candice Birthwright-Philip, Chair, Assistant Professor
    - Lizeth Baudin, Vice Chair, Clinical Lecturer
    - Anne D'Antuono, Clinical Assistant Professor
    - Micheline Remy, Clinical Lecturer
    - Cindy Etienne, Assistant Professor
    - Stefi Louissaint, Clinical Assistant Professor
    - Luana Wolf, Clinical Assistant Professor
- Full Time Administration and Staff
    - Stefi Louissaint Director of Nursing Student Success
    - Supriya Sarker, Clinical Placement Coordinator
    - Ashley Chang, Simulation Manager
    - Candace Byrd, Administrative Assistant

Department of Nursing Mission Statement

The St. Francis College (SFC) Department of Nursing educates leaders who are prepared to practice safely within the technologically advanced and dynamic healthcare environment of the 21st century. SFC nursing graduates, in keeping with the Franciscan values, are educated to be globally minded, service-driven professionals, delivering the highest quality of evidence-based nursing care with respect to the diversity within our communities of interest. The St. Francis College undergraduate nursing program fosters students' abilities in therapeutic communication, critical thinking, clinical judgment, interprofessional collaboration, leadership, and cultural competency.

Department of Nursing Philosophy

The DON views nursing as an art and a science consistent with the Franciscan tradition. The DON's philosophy emphasizes teaching through partnership to prepare future nurse leaders. These socially responsible, caring, and engaged citizens will practice safe, patient-centered, evidence-based care across the lifespan within a dynamic and complex healthcare system. This is demonstrated through a commitment to the teaching/learning environment. The College believes nursing education should include the traditions of teaching, research, and service to meet the demands of a global society.

Department of Nursing Program Learning Outcomes

In accordance with the DON mission, the SFC mission and goals, and the nine essentials from the Executive Summary of the AACN Essentials of Baccalaureate Education for Professional Nursing Practice (2008), the curriculum for both the Pre-Licensure Track and the RN to B.S. Track provides educational opportunities that enable the graduate to achieve the following PLOs:

1. apply knowledge from the arts and sciences to the care of individuals and families throughout the health-illness continuum.
2. apply knowledge and skills in leadership, quality improvement, and patient safety to provide quality healthcare.
3. translate current evidence into clinical decision making and professional nursing care.

4. utilize technology and informatics appropriately in professional nursing settings.
5. apply knowledge of healthcare policy, finance, and regulatory environments both directly and indirectly to influence the function of the healthcare system.
6. collaborate and communicate effectively among health professionals to promote quality and safe patient care in various healthcare settings.
7. apply health promotion and disease prevention at the individual and population level to improve health.
8. demonstrate autonomy, integrity, self-assessment, and social justice as part of developing the professional nurse.
9. provide culturally competent nursing care to individuals, families, groups, communities and populations across the lifespan across a variety of healthcare environments

Campus

For more than 60 years, the College's Remsen Street campus in Brooklyn Heights served the College and its community well, but to remain competitive and meet the demands and expectations of today's students, the College recognized that it needed a modern, state-of-the-art campus.[3] In May 2021, SFC executed a lease for a new, modern, custom-built, campus at 179 Livingston Street in Brooklyn ("New Campus").

After a $60 million custom buildout that includes state-of-the-art, hi-tech educational amenities, particularly those supporting the College's high demand nursing program, the College successfully relocated to the New Campus in September 2022. The award-winning[4] New Campus is comprised of over 255,000 sq. feet with a dedicated street level welcome center. The New Campus has been designed specifically to meet the modern and functional needs of SFC students, employees and the community, with key features:

- Several high-tech science labs, including but not limited to a Nursing Simulation and Skills Lab, a FinTech Lab, a Maker Space, a Psychology Lab, Tech Center, and three multi-use computer labs
- Over 35 classrooms with built-in technology that accommodate a range of teaching styles
- A 260-seat cafeteria
- A 38-seat chapel and an expandable multifaith room
- A 325-seat auditorium
- A multipurpose expandable room
- Dance & Mobility Center
- A 32-seat tiered screening room
- TV& Digital Content Production Studio
- Radio Station
- Yoga Studio
- Center for Inclusion and Excellence
- A 6,300-square-foot library with space for study and research
- A private outdoor terrace and access to a roof deck
- Two art galleries
- Gathering spaces for students to work together, study, receive advisement and support, and relax.

[3] The College's former campus (180 Remsen Street) had approximately $100 million in deferred maintenance.

[4] https://graphis.com/entry/ed3bcf78-bf0e-4fff-9ed1-b12da6f0fcb7

Each of these dedicated spaces is equipped with enhanced technology to keep SFC on the cusp of advancements in the academic world. All classrooms are equipped with technology for 21st century pedagogical techniques, including screen capture, interactive projectors, enhanced wireless proliferation, virtual participation, and streaming capabilities.

As it relates to nursing:

- The New Campus has 35 classrooms, 7 science labs, a Nursing Simulation and Skills Lab, a FinTech Lab, Maker Space, a Psychology Lab and several multi-use computer labs. Each of these dedicated spaces is equipped with enhanced technology to keep the College on the cusp of developments in the academic world. All classrooms are equipped with technology for modern pedagogical techniques, including screen capture, interactive projectors, enhanced wireless proliferation, virtual participation, and streaming capabilities.
- The Nursing Simulation and Skills Lab is over 4,000 square feet and includes a simulation lab, skills lab, obstetrical suite including a birthing room with a deliverable high-fidelity expectant mom, neonate and infant, a multipurpose simulation suite that is to be utilized as an operating room/ER/ICU/Isolation room and master control center. Simulation is videotaped and available for review in real time.
- The Nursing Simulation and Skills Lab includes several Laerdal mannequins including: a SimMan, two SimMan 3G+s, 4 NursingAnns, 2 Nursing Ann simulators, a SimMom, a Sim NewB, a SimBaby, and Sim Junior. The College has installed Sono Sim in SimMom and SimMan+. The Nursing Simulation and Skills Lab includes "Harvey" a cardiovascular simulator, two Haptic arms for IV training, and other newly purchased equipment, for example, an Anatomage Table 10. The College also holds the most recent model of the Pyxis Medstation ES System.
- The Nursing Simulation and Skills Lab includes all of the College's science labs and is adjacent to the Anatomy and Physiology classroom and lab. All students taking Anatomy and Physiology receive a copy of a Visable Body Suite. The lab is equipped with computers that have ADAM Interactive Physiology, ADAM Interactive Anatomy, ADAM Anatomy Practice, and ADAM MediaPro. The student stations have a Biopac data acquisition system with a wide variety of sensors that allow the students to participate in many different types of physiological experiments: ECG, EMG, EOG, sensory testing, blood pressure, respiratory function, and reflex analysis.

The New Campus location is even more convenient via public transit for commuter students and provides access to opportunities in NYC beyond the campus, in the heart of the cultural, financial and educational capital of the world (e.g., two subway stops from Wall Street). The New Campus provides fully ADA compliant accessibility to all persons of varying abilities, usability and sustainability. Our doors are open to the community, as the College is a major anchor in the economic development of the Fulton Market neighborhood, the Downtown Brooklyn Partnership, the Brooklyn Chamber of Commerce, the NYC Department of Education, among others.

ADMISSIONS POLICIES

Admissions decisions are made on a competitive basis; meeting minimum admission criteria does not guarantee admission. A health screening is required prior to clinical participation to complete the acceptance process.

Pre-Licensure Track Admission Requirements (Freshman)

Freshmen (Fall Entry)
To be considered for direct entry into the Pre-Licensure Track, students must meet the following criteria:

- SAT: 1050 or higher (super score) or ACT: 21 or higher (OPTIONAL)
- Cumulative high school GPA of 85 or higher

Freshmen Transfer Students (Spring Entry)

The Department of Nursing will consider students who have completed their first semester of college and would like to transfer in the spring semester. To become a candidate for direct entry into the Nursing Program for spring entry, students must meet the following criteria:

- SAT: 1050 or higher (super score) or ACT: 21 or higher (OPTIONAL)
- Cumulative college GPA of 3.0 or higher
- Must earn a grade of "B-" or higher in BIO-1140, BIO-1141 and MAT-1105 prior to the fall semester

Pre-Licensure Track Admission Requirements (Transfer)

Transfer Students (Fall Entry)

To become a candidate for entry into the Nursing Program for the Fall semester, transfer students must meet the following minimum criteria:

- SAT: 1050 or higher (super score) or ACT: 21 or higher (OPTIONAL)
- Cumulative college GPA of 3.0 or higher
- Grade of B- or higher in all required math and science classes:
    - BIO-1140 (Anatomy & Physiology I)
    - BIO-1141 (Anatomy & Physiology II)
    - MAT-1105 (College Algebra)
- At least 29 credits toward General Education Program requirements
- Students will also be required to pass the following courses with a grade of B- or higher upon entry in the Fall semester, if they have not successfully completed these courses:
    - MAT-2301 (Statistics)
    - CHE-1105 (Chemistry for the Health Sciences)
    - BIO-3300 (Microbiology)

Transfer Students (Spring Entry)

To become a candidate for entry into the Nursing Program for the Spring semester, students must meet the following criteria:

- SAT: 1050 or higher (super score) or ACT: 21 or higher (OPTIONAL)
- Cumulative college GPA of 3.0 or higher
- Grade of B- or higher in all required math and science classes:
    - BIO-1140 (Anatomy & Physiology I)
    - BIO-1141 (Anatomy & Physiology II)
    - MAT-1105 (College Algebra)
    - MAT-2301 (Statistics)
    - CHE-1105 (Chemistry for the Health Sciences)
    - BIO-3300 (Microbiology)
- At least 35 credits toward General Education Program requirements

*Exception: The Department of Nursing will consider students who do not meet the standardized test score requirement but have a transfer GPA of 3.5 or higher and meet all other requirements.

RN to B.S. Track Admission Requirements

The RN to B.S. Track is offered to licensed registered nursing candidates. Registered nurse candidates must show evidence of current employment as a registered nurse. Once a student is accepted into the RN to B.S. Track, their transcripts will be evaluated for transfer credits. A total of up to 92 credits completed with grades of C or higher may be transferred, including up to 30 pre-licensure credits in nursing. Graduates of foreign nursing schools who have received certification from the Commission on Graduates of Foreign Nursing Schools (CGFNS) will be awarded 30 credits in nursing upon submission of the CGFNS certificate.

Non-Academic Requirements (Both Tracks)

In addition to academic policies, nursing students are required to satisfy non-academic requirements: an annual physical examination and immunizations. These are required by various clinical placement agencies. This information is detailed in the Nursing Student Handbook. Nursing students are required to comply with clinical agency background checks to be placed in affiliating clinical agencies.

ACADEMIC POLICIES

Cumulative Grade Point Average

To be in good academic standing, a student must maintain a cumulative grade point average (CGPA) of at least 2.75 to progress through the Nursing program and be eligible for graduation. The CGPA, obtained by dividing the total number of quality points by the total number of semester hours, is calculated for all courses

Grading System

Each faculty member teaching a didactic course determines the mechanism through which student performance is evaluated. These methods can include, but are not limited to, formal papers, quizzes, exams, presentations, and discussion board assignments.

A DON grading scale (see Table III-I.1), is published in the Nursing Student Handbook and in each course syllabus and is uniformly used to translate percentages/and or points into letter grades. The minimum course grade for successful completion of nursing courses is a C (75% - 77%). Cohorts 2026-2029 will define a C as passing with a minimum of a 75%. Cohorts 2030 and subsequent cohorts will define a B-as passing with a minimum of 80%. If the course has a lab or clinical component, students must receive a "P" for passing.

Grading Scale for Cohort 2026-2029

DON Grading Scale							
A	(4.0)	95-100	Superior Work	**C**	**(2.0)**	**75-77**	**Minimum for Passing is a 75**
A-	(3.7)	90-94		C-	(1.7)	70-74	
B+	(3.3)	88-89		D+	(1.5)	68-69	
B	(3.0)	85-87	Quality of a Professional	D	(1.0)	65-67	
B-	(2.7)	80-84		D-	(0.7)	60-64	
C+	(2.3)	78-79		F	(0.0)	0-59	

Grading Scale for Cohort of 2030 and Subsequent Cohorts

DON Grading Scale						
A	(4.0)	95-100	Superior Work	**C**	**(2.0)**	**75-77**
A-	(3.7)	90-94		C-	(1.7)	70-74
B+	(3.3)	88-89		D+	(1.5)	68-69
B	(3.0)	85-87	Quality of a Professional	D	(1.0)	65-67
B-	(2.7)	**80-84**	**Minimum for Passing is an 80**	D-	(0.7)	60-64
C+	(2.3)	78-79		F	(0.0)	0-59

Failure to complete course requirements will result in a grade of "F" for the course and the student will not be able to progress in the Nursing sequence or to graduate.

A withdrawal or "W" is assigned when a student withdraws from a course after the designated drop date. There is no academic penalty.

The Department of Nursing does not allow Pass/Fail grades in Nursing courses unless specified in the course syllabus.

Academic Progression Policy for Cohorts 2026-2029

Nursing students in both the Pre-Licensure Track and RN to B.S. Track must obtain a grade of "C" or higher in all required nursing, biology, math, and chemistry courses, and maintain a minimum cumulative GPA of 2.75, to progress in and graduate from the program.

- Students who fail **three** courses from among their required nursing, biology, math, and chemistry courses (whether the same or different courses) will be academically dismissed from the program.
- If a student fails a required nursing, biology, math, or chemistry course, they may retake the course only one time and must pass with a grade of "C" or higher on the second attempt. If the student does not pass with a "C" or higher on the second attempt, they will be academically dismissed from the program. A student is required to repeat the failed course within one year of the failure to allow for timely progression in the Nursing sequence.
- A third attempt at the same course is not permitted, even if the student withdrew from the course on the first .
- Students unable to maintain a minimum cumulative GPA of 2.75 have up to one year to raise their GPA to the minimum requirement. At the discretion of the Department of Nursing, failure to meet the cumulative GPA requirement within the specified time frame may result in dismissal from the program.
- Students who fail the clinical or lab portion of a course will fail the entire course, regardless of the corresponding theory grade. Both components must be repeated.

*Biology and chemistry labs count as separate courses. For example, if a student fails BIO-1140 lecture and BIO-1140 lab, it would count as two course failures.

Grading Scale for the Class of 2030 and Subsequent Cohorts

Nursing students in both the Pre-Licensure Track and RN to B.S. Track must obtain a grade of B- or higher in all required nursing, biology, math, and chemistry courses, and maintain a minimum cumulative GPA of 2.75, in order to progress in and graduate from the program.

- Students who fail two courses from among their required nursing, biology, math, and chemistry courses (whether the same or different courses) will be academically dismissed from the program.
- Nursing students may fail only one (1) nursing course. Please note that students are required to register for and repeat the failed Nursing course the next semester that the course is offered. A failure in the repeated course and/or any future. If a student fails a course, retakes it, and passes, then fails another Nursing course, they will be dismissed from the program but may continue studies at the college in another discipline
- Additionally, if the student retakes a course and is unsuccessful on the second attempt, the student is dismissed from the Nursing program but may continue studies at the college in another discipline. If a student fails a course, they cannot withdraw from the same course. If a student withdraws from a course, they cannot withdraw from the same course a second time.

Maintenance of Matriculation

A matriculated student is expected to complete the curricular requirements in sequence without interruption. Students who need to interrupt their course of study are referred to St. Francis College Catalogue for information regarding reapplication for admission following interruption of study.

Under the following circumstances, a student may temporarily interrupt work toward a degree without forfeiting matriculation status if the student previously in good standing has:

- Failed a Nursing course
- Failed a liberal arts course that is a prerequisite to the next Nursing course
- Officially withdrawn from a Nursing course
- Been granted a leave of absence

Maintenance of matriculation will be offered only once for a Nursing course or non-Nursing course. It is required that the student repeat the failed course within one year of the failure to allow for timely progression in the Nursing sequence.

If the student fails to keep maintenance of matriculation status, then he/she must re-apply for admissions as a new applicant. Additionally, students who have administratively withdrawn will be required to reapply for admission through the current application procedure in effect at the Department of Nursing at that time.

Dismissal Cohorts 2026-2029

The Department of Nursing may dismiss a student from the program for the following:

1. Academic failure.
    a. Failure of three courses from among the nursing, biology, math, and chemistry courses required for the major.
    b. Failure to pass a required nursing, biology, math, or chemistry course on the second attempt.
    c. Failure to raise the cumulative GPA to a 2.75 within a one-year period.
2. Violation of student behavior code; professional misconduct.
3. Unsafe clinical performance.

Grading Scale for the Class of 2030 and Subsequent Cohorts

The Department of Nursing may dismiss a student from the program for the following:

1. Academic failure.
    a. Failure of two courses from among the nursing, biology, math, and chemistry courses required for the major.
    b. Failure to pass a required nursing, biology, math, or chemistry course on the second attempt.
    c. Failure to raise the cumulative GPA to a 2.75 within a one-year period.
2. Violation of student behavior code; professional misconduct.

Unsafe clinical performance

Readmission

Readmission to the program is granted on an individual basis and cannot be assumed. An application is required for a student seeking readmission. An individual seeking readmission must comply with the admission criteria currently in effect and submit all required application materials to the Office of Admissions before the requested readmission. In the event that a student is readmitted to the Nursing program, the student is readmitted into the current curriculum and is responsible for all requirements thereof.

A student who has administratively withdrawn will be required to reapply for admission through the current application procedure in effect at the Department of Nursing at that time.

Graduation

On recommendation of the Nursing faculty, St. Francis College confers eligible students the Bachelor of Science Degree with a major in Nursing.

To be eligible for graduation the student must have completed the following:

- fulfilled all academic requirements
- maintained a 2.75 cumulative grade point average
- accumulated the total required number of credits
- met all financial obligations

Notification of Grades and Exam Review

Final course grades comprise exam grades, written papers, oral presentations, or other projects that are identified in the syllabus and distributed via "Canvas" to each student at the beginning of the semester. Students are notified of exam grades through Canvas. Other materials are graded and returned to the student as required during the semester. Grades may also be sent to students by email. All final grades are submitted to the office of the Registrar according to the scheduled due dates.

If a student wishes to review his or her tests, it is his/her responsibility to contact the course instructor within two weeks of the exam. A student who has questions about their grade or questions on an exam, should make an appointment to meet with the course instructor within two weeks following the test administration. No exams will be available for review beyond this two-week timeframe.

Graded assignments may not be resubmitted for a better grade. An exception may be made at the discretion of clinical faculty for clinical courses.

General Course Information

The Nursing Program is built on a foundation of the arts, sciences, and humanities as reflected by the General Education Program requirements and required nursing foundational mathematics and science courses. The SFC General Education Program affirms the College's mission to graduate educated, well-rounded students to enter and participate in a changing and diverse world. As an integrated program of study, the General Education Program focuses on developing the skills expected of a liberally educated person. It consists of two parts:

- First-Year College: These foundational courses target student learning outcomes in

writing,quantitative reasoning, oral communication, information technology, media literacy, and understanding college.

- Bodies of Knowledge (BoK): A selection of courses across several areas of inquiry allows students to gain breadth and depth in disciplines within – and complementary to – their chosen degree program. These areas include Creative Voices across Cultures; Science at Work; Ethics, Reality and Logic; Individual and Societies; Our World, Past and Present; Personal Wellness; and Religion and Culture. Students can search the Catalogue to find courses, under each BoK, to complete their general education requirements.

For students in the Pre-Licensure Track, pre-requisite coursework includes BIO-1140 & BIO-1141 (Anatomy & Physiology I & II with Labs), MAT-1105 (College Algebra), BIO-3300 (Microbiology with Lab), CHE-1105 (Chemistry for Health Sciences with Lab), and MAT-2301 (Statistics). Students must complete these courses to progress to their nursing courses. Students must take all requirements for the Nursing Program sequentially, but they have some flexibility in terms of the order in which they complete their general education requirements. Students are also required to take PSY-1108 (Lifespan Development) and SOC-1000 (Introduction to Sociology), which count toward their General Education requirements.

Students in the RN to B.S. Track must take the same math and science pre-requisites but have the option to take MAT-1104 (Math for Liberal Arts) instead of MAT-1105 (College Algebra).

Students must receive a grade of C or better in these courses, as well as in all nursing courses, to continue uninterrupted progress in the nursing sequence.

ATI Assessment and Remediation Requirements

Assessment Technologies Institute (ATI) is an integral component of the nursing curriculum and supports student learning, the development of clinical judgment, NCLEX preparation, and program progression. Students are required to complete assigned ATI learning activities, practice assessments, proctored assessments, remediation, and any additional ATI requirements by the deadlines established by the course faculty and posted in Canvas or the learning management system. Late penalties will be based on the Canvas submission timestamp, not the ATI completion time. Students experiencing technical issues are responsible for notifying faculty prior to the due date and contacting ATI Technical Support for assistance.

ATI Proctored Assessments may be awarded points based on the student's initial proficiency level as outlined in the course syllabus.

ATI Proficiency Score	Points Awarded
Level 3	5
Level 2	4
Level 1	3
Below Level 1	2.5

This grading structure recognizes ATI proficiency and encourages students to engage fully in the assessment and remediation process.

Required ATI remediation must be completed by the deadline established by faculty. Completion of remediation is mandatory and supports student success; however, remediation does not change the original proctored assessment score. Failure to complete required remediation will result in a 0.

Students must refer to the full ATI Policy for complete details regarding ATI assignments, assessments, grading, remediation, deadlines, and consequences for non-compliance.

Class Attendance Policy

Students are expected to attend all scheduled lectures, laboratory sessions, simulations, clinical experiences, examinations, and required course activities. Regular attendance and punctuality are essential to meeting course and program outcomes and are considered professional expectations within the nursing program. Absences related to work obligations, personal scheduling conflicts, travel, routine appointments, transportation issues, or childcare conflicts are not considered excused absences. Excused absences may include personal illness or injury, death of an immediate family member, religious observance, military obligation, jury duty or court appearance, pregnancy or childbirth-related absences, or disability-related accommodations, as applicable and with appropriate documentation.

Lateness to class, laboratory, simulation, or clinical is not tolerated. Lateness is defined as arriving 15 minutes after the scheduled start time, even if the student has notified the faculty member, instructor, or preceptor. Arriving 20 minutes or more after the scheduled start time may be recorded as an absence. Leaving early or failing to remain for the full scheduled session may also be recorded as an absence. Three instances of lateness may be counted as one unexcused absence. It is at the discretion of the faculty member, instructor, or clinical preceptor to determine whether a late student may enter class, laboratory, simulation, or clinical. Students are responsible for all missed content, assignments, and learning objectives regardless of the reason for absence or lateness. Make-up opportunities are not guaranteed and are subject to course, clinical site, and program requirements.

Students are allowed one excused absence from lecture and one excused absence from clinical. Unexcused absences for quizzes or examinations will result in a grade of zero for the missed quiz or examination. Students who arrive late to a quiz or examination will not receive extended time and may not be permitted to test, which will result in a grade of zero. An unexcused absence from clinical will result in a clinical failure for the day and will require make-up in accordance with course, clinical site, and program requirements.

Break Policy

Students are expected to return promptly from scheduled breaks within the designated time. Any student who exceeds the break period by more than **20 minutes** will be considered **absent** for that class session. This policy ensures fairness and maintains the integrity of instructional time.

Excused Absences and Attendance

Attendance in class, clinical, simulation, and lab is mandatory for all students

Excused absences include:

Excused Absence Type	Details / Requirements
Student Illness	**Subject to request for documentation by DON**
Bereavement (Immediate Family)	**No documentation specified, but applies to close relatives**
Military Obligations	**Submit documentation**
Religious Observances	**No documentation required**
Jury Duty	**Submit documentation**

Lateness

Lateness to classes , including laboratory sessions, simulation and/or clinical is not tolerated at St. Francis College Department of Nursing. Unless extenuating circumstances prevent a student from being on time, students are expected to be in class or at clinical on time. It is at the discretion of the instructor or preceptor to not admit the student to class or clinical if the student is tardy. **Two latenesses will equal one unexcused absence.**

Late, Missed or Incomplete Assignments

Ten percentage points per day will be deducted for late, missed or incomplete assignments submitted past the assigned due date. Late, missed or incomplete assignments will not be accepted after five days.

Clinical Attendance Policy

The clinical learning experience is an essential component of a student's nursing education, as well as a professional commitment to care for patients on a specified schedule. Professional behavior is demonstrated when a student participates in all learning activities as scheduled, arriving on time and prepared for assignments and clinical experience throughout the length of the nursing program.

Students are expected to attend all clinical learning experiences unless a significant extenuating circumstance occurs, as determined on a case-by-case basis in consultation with the appropriate faculty member(s) and the Chair In the event of any clinical absence, the student must obtain an excused absence with appropriate documentation.

The student provides prior notification to appropriate faculty when student is unable to meet commitments or requirements. Initiates contact with instructor as appropriate. The student will:

1. Contact the clinical instructor as directed in the course syllabus as soon as the need for absence is identified. Student should anticipate receiving confirmation of notification.
2. Student should also notify the course (lecture) faculty, clinical placement coordinator and chair that they will be absent from clinical

3. For absences that are equal to 1 clinical day, an alternative assignment at the discretion of the course faculty is acceptable.

PROFESSIONAL BEHAVIOR AND EXPECTATIONS

Students entering a baccalaureate nursing program are beginning an education in professional nursing which requires conformance to standards of ethical comportment, appropriate behavior, and accountability, guided by the American Nurses Association (ANA) Code for Nurses and the ANA Scope and Standards of Practice. Students entering post-licensure and graduate nursing programs are held to these standards by virtue of previous education and licensure. Additionally, all students are held to the academic integrity and conduct policies specified in the most recent version of the St. Francis College The CORD.

The faculty of the Department of Nursing welcomes the opportunity to educate nursing students. In turn it is expected that students will adopt as well as demonstrate appropriate emerging-professional behaviors at the designated program level. The ANA Code for Nurses, ANA Scope and Standards of Practice, and related professional nursing literature all emphasize that nursing students at all levels of professional preparation must uphold the trust placed in them by society. Within this context the student commits to the following expectations in all interactions and settings:

1. Consistently communicate in a truthful, timely and accurate manner demonstrating respect, sensitivity and politeness in verbal, nonverbal, and written format.
2. Actively promote and demonstrate the highest level of moral and ethical conduct and accept responsibility for actions consistent with professional accountability.
3. Refrain from any deliberate action in the academic setting that creates unnecessary risk of injury to the self, or others.
4. Promote and demonstrate respectful behavior when addressing faculty and peers. Address and treat faculty, classmates, and health care professionals appropriately with courtesy and respect and use courteous language.
5. When on campus and in clinical settings, be appropriately dressed and groomed, in keeping with professional image.
6. Remain aware of professional boundaries when interacting with faculty and peers.
7. Demonstrate a respectful, sensitive and non-judgmental manner when communicating with others regardless of culture, ethnicity, religions, work experience, gender, age and sexual orientation.

Students who demonstrate behavior that is incongruent with these expectations are subject to sanctions, which can include dismissal from the program of study. To make a determination as to sanctions, student behavior will be evaluated as either meeting expectations or not meeting expectations in relationship to the behaviors noted above. Students who demonstrate academic dishonesty will be sanctioned through the policies and procedures outlined in The CORD.

Appropriate Professional Behavior Expectations in the Clinical or Simulation Laboratory Environment

Unsafe and unprofessional behavior includes, but is not limited to:

1. Performing activities beyond the scope of preparation and ability
2. Ignoring instructor and staff advice regarding client care
3. Refusing a patient care assignment
4. Leaving clinical unit or simulation lab without notifying the instructor

5. Failure to report significant observations to the appropriate staff and instructor
6. Failure to prepare adequately and appropriately for clinical sessions
7. Failure to establish and maintain appropriate communication and interaction with staff/faculty at the clinical site and the Department of Nursing Faculty
8. Cell phone usage
9. Posting on social media or violating the patient privacy
10. Insubordination
11. Uncivil behavior
12. Students that observe and/or suspect and/or have knowledge of any verbal or physical abuse or negligence of patients by any staff members or other students or unsafe practices are ethically and legally required to report these behaviors immediately to their clinical instructor to ensure the patients' safety

Professional Decorum

Students must behave in a professional manner toward faculty, staff, fellow students, and patients. This behavior includes courtesy, honesty, ethical actions and responsible verbal and electronic communication. Behavior that interferes with clinical agency/staff/faculty relationships may be cause for dismissal from the St. Francis College Department of Nursing Program. Unprofessional behavior or any display of incivility towards the College, Department of Nursing, administrators, faculty, staff, fellow students, or others on campus, in the classroom, or in any clinical setting, will result in a hearing with either the Chair of Nursing, Associate, Dean of Students, and Dean of Undergraduate Academic Affairs. Disciplinary action may result in a warning, probation, or dismissal from the program.

A warning is a formal notice of conduct which must be rectified immediately. 'Probation' is a status in which the student is identified as having seriously breached the policies contained in this handbook or has either repeatedly engaged in prohibited conduct or has received warnings before. Students on "disciplinary" probation are not in good academic standing and shall not participate in college or departmental related extracurricular activities or hold other such privileges in nursing or college ceremonies. Such disciplinary action will be noted in the student's permanent academic records.

Unprofessional behaviors or incivility includes, but is not limited to, the following and are prohibited:

1. Academic misconduct, including cheating, plagiarism, falsification, forgery.
2. Disruption or obstruction of teaching, classroom, or educational interactions or use of abusive, aggressive, violence, bullying, rude language or Electronic cyberbullying communication or behavior towards the University, School of Nursing, administrators, faculty, staff, fellow students, or others on campus, in the classroom, or in any clinical setting.
3. Unprofessional or dishonorable conduct which may deceive, defraud, or injure patients.
4. Unsafe clinical conduct, violation of safety, substance abuse, impairment, intoxication, and disregard of infection control practices.
5. Failure to care adequately for patients or to conform to minimum standards of acceptable practice under the supervision of the faculty or the designee of the facility.
6. Physical, verbal, visual abuse, threats, intimidation, stalking, bullying, harassment, including any conduct based on gender, race, sexual orientation, age, religion, or physical disability.
7. Sexual misconduct or indecent language or behavior.
8. Use of electronics to make video or photographs of a person on campus where there is a

reasonable expectation of privacy or without said person's consent.

9. Failure to comply with the verbal or written direction of staff, faculty, or employees while acting in the performance of their duties.
10. Attempt or actual theft, vandalism or damage of school, hospital, and clinical facilities' property or unauthorized use of same.
11. Disruption of the peace at university, hospital, or clinical sites.
12. Use, possession, distribution of alcoholic beverages, illegal drugs, or weapons.
13. Abuse of computer facilities or technological resources, unauthorized entry or use of computers, access codes, or disrupting the normal operations of the school or hospital.
14. Falsifying school's or hospital's records or knowingly submitting - or causing false nformation to school or hospital officials to be submitted.
15. Interference with or misuse of fire alarms, elevators, or other safety and security equipment or programs.
16. Posting pictures containing any HIPAA information to any public or private platform.
17. Attempting or actively influencing, intimidating, interfering, or coercing others to commit an abuse of the student code of conduct, school, or hospital's policies.
18. Violation of any policy, rule, regulation, publication, or standard of practice of the school, hospital, or clinical facility.

Click here to access the ANA Code of Ethics with Interpretive Statements.

American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Washington, D.C.: American Nurses Publishing, 2015

Accountability

In preparation for the role of a baccalaureate nurse, the Department of Nursing requires certain standards of accountability:

- Students have the responsibility to submit all assignments on time; or, in instances where illness or personal problems interfere with fulfillment of responsibilities, to discuss a possible extension from the faculty prior to the due date.
- Students are responsible for keeping appointments made with faculty or for notifying faculty in advance of their inability to keep the appointment.
- Students are responsible for seeking assistance when they need help.
- Students are responsible for participating in the evaluation of faculty, courses, and clinical agencies.
- Students have the responsibility to participate in the governance of the College through participation in the student government organization on campus and through participation in the activities of the Nursing Department.
- Students are responsible for taking an active part in the learning process. Reading assignments, studying, term papers, and other self-instructional activities are an essential part of the academic program and develop the capacity for life-long learning.
- Students are responsible for being aware of the requirements for progression and graduation and for fulfilling these requirements as defined.

Student Behavior Code

The student is expected to behave responsibly when representing the College in accordance with the Cord. This includes but is not limited speaking, dressing, grooming and conducting oneself in a way that reflects positively on the student, the College and the Nursing community.

Clinical Dress Code Expectations

This document outlines the professional dress code expectations for students during clinical courses. Specific uniform requirements will be explained at the beginning of the course. Professional attire is required at clinical agencies for all clinical assignments, including pre- and post-conference. Requests for religious dress accommodations must be made to the course faculty and will be honored if they do not conflict with OSHA or CDC guidelines.

Category	Guidelines
Uniform	**Navy Blue Scrub top with SFC patch sewn to scrub top** **Navy Blue Pants or long skirt** **White crewneck Long sleeve T-shirt may be worn under scrubs** **White non-porous closed to shoe** **Name Plate** **Student identification** **Must be worn at clinical agencies, including pre- and post-conference.**
Religious Accommodations	**Permitted if they do not conflict with OSHA or CDC guidelines. Requests must be made to the course faculty.**
Jewelry & Accessories	**- One plain wedding band and one pair of stud/post earrings (no larger than a dime)** **- No bracelets, necklaces, hoops, or dangling earrings** **- No visible body piercings (e.g., tongue bars, brow, or nose rings)** **- Tattoos must be covered per agency policy**
Hair & Grooming	**- Hair must be neat, natural in color, and off the face and collar** **- Long hair (shoulder length or longer) must be tied in a ponytail or bun** **- Facial hair must be neat, trimmed, and clean** **- No hair scarves or covers unless for religious reasons** **- Eyelash extensions are not allowed**
Nails	**- No artificial nails or acrylics** **- Nails must be short (≤ ¼ inch), clean, and well-trimmed** **- Only clear nail polish is allowed**
Fragrance & Makeup	**- Makeup should be subdued or natural** **- No perfume, cologne, aftershave, or strongly scented products** **- No detectable odors, including tobacco**

Other Restrictions	- No gum chewing during clinical hours

Uniform

The St. Francis College Nursing student uniform must be purchased directly from Flynn & O'Hara. The SFC landing page on the Flynn & O'Hara website is http://flynnohara.com/school/ny262. Students should select a navy top with official SFC logo and navy scrub pants. Total cost ranges from $45-$75 total.

White non porous nurses' shoes or athletic/walking shoes are acceptable and must be all white without any significant additional color. Canvas or plastic shoes, Crocs or sandals are not acceptable. Shoes must be kept clean, and socks should be color-coordinated.

Additionally, students are expected to be in professional attire for NUR-4446C and NUR-4423. Students have the option to wear:

- Navy or white polo shirt
- Navy or khaki pants

Drug, Alcohol and Smoke Free School Environment

The unlawful possession, use, or distribution of illegal drugs or controlled substances[6], prescription medication, and/or alcohol by students is prohibited on the College's property, student-occupied housing, or any other property on which a College activity takes place, or as part of any of the College's activities. Violation of this policy shall be addressed in accordance with the Student Code of Conduct. Violations may result in disciplinary sanctions including but not limited to expulsion from the College. All students are further advised that the College, in addition to imposing its own penalties, may refer violations to law enforcement.

Smoking and usage of cannabis and any tobacco product is prohibited by all persons in and/or around any and all College facilities (whether academic, residential, or other). Tobacco products include but are not limited to cigarettes, cigars, pipes, smoking devices including by not limited to e-cigarettes and vapes, chewing tobacco, and other smoking paraphernalia, as well as tobacco-related promotion and advertising.

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[6] For purposes of this policy, "illegal drugs or controlled substances" refer to those defined as illegal under federal, state and/or local laws. They include, but are not limited to, all forms of narcotics, depressants, stimulants, hallucinogens or other drugs whose use, possession or transfer is restricted or prohibited by law (except for drugs prescribed by a physician or dentist and used according to instructions for the purpose for which they were prescribed). Because the College is the recipient of federal funds, marijuana remains prohibited and classified as an illegal drug on campus.

Students should take specific note that, despite the recent passage of the New York State Marijuana Regulation and Taxation Act ("MRTA"), the use, possession, or sale of cannabis on College property remains strictly prohibited. Although the MRTA changes the way New York State regulates cannabis, using and possessing cannabis in any form remains a crime under federal law. Specifically, New York colleges and universities remain bound by their federal requirements under the Drug Free Schools

and Communities Act and the Drug Free Workplace Act. Failure to comply with federal law may result in termination of all forms of federal financial assistance, including federal student financial aid grants. Therefore, students may not, under any circumstances, use, possess, or sell cannabis on College property. Students in violation of this policy are subject to appropriate disciplinary action, up to and including expulsion.

Weapon Free Campus Policy

The College is committed to maintaining a safe and secure environment for our community and our guests. In support of this commitment, SFC strictly prohibits the use or possession of any Weapon or Simulated Weapon by any person in and/or around any and all College facilities (whether academic, residential, or other) regardless of whether the bearer or possessor is licensed to carry that weapon. Weapons or Simulated Weapons include but are not limited to instruments used to inflict physical harm, which are intended to inflict harm, or that could reasonably cause fear of infliction of harm, and any item that may be deemed weapons under applicable law and by College security.

SFC is a "weapon free zone". With regard to the recent U.S. Supreme Court decision, which struck down a New York State law governing the carrying of firearms outside the home, we want to assure the
campus community that the ruling has no impact on the College's own rules, which prohibit the presence of firearms and other weapons on campus. As a private educational institution, the College reiterates that firearms, as well as all other Weapons or Simulated Weapons, as defined herein, are strictly prohibited on campus and/or around any and all College facilities (whether academic, residential, or other).

Email Policy

All faculty, staff and students are provided a St. Francis College email account (@sfc.edu), which is one of the College's official methods of communicating important and time-sensitive information. Everyone is expected to check the mail sent to this account on a frequent and consistent basis, and to respond to official communications from the St. Francis College Community in a timely manner. All are responsible for monitoring this account and for the consequences of missing important and time-sensitive messages.

For communications with students, faculty are expected to use St. Francis email only for communication. Students can expect to receive a response to an e-mail to Nursing faculty within 24-48 hours during normal business hours from Monday at 9:00 a.m. to Friday 5:00 p.m.

The College's Email Policy is located on the College's mySFC Portal, https://mysfc.sfc.edu/mysfc/mysfc_campus_portal/index.

Social Media Policy
Please visit here for a full copy of the Social Media Policy:
https://assets.sfc.edu/content/documents/SFC-Social-Media-Policy-FINAL-2024-8-23.pdf

Clinical Compliance Requirements

All nursing students are required to maintain current clinical compliance requirements annually through the department's designated compliance tracking system (e.g., CastleBranch). Required documentation includes, but is not limited to, immunizations, health screenings, tuberculosis screening, CPR certification, professional liability insurance, physical examination, background check, drug screening, and any additional requirements established by the Nursing Department or its clinical partners.
Students whose clinical compliance requirements are incomplete, expired, rejected, or otherwise not approved by the published deadline will be considered ineligible to participate in clinical experiences until all required documentation has been resolved and approved. Failure to maintain clinical compliance may result in missed clinical hours, inability to meet course objectives, delay in program progression, or unsuccessful course completion, or dismissal.

Criminal Background Checks

All nursing students are required to complete an annual criminal background check through the Nursing Department's designated vendor. Students who fail to complete the required background check or whose background check prevents placement at a clinical site may be ineligible to participate in clinicals. Because successful completion of clinicals is a required component of the nursing curriculum, inability to obtain or maintain clinical placement may delay program progression or result in unsuccessful course completion.

Leave of Absence

The CORD Student Handbook: https://www.sfc.edu/student-life/registrar/academic-policies/the-cord

Withdrawal

The CORD Student Handbook: https://www.sfc.edu/student-life/registrar/academic-policies/the-cord

Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, students have access to their own educational records maintained by the Registrar.

The College's FERPA policy is outlined here: https://www.sfc.edu/student-life/registrar/ferpa.

Change of Address

It is the responsibility of all students to inform the Department of Nursing and the Registrar of any change in their mailing address. Failure to do so relieves the College of any responsibility in the event that important correspondence is not received by the students

ACADEMIC SUPPORT SERVICES

Individual course success and progression are determined by the faculty according to criteria

distributed to the student in course materials, the Department of Nursing Student Handbook, The Cord, and the St. Francis College Catalogue. Students share the responsibility with faculty to be informed of their academic progress and are expected to utilize the various resources provided to contribute to success.

The Department of Nursing reserves the right to retain only those students who, in the judgment of the faculty, satisfy the requirements of scholarship, health and wellness, patient safety, integrity, and ethical professional behavior.

SFC Statement of Diversity and Inclusion

At St. Francis College, welcoming, hospitality, and belonging serve to enrich our community while empowering our students, faculty and staff to fully embrace the world in both words and deeds. Our Franciscan institution and tradition are dedicated to the advancement of diversity, equity, and inclusion as integral tenets of our mission.

We are committed to fostering a nurturing campus through access and equality for all. Moreover, we are dedicated to infusing our curriculum and co-curriculum with our Francisca values of learning, integrity, respect, family, faith, safety, justice, and care for creation.

We pledge to actively seek out areas in need of improvement and treat them as opportunities to teach, learn, and grow as we continue becoming an institution free from discrimination and harmful bias. Our Franciscan legacies of peace, lifelong learning, and action ensure that we continually reform ourselves as compassionate advocates for a more just and inclusive society.

Academic Advisement and Registration

All matriculated students in the Nursing major have an assigned advisor. Students should make an appointment to meet with their advisor during the designated timeframe each semester, prior to registration, to ensure placement in subsequent courses. Additionally, your academic advisor is also available throughout the year to answer questions, help connect you with resources, and support you as you progress through the nursing major.

In addition to academic advisement, students have access to an array of services to help them succeed.

- Center for Learning and Leadership: At the Center for Learning and Leadership (CLL), students can receive academic support, tutoring, writing coaching, leadership development, life coaching, skill development, and financial literacy coaching.
- Center for Career Exploration: The Center for Career Exploration (CCE) brings students and alumni together with employers and external partners to launch careers. The CCE provides career development services for all students and alumni, including resume editing, interview preparation, and job-search strategy and support.
- Office of Accessibility and Accommodations: SFC is dedicated to ensuring accommodations and auxiliary aids to all students with documented disabilities. In accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and all applicable federal, state and city disability laws, the Office of Accessibility and Accommodations is committed to providing

  reasonable accommodations to students who have a qualifying disability in order to ensure they have equal access to the College's courses, programs, activities, and facilities.
- Collegiate Science and Technology Entry Program: The Collegiate Science and Technology

Entry Program (CSTEP) supports minority and disadvantaged students in academic programs that prepare them for licensed professions or for employment in scientific and technical fields by ensuring that students have the support services, summer programming, financial assistance, and career and research opportunities they need to succeed.

- STEM Resource Center: The STEM Resource Center (SRC) provides focused support to undergraduate students who identify as Hispanic/Latinx or students from low-income households. SFC was awarded a USDOE HSI STEM Success & Articulation grant, which assists the STEM Resource Center's mission to support STEM students through academic, professional development and career readiness opportunities.
- Office of Health Promotions and Wellness: The Office of Health Promotions and Wellness offers students counseling, wellness information, health-related workshops, and resources.
- Office of Admissions: The Office of Admissions is a critical partner in identifying applicants who are prepared to meet the learning outcomes of the Nursing Program. The Admissions staff, with support from the College faculty, Administration, and staff, offer a robust calendar of collaborative campus events for prospective students.
- IT ServiceDesk: The primary contact for tech support is the IT ServiceDesk. Technicians oversee labs, classrooms, and offices, providing hardware and software help for SFC computers, including network and e-mail issues, password recovery, and printing assistance. The IT ServiceDesk provides limited support for personal devices. Students, faculty, and staff can open a service ticket by phone (718) 489-5444 or email servicedesk@sfc.edu.
- Transportation and Cultural Resources: One of the College's greatest assets is its central location in Downtown Brooklyn, which allows students to access the world by public transportation with the availability of Amtrak, Metro-North, the Long Island Railroad, JFK and LaGuardia airports.

Faculty Support: SFC has a commitment to teaching. Small class sizes foster an environment that promotes a collaborative faculty-student partnership to ensure student success. There is release time for academic scholarship and course reduction is provided for administrative responsibilities. The CAFE works collaboratively with faculty to advance teaching, learning, and faculty development. Faculty can visit the CAFE Canvas page to view upcoming events, resources for teaching and learning, assessment, scholarship, and news about scholarly works throughout the College

Student Technology Services

The College currently provides student-centered technology services by using a single sign on for ease of use mySFC is a portal that takes all the online services listed below, plus much more, and brings them together for you all on one page. We recommend students bookmark SFC Portal for easy and convenient access.

- **Canvas Management System** provides access to SFC courses through online syllabi, notes, links to sites, and online discussion boards. Students and faculty are able to communicate through several communication methods.
- **Mail** provides students with access to a College issued email account which is used by the faculty and administrative offices to contact them. The College uses Microsoft Exchange® email system which includes calendar and other personal management tools.
- **SFC Online Bookstore and Marketplace** offers the books you need at affordable prices. All courses, required materials, and pricing options are displayed in a personalized, easy-to us format.

- **Ring Central** is an app that allows students, faculty, and staff to call, text, or video chat with each other. Students can access the app from anywhere and on any device (PC, smartphone, tablet, desk phone).
- **Navigate for Students** is an academic success tool that brings critical resources and appointment scheduling to students with speed and ease. Students use Navigate to connect with their advisors, schedule appointments with advising and other student support services, connect with campus resources, view their course schedule (including any holds), connect with a study buddy in any class, stay on track with important To-Do list items, learn about College events, and more.

Scholarships and Grants

There are several scholarships available to Nursing majors from both external and internal sources. Scholarship opportunities are available from the Office of Financial Aid.

Library

The SFC library, consisting of 6,300 square feet of physical stacks, collaboration space, and study areas, offers a range of resources and services to support the research, education, and clinical practice needs of students and faculty in the College's Nursing Program. The library's resources include a large circulating collection of books and eBooks focused on nursing and health-related fields, from historical materials in nursing to the most current resources in clinical practice. The library has 88,000 video streaming options, as well as providing 24/7 online access to 200,000+ eBooks, over 145,000 journals and newspapers, and 100+ electronic resources: EBSCO, JSTOR, ProQuest, APA PsycINFO, NexisUni, ProQuest, ProQuest eBooks Central, Science Direct College edition. The library subscribes or has subscribed to 100 major academic databases including a number that are nursing and health-care related, examples are: Healthsource: Nursing/Academic, CINAHL, Ovid (Nursing @ Ovid), Academic Search Complete science and has PubMed, Cochrane Database of Systematic Review, TRIP Database, Health Reference Series Online,), Health Management, AHFS Consumer Medication Information, Natural Academic Search Complete, Credo Reference, EBSCOhost Web, Gale Databases, Oxford Reference Online: Premium. The library is a member of several resource-sharing networks which allows nursing students and faculty to access

resources from many other institutions. The library continuously assesses and enhances the selection of nursing resources to support evolving clinical practice and academic issues relevant to nursing students and faculty.

The library provides additional support to both students and faculty through information literacy instruction on an individual basis or in group settings. The SFC library currently employees five (5) full- time employees and five (5) part-time employees. The Assistant Director/Head of Digital Services serves as the liaison for nursing and health sciences and can assist both faculty and students in obtaining health- related and evidence-based practice resources for course papers, presentations, and individual/group research projects. Reference help is available in person, by phone (718-489-5307), by email (library@sfc.edu), or by text messaging (347-329-2275) during regular library hours.[5] An online chat service is offered twenty-four hours a day, seven days a week. When a librarian is not available, students needing assistance may consult the library's collection of video tutorials from the library's homepage. Library news can be found on Twitter and Instagram.

Technology and Distance Education Support

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[5] The library's hours of operation vary during the academic year. During the week before and after finals, hours are extended to meet students' needs. Current hours are always posted on the library's homepage.

Students have access to computer labs on every floor of the campus. There are also computers available for student use in the library.

Students engage their courses outside the classroom through the Canvas LMS system. Instructors use Canvas to provide instruction, assignments, interactive discussions, and resources. Students can communicate with their instructors through Canvas, submit assignments, and track their progress in the course.

As part of their clinical preparation, nursing students receive instruction in our brand-new nursing labs, which are thoroughly equipped with everything necessary for teaching the clinical curriculum.

The College subscribes to ATI, a nursing education company that offers a program to help students prepare for the NCLEX. As soon as students begin progression in the Nursing Program, they begin engaging with ATI in order to prepare for the NCLEX. The DON uses the results of the students' engagement with ATI to inform its curriculum revisions.

The College employs the use of NetTutor, which is an online tutoring service, which provides one-on-one virtual tutoring sessions with a professional tutor; as well as a Question Center, which allows students to privately post a question and receive a personalized answer within 24-hours in a variety of subjects.

Research Support

The College's full-time library staff have degrees in library science and are well-prepared to direct students towards the best sources matching a particular research topic. The library has numerous subscriptions to e-books and journals, which can be easily accessed online. The College subscribes to ChatStaff, which is a virtual library service that enables students to ask research questions to a live library representative 24/7.

Science and Nursing Simulation and Skills Lab

A Nursing Simulation and Skills Lab is a controlled environment designed to replicate real-world patient- care scenarios. The primary purpose of the lab is to provide a safe and realistic setting where students can practice and refine their clinical skills, enhance their critical thinking, and build confidence in their nursing abilities without the risk of harming actual patients.

As an SFC Nursing student, you will be expected to practice and develop your clinical skills and knowledge through hands-on experience in both lab and clinical courses. Each semester, mandatory lab hours are designated for students to complete, ensuring they demonstrate competency in nursing skills, judgment, and practice.

The Simulation Lab also fosters interprofessional collaboration by allowing students to work alongside peers from other healthcare disciplines. This collaborative approach helps students understand the roles and responsibilities of different healthcare professionals, promoting teamwork and improving patient care outcomes.

All students enrolled in Nursing coursework will have access to the Simulation and Skills Lab during pre- determined hours. However, access is restricted when the lab is being used by faculty for class

instruction. Students should use their own Nursing kit supplies to practice skills, although some general supplies will be available in the lab.

Students are expected to utilize the lab for practicing skills, watching instructional videos, or studying Nursing content. It is important for students to clean up after themselves, ensuring all beds are made, supplies are put away, and surfaces are clean. Eating or drinking is strictly prohibited in the lab to maintain a clean and safe environment.

Clinical Sites

Adequate clinical placement sites are essential for providing students with hands-on experience and real- world exposure to patient care. The DON has partnered with several health systems as well as community- based organizations to over a variety of clinical placements and settings for students to learn. Below is the list of clinical practice partners in which students may clinically rotate during their academic progression in the SFC nursing program.

- New York-Presbyterian/Weill Cornell Medical Center
- New York-Presbyterian Brooklyn Methodist Hospital
- New York-Presbyterian Queens Hospital
- Maimonides
- The Brooklyn Hospital Center
- The Brooklyn VA Medical Center
- NYC Health + Hospitals/Metropolitan Hospital
- Wyckoff Heights Medical Center
- NYC Health + Hospitals/Bellevue
- Brookdale University Medical Center
- Diana Jones Senior Center
- Bay Ridge Connects
- The Guild for Exceptional Children
- Mount Sinai Health System
- NY Veterans Administration
- Richmond University Medical Center

PROGRAM HEALTH AND CLINICAL REQUIREMENTS

Course and Clinical Policies and Requirements

Pre-Clinical Requirements: Students entering the clinical sequence will be required to establish a compliance tracker account with the designated outside vendor, and upload the required documents. It is the student's responsibility to pay the fees associated with the account and with all health and clinical clearance requirements.

Annual Health Clearance

In order to participate in clinical courses, Nursing students must undergo a comprehensive physical examination by a health care provider. The costs of physical examinations and laboratory studies are the responsibility of the student.

In addition, before the start of the fall semester, students must present the results of their annual Mantoux tuberculin skin test or, for positive TB skin test reactors, a chest X-ray.

Meningitis and Hepatitis B vaccinations are recommended for all Nursing students at St. Francis College. The cost of Meningitis and Hepatitis B vaccinations are the responsibility of the students. Students who choose not to receive either or both vaccines will be asked to sign a declination form. This form will be kept on file as part of the permanent health record.

When the Health Form is successfully completed and all documentation has been submitted to the Department of Nursing, students will be allowed to attend clinical courses. Students who are remiss in completion of health requirements or who fail to submit required documentation will not be permitted to attend clinical courses.

Contracts with clinical facilities mandate that students must successfully complete all health requirements stipulated by the institution. Students will be informed of the specific requirements prior to each course.

Pregnant and disabled students may continue in the Nursing program as long as they are able to meet course objectives. The College and the Department of Nursing reserve the right to require a physician's statement regarding a student's health status.

These requirements are set by health care agencies in the New York City area and are non-negotiable. In addition to taking responsibility for meeting health requirements, students must ensure that documentation of their health status is submitted to the Department of Nursing prior to beginning a clinical course. Lack of documentation will be interpreted as meaning that health requirements have not been met, and access to clinical instruction will be denied as a result. The health requirements must be satisfied each semester prior to participation in Nursing clinical courses.

Students must submit the health requirement paperwork directly to the clinical coordinator Department of Nursing by the stated deadline.

Please ensure that submitted documents clearly display the name of the student and the relevant date. Students are not to leave health requirement documentation with any Nursing faculty, nor leave under office doors or on the reception office desk.

Students are required to keep their original documentation for their own personal and professional use. The Department of Nursing will not make copies of a student's health paperwork.

Failure to comply will delay registration and participation in clinical Nursing courses. Health requirement documentation will not be accepted after the deadline. Students who do not submit paperwork by the deadline and/or who do not meet health requirements will be referred to the chair of the Department of Nursing.

Please review the following requirements:

HIPAA Compliance

Health records are kept in a secure file separate from academic and administrative files. Students are encouraged to make copies of medical paperwork before turning it in to the Department. In accordance with the Health Insurance Portability and Privacy Act, such information will not be released to third parties. Students should contact their health care provider directly to obtain copies of medical information previously supplied to the Department of Nursing. The Department of Nursing will not make copies of a student's health paperwork. There will be no exceptions.

Basic Life Support (BLS) Certification

Students must submit proof of current BLS certification through the American Heart Association prior to beginning clinical Nursing courses. Students must complete the American Heart Association BLS course for professionals, not a community CPR course. Keeping the certification current is the responsibility of each student and will be required to attend assigned clinical rotations.

Malpractice Insurance

Malpractice insurance with a minimum of $1,000,000.00/$3,000,0000.00 is required for registration in clinical Nursing courses. It is the responsibility of the student to produce proof of current malpractice insurance prior to the start of clinical Nursing courses. This insurance must be maintained throughout the clinical course to avoid being dropped from the course.

Influenza Vaccine Compliance

Documentation of annual influenza vaccination is required by New York City Nursing clinical agencies. Clinical agencies require seasonal influenza stickers to be placed on ID cards. Students who decline vaccination must submit documentation for health and/or religious exemptions and will be subject to the hospital's policy for clinical participation.

PPD (Mantoux)

A PPD is required every 12 months. The first time this is done, a 2-step Mantoux is required. If able to submit proof of a negative PPD within the past year, the student needs to have only one PPD placed. If the student has a positive PPD, a chest X-ray report must be submitted.

COVID-19

All students admitted to the nursing program must obtain COVID vaccination. This policy is subject

to change based on clinical partner policies. Students must remain in congruence with clinical partner policies in order to have success matriculation through the program.

Infection Control Policies

- Students are expected to follow the specific infection control policies and procedures of the agency or institution to which they are assigned.
- The faculty and students will always practice appropriate infection control procedures and teach infection control procedures to ancillary health care workers (e.g., PCA, HHA, Homemaker), the client, primary caregivers, and others, as needed.
- Appropriate supplies and personal protective equipment for students and faculty are supplied by the Department of Nursing.

Student Health

Students are expected to maintain high standards of personal health. The responsibility and cost of health services are assumed by the student.

Student Health Services provides referral services to students. Hospitals within close proximity to the college, including the Brooklyn Hospital Center, Maimonides Medical Center, and New York-Presbyterian Brooklyn Methodist Hospital, provide a full range of medical services. Referrals can be made in all aspects of medical, surgical, dental and psychological care. Students are responsible for expenses incurred.

Absence Due to Illness

When class or clinical attendance during illness would adversely affect the student, patients, and/or others in the environment, the student is expected to exercise good judgment and absent himself/herself from school. When, in the opinion of the faculty in charge, a student's health mandates exclusion from the classroom or clinical, the student is not admitted to the learning experience and an absence is recorded. For health clearance following an absence, see previous section.

Emergency Treatment

Emergency treatment is available through NYC Emergency Response System by dialing 911. Affiliating institutions may provide for on-site emergency care. The student is billed by the agency and is responsible for the expenses incurred.

Health Insurance

Students are required to present their health insurance card to a notary public to provide proof of health insurance on the Health Form. If a student has no health insurance, a notarized signature as evidence of such, is required on the Health Form.

Latex Allergy

Any student who reports an allergy to latex (gloves, supplies) must be seen by a dermatologist for a definitive diagnosis. A dermatologist must validate if the diagnosis is made elsewhere.

Non-latex supplies/gloves will then be made available to the student as necessary. The student will be excused from clinical experiences until proper barrier precautions can be established.

STUDENT LIFE

Social Life

Students are encouraged to participate in social activities and community projects sponsored by the College. https://www.sfc.edu/student-life

The CORD provides information about social, cultural, and recreational activities. News of activities is also posted on the college website (http://www.sfc.edu/) and on the large television screen located at the entrance to the building.

Student Government Association

https://www.sfc.edu/student-life/student-activities/student-government-association

St. Francis College Nursing Club

The Nursing Club is a St. Francis College Undergraduate Association supported club. All students in the Nursing major are encouraged to join and participate in club activities. Club elections are held once a year, at the end of the spring semester.

Alumni Association

The Alumni Association enables graduates to maintain a lifetime relationship with the College. The Association contributes to continued growth and development of the College and promotes development support for the College. The Department of Nursing Alumni serves as an important resource to the vitality of the department, students and the College.

SECURITY

Building Access and Maintenance

The College campus is for the use of students, faculty, staff, and those on official business. The entrance of St. Francis College is located at 179 Livingston Street. All members of the College community must swipe their identification card at the bollards upon arrival.

All guests, including former students, employees and alumni, must present identification and register with the College's Security Desk. Guests will then be directed to their intended destination. As people enter the building they are monitored by our Security Team, which covers the front desk, 24 hours a day, 7 days a week. Patrols are done hourly to ensure all exits are properly closed and to ensure the safety of everyone in the building. In addition to our Security Team, security cameras monitor all exits and entrances and certain areas on Campus. Students, faculty, staff, and visitors are encouraged to report needed repairs to the Facilities Department.

Security Desk

Silverseal Security has been retained by SFC to provide security for the College. Members of the Silverseal team include former NYPD chiefs and high-ranking military officers with years of security experience. Silverseal guards are trained and tested to create a safe and positive environment in line with the College's policies, procedures and best practices. Their core values of Integrity, Teamwork, Professionalism, and Mission-Focus make them an excellent partner for the College.

Security staff at building entrances provide entry and egress control; manage staff, student and guest identification verification; and monitor building intrusion systems, alarms, and fire detection equipment. Silverseal staff are trained on the location of all fire exits, floor plans, internal stairwells and our Emergency Action Plan (EAP). The 179 Livingston Street Security team is available at 718-489-2100 or 718-489-2105 and at security@sfc.edu. If using SFC phones, security is accessible on extensions 2100 or 2105. In case of emergency please call 911.

Reporting Criminal Activity

St. Francis College encourages all students and members of the College community to be fully aware of any safety issues on campus and promptly report any illegal or dangerous activities.

To report a crime in progress or an emergency, please contact 911. Then, call (718) 489-5333, the College's dedicated emergency line.

For additional information about St. Francis College's safety and security policies, please refer to the College's Annual Security Report, available on the College website: https://www.sfc.edu/student- life/safety-and-security.

Clery Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or the Clery Act, requires public and private Colleges and universities to disclose information about certain crimes that occur on or near campus. This information can be found online in SFC's Annual Security Report:

https://www.sfc.edu/student-life/safety-and-security.

Emergency Notification

Students are required to register for SFCALERTS, the College's emergency notification system. It will automatically send a message to your cell phone and home should an emergency or dangerous situation involving an immediate threat on campus occur. Students can update their notification information by visiting mySFC portal.

For Emergency Update information, check www.sfc.edu, or call security at (718) 489-2100 or (718) 489- 2105.

Emergency Action Plan (EAP)

The College's Emergency Action Plan ("EAP") is a guide to facilitate and organize faculty, staff, and students during an emergency at SFC. It is designed to familiarize and customize our community with the following:

1. Emergency preparation and prevention
2. Emergency response insights
3. Emergency reporting procedures and notifications
4. Evacuation routes and procedures
5. Emergency response chain of command and assignment
6. Post-emergency reporting to ensure future individual and campus safety
7. Risk minimization to facilities and timely response to a variety of situations.

In the event of a medical emergency, the first call should always be to 911. Additional response may also occur through the EAP. Students should familiarize themselves with the EAP including campus evacuation routes and maps available here: https://www.sfc.edu/student-life/safety-and-security

Student Tips for Safety

SFC has partnered with the 84th precinct to provide students with the following tips for decreasing the likelihood of being the victim of a crime:

- Always be aware of your surroundings and be vigilant of activity around you.
- Do not allow yourself to be distracted by activities such as talking on your cell phone, listening to music, or reading.
- Travel with others whenever possible. Walk in well-traveled, and well-lit areas.
- If you see something, say something; call 911 for any assistance.
- Do not use ATMs located in remote areas. Instead use ATMs during the daylight hours in well populated areas.
- Be wary of people approaching you on the street asking you for donations, or anything that would cause you to go to an ATM machine with a stranger.
- Do not display electronics in public.
- Do not open your wallet or display cash in public.

Identification Cards

In the interest of maintaining the safety and security of the campus, the College requires that all members of the SFC community (e.g., current students and employees) have a properly validated identification card. Students and employees of the College must carry the card at all times and swipe it upon each entrance to the College. Students must also present their card when requested by any College official.

Faculty, staff, administration, and students can obtain an ID in the Office of Student Activities (Room 6101). Lost ID cards may be replaced at a cost of $10.00.

Students who excessively seek access to campus via sign-in at the Security Desk may be denied entry to campus for failing to carry their ID.

Lost and Found

Articles that have been found should be given to the Security Desk in the lobby of 179 Livingston Street. If you lose something, check with these offices to see if the article has been recovered.

COMMUNICATION WITHIN THE DEPARTMENT OF NURSING

Canvas Course Management System

Students are advised to familiarize themselves with the Canvas System. Information about courses, announcements, classroom listings and many other types of information is found in the system. Students having difficulty should consult the Information Technology HELP DESK at 718-489-5444.

E-mail

Students are encouraged to use E-mail to communicate**.** The College has the right to examine anything on the email system or any College system that is used to store information. At the same time the College values and respects the need for privacy. In order to foster independent thought creativity and intellectual development the College will only examine files when there is any activity or material that violates the College code of conduct or the law as described in the previous section.

Using any of the College computers and network resources for any activities or collecting materials that violate the College code of conduct is strictly forbidden. Specifically:

- Criminal activity
- Material that is obscene
- Material that denigrates people based upon gender, race, ethnicity, religious beliefs, or sexual preference
- Material that is violent or actively encourages violent behavior
- Plagiarism or violation of intellectual rights or copy right laws
- Activity that endangers, demeans, threatens, or libels a person or persons

COMPLAINT PROCEDURES

SFC has internal and external processes in place so that students, faculty, and/or staff members may file formal complaints.

For complaints regarding sexual misconduct, discrimination and harassment, the definition of a formal complaint and procedures for filing a complaint are detailed in the Title IX, Nondiscrimination and Anti- Harassment Policy. For example, the section on "How to Make a Report to the College" says "Employees, students, guests, or visitors who believe that this policy has been violated should promptly contact the Title IX Coordinator" and provides the Title IX Coordinator's phone, email, and a link to a reporting form.

For complaints regarding contested grades, the definition of a formal complaint and procedures for filing a complaint are detailed in The CORD . For example, if informal attempts to resolve the matter with the faculty member and department chair have failed, then "the student may submit a request for a review and change of grade to the Academic Standards and Integrity Committee via email acadstandards@sfc.edu. The student's request for the review and change of grade must be in writing and must include all supporting evidence."

For complaints regarding professional misconduct by faculty members, the definition of a formal complaint and procedures for filing a complaint are in The CORD . For example, the first step after informal attempts to resolve the matter have failed is "The student must file a written statement of charges with the Vice President for Academic Affairs and Academic Dean (the "VPAA")".

Complaint procedures regarding violations of the student code of conduct are detailed in The CORD. For example, the paragraph on reporting violations says "Any person may file a report against a student for the alleged violation of law or college policies/procedures as set forth in the code. The report should be submitted to the Student Conduct Officer (or designee) as follows: online using form created for this purpose, via email, in person, via telephone or by mail. Reports should be made within 6 months of the incident or knowledge of the incident. Anonymous reports are accepted but the college may be limited in its ability to respond to anonymous complaints."

Any person who believes he or she has been aggrieved by an institution on or after May 4, 1994, may file a written complaint with NYSED within three (3) years of the alleged incident. *Nursing Handbook*, pg. 40. SFC nursing students have not submitted any formal complaints to NYSED in the last three years.

APPENDIX I: American Nurses Association Code of Ethics

Provision 1
The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2
The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3
The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4
The nurse has authority, accountability, and responsibility for Nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5
The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6
The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7
The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both Nursing and health policy.

Provision 8
The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9
The profession of Nursing, collectively through its professional organizations, must articulate Nursing values, maintain the integrity of the profession, and integrate principle of social justice into Nursing and health policy.

Click here to access the ANA Code of Ethics with Interpretive Statements.

American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Washington, D.C.: American Nurses Publishing, 2015

APPENDIX II: Verification of Receipt of Nursing Student Handbook

ST. FRANCIS COLLEGE
Department of Nursing

Verification of Receipt of Nursing Student Handbook

I,_____, (print first and last name), have received and read a copy of the **St. Francis Department of Nursing Student Handbook.**

I understand that I am responsible for the information contained within this document. I will abide by the policies, guidelines, and procedures as stated. I also understand that, at any time, the Nursing Department may adapt, delete, add and/or otherwise modify contents within this document. When content changes are made to the **Nursing Student Handbook** by the Nursing Faculty, I will be notified in writing and asked to replace the current information with new or revised information.

Concerning the **Nursing Student Handbook**, I also acknowledge that it contains information that is helpful to me as a new student in the Nursing Program but that it also contains information about my academic and professional progress as a Nursing student. Therefore, since this may be the only source of such information and will be referred to by Nursing Faculty, I will keep this **Nursing Student Handbook** safe but available for use throughout my enrollment in the Nursing Program.

This document is revised and updated on a regular basis. The most recent version of the document is always available at:
https://assets.sfc.edu/content/uploads/SFC-Nursing-Student-Handbook-2024-020924-fin.pdf

Signature/Date

Print Name

APPENDIX III: STANDARD PRECAUTIONS

All healthcare workers should routinely use appropriate barrier precautions to prevent skin and mucous- membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed after contact with each patient. Masks and protective eye wear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.

All healthcare workers should take precautions to prevent injuries caused by needles, scalpels and other sharp instruments or devices during procedures; when cleaning instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture-resistant containers which should be located as close as practical to the use area. Large bore reusable needles should be placed in a puncture-resistant container for transport to the processing area.

Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth- to-mouth resuscitation, mouthpieces, resuscitation bags or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable. Healthcare workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves. Pregnant healthcare workers are not known to be at greater risk of contracting HIV infection than health care workers who are not pregnant; however, if a health care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission. Because of this risk, pregnant healthcare workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmissions.

Implementation of universal blood and body-fluid precautions for all patients eliminates the need for use of the isolation category of "Blood and Body Fluid Precautions" previously recommended by CDC for patients known or suspected to be infected with blood-borne pathogens. Isolation precautions (e.g., enteric, "AFB") should be used as necessary if associated conditions, such as infectious diarrhea or tuberculosis, are diagnosed or suspected.

Precautions for Invasive Procedures

In this document, an invasive procedure is defined as surgical entry into tissues, cavities or organs or repair of major traumatic injuries: (i) in an operating or delivery room, emergency department, or outpatient setting, including both physicians' and dentists' offices; (ii) cardiac catheterization and angio-graphic procedures; (iii) a vaginal or cesarean delivery or other invasive obstetric procedure during which bleeding may occur, or (iv) the manipulation, cutting or removal of any oral or perioral tissues, including tooth structure, during which bleeding occurs or the potential for bleeding exists.

The universal blood and body-fluid precautions for all such invasive procedures are:

1. All healthcare workers who participate in invasive procedures must routinely use appropriate barrier precautions to prevent skin and mucous-membrane contact with blood and body fluids, or the generation of bone chips. Gowns or aprons made of materials that provide an effective barrier should be worn during invasive procedures that are likely to result in the splashing of blood or other body fluids. All healthcare workers who perform or assist in vaginal or cesarean deliveries should wear gloves and gowns when handling the placenta or the infant until blood and amniotic fluid have been removed from the infant's skin and should wear gloves during post-delivery care of the umbilical cord.

2. If a glove is torn or a needle stick or other injury occurs, the glove should be removed and a new glove used as promptly as patient safety permits; the needle or instrument involved in the incident should also be removed from the sterile field.

Centers for Disease Control Released 1987, Updated 1996.

For those students that are identified as HBV infected, following the CDC 2012 Guidelines, providers, and students with active HBV infection who do not perform exposure-prone procedures but who practice non- or minimally invasive procedures should not be subject to any restrictions on their activities or study. Students should follow established Standard Precautions strategies to promote patient safety and to prevent transmission of bloodborne viruses in health-care settings. These precautions include the use of safer devices and the implementation of work practice controls (e.g., not recapping needles) to prevent injuries that confer risks for HBV transmission to patients and their providers. Public health officials in the United States base Standard Precautions on the premise that all blood and blood-containing body fluids are potentially infectious. Since 1996, CDC has specified the routine use of Standard Precautions that include use of protective equipment in appropriate circumstances, implementation of both work practice controls and engineering controls, and adherence to meticulous standards for cleaning and reusing patient care equipment. For example, double-gloving now is practiced widely, and the evidence to demonstrate the feasibility and efficacy of this and other interventions is extensive. Students that are HBV positive should consult their health care provider and discuss any concerns with appropriate associate dean. Any conversation will be treated with confidentiality.

Updated CDC Recommendations for the Management of Hepatitis B Virus–Infected Health-Care Providers and Students https://www.cdc.gov/mmwr/preview/mmwrhtml/rr6103a1.htm
July 6, 2012 / 61(RR03); 1-12

APPENDIX IV: National Student Nurses' Association, Inc. Code of Academic and Clinical Conduct

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student in an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS (Adopted by the NSNA House of delegates, Nashville, TN, April 6, 2001)

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of culture and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance,

reserving the right to challenge and critique rules and regulations as per school grievance policy.

APPENDIX V: HIPPA and FERPA Release

Health Insurance Portability and Accountability Acknowledgment Form

Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a Federal Amendment to the Internal Revenue Code of 1986 concerning health insurance and issues in combating fraud and abuse in health insurance and health care delivery.

- HIPAA provides for standardization of the interchange of medical data
- Protects patient privacy
- Protects security of patient data

FERPA stands for Family Educational Rights and Privacy Act (Buckley Amendment). Passed by Congress in 1974 the Act grants four specific Rights to the student.

- The right to see the information the institution is keeping on the student
- The right to seek amendment to those records and in certain cases append a statement to the record
- The right to consent to disclosure of his/her records
- The right to file a complaint with the FERPA office in Washington

Confidentiality provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) as well as provisions of the Family Educational and Privacy Act of 1974 (FERPA) have been explained to me and I fully understand them.

I hereby authorize release of information from my student health record to affiliated clinical agencies as required in accordance with all relevant State and Federal confidentiality laws including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the Federal Educational Rights and Privacy Act of 1974 (FERPA).

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Name (Please print)

_____ _____

Signature Date