State University of New York at Canton

Practical Nursing Certificate Student Handbook

2024-2025

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Welcome

SUNY Canton was originally founded in 1906. The Practical Nursing Certificate Program was established at the college in 2009. The certificate program combines general education and nursing courses. Classroom lectures, laboratory sessions and clinical experience in area hospitals, clinics, and long-term care facilities are offered in two semesters. Graduates earn a certificate and are eligible to take the NCLEX-PN licensing examination and to become Licensed Practical Nurses.

The SUNY Canton Practical Nursing Certificate Program is registered by the New York State Education Department, which is responsible to the Board of Regents. The Board is recognized by the U.S. Department of Education as a national accrediting body for nursing education programs.

Information regarding NCLEX-PN pass rates for first time exam takers, program satisfaction, job placement, and graduation rates is posted on the website: Practical Nursing-Program Outcomes

The practical nursing program is very rigorous, and you will be challenged. However, you are capable of success. To that end, our faculty members are here to guide you in your learning. The nursing program will prepare you for entry into the nursing profession.

Over the course of the next year, you will have questions. It is important to get answers to those questions from a credible source. Rumors, second-hand information, and word-of- mouth may cause undue anxiety. The faculty members are eager to help you and want to see you succeed. If you have a question, do not be afraid to speak to your instructor, advisor, or me. The policies and procedures outlined in this handbook and in your course, syllabus is to serve you as a reference. If, after reading this handbook or a course syllabus, you have a question, please get it clarified. You will be provided a syllabus for each nursing course.

Clear communication is a cornerstone of good nursing care and a sound education. All full-time faculty members have posted office hours outside their doors. In addition, all full and part-time faculty members have email accounts. All official electronic communication will be conducted through your college email account. We will not be using private email accounts to communicate with you. Therefore, please be sure to check your campus email account daily.

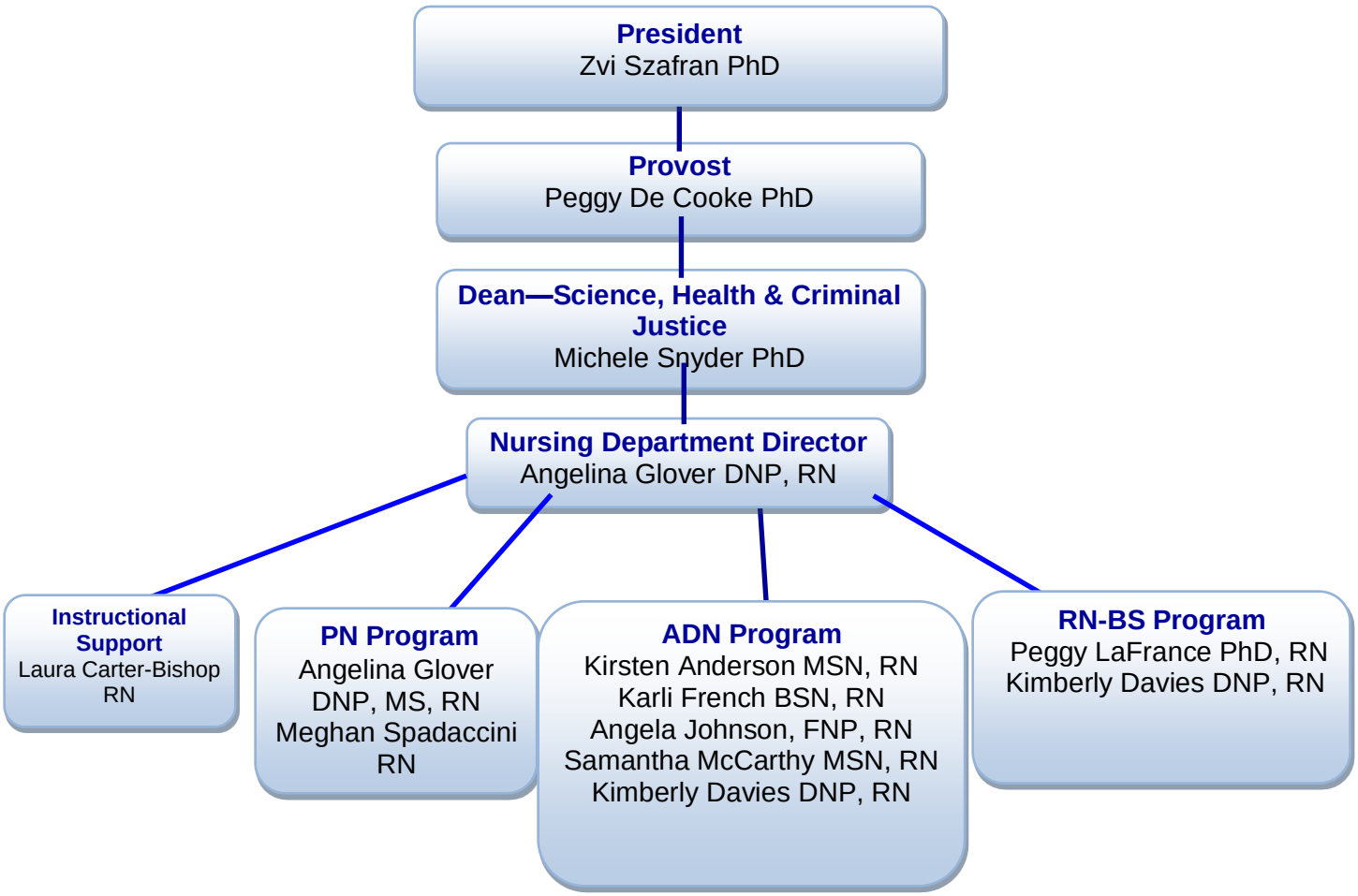
In closing, please accept my congratulations on your acceptance into the nursing program. Your hard work has paid off in gaining you acceptance into this highly competitive program. Should you need assistance, please do not hesitate to ask for help.

Best wishes for a successful and positive nursing education experience.

Angelina Glover DNP, MSN, RN, CCRN
Nursing Department Director

Nursing Organizational Chart

Organizational Chart
Nursing Department



NC-SARA

MANDATORY PROFESSIONAL LICENSURE DISCLOSURE

New York State takes pride in the high quality of its licensed and certified professionals. For the protection of its citizens, each license and certificate have requirements that individuals must meet to be licensed or certified in New York State. SUNY's academic programs leading to licensure or certification are carefully designed to meet and exceed these State requirements. This is a role SUNY plays in protecting the public. Other states frequently have their own requirements, so if your goal is to practice in another state, this disclosure will help you check to see what that state requires.

Per U.S. Federal Regulations, §668.43 (2019 Rule), and in compliance with the State Authorization Reciprocity Agreements (SARA) Manual version 19.2, SUNY Canton provides the following disclosure related to the educational requirements for professional licensure and certification.

Link: Nursing Professional License Disclosure

College Mission and Nursing Program Mission Statements

Philosophy	College	Practical Nursing Program
	A Student-Centered Philosophy by keeping students' best interests at the center of everything that we do.	The practical nursing program at SUNY Canton values and strives to create a transformative learning environment where the person's self-awareness is raised to move to a higher level based on the individual's reality. Education plays a key role in transformative learning. Education is viewed as a mentoring relationship based on mutual respect and understanding that recognizes the diverse needs of the learner and empowers the learner to achieve their highest level of potential. Furthermore, the core values of the National League for Nursing: caring, diversity, integrity and excellence are threaded throughout the curriculum. The core values are defined as: **CARING** means promoting health, healing, and hope in response to the human condition. A culture of caring, as a fundamental part of the nursing profession, characterizes our concern and consideration for the whole person, our commitment to the common good, and our outreach to those who are vulnerable. All organizational activities are managed in a participative and person- centered way, demonstrating an ability to understand the needs of others and a commitment to act always in the best interests of all stakeholders. **DIVERSITY** means recognizing differences among persons, ideas, values, and ethnicities while affirming the uniqueness of each. A culture of diversity embraces acceptance, respect, and inclusivity. We understand that everyone is unique and recognize individual differences, which can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. A culture of diversity is about understanding we and each other and moving beyond simple tolerance to embracing and celebrating the richness of everyone. While diversity can be about individual differences, it also encompasses institutional and system-wide behavior patterns. We must always remember that diversity without inclusivity lacks action, representing a missed opportunity. **INTEGRITY** means respecting the dignity and moral wholeness of every person without conditions or limitation. A culture of integrity is evident when organizational principles of open communication, ethical decision-making, and humility are encouraged, expected, and demonstrated consistently. Not only is doing the right thing simply how we do business, but our actions reveal our commitment to truth telling and to how we always see ourselves from the perspective of others in a larger community. **EXCELLENCE** means creating and implementing transformative strategies with daring ingenuity. A culture of excellence reflects a commitment to continuous growth, improvement, and understanding. It is a culture where transformation is embraced, and the status quo and mediocrity are not tolerated." Reference: National League for Nursing (2010). Section III Core Values. In outcomes and competencies for graduates of practical/vocational, diploma, associate degree, baccalaureate, masters, practice doctorate, and research doctorate programs in nursing (pp. 11-14). New York, NY: author.

Mission	SUNY Canton provides a progression of accessible, affordable, high-quality applied programs that enable students in the North Country, New York State, and beyond to achieve their highest potential both personally and professionally.	The SUNY Canton Nursing program's mission is to educate students in a safe and supportive environment that is respectful of diversity and encourages accountability to self, clients, and society. Faculty members facilitate students' learning experiences to foster their ability to meet program outcomes and objectives.

College and Nursing Program Values Statements

College	Practical Nursing Program
A Student-Centered Philosophy... by keeping students' best interests at the center of everything that we do. **Excellence**... by challenging everyone to perform at a consistently high level through continuous quality improvement. **Integrity**... by treating others with honesty and respect during every interaction. **Success**... by creating an environment that encourages maximum personal and professional growth and helps students translate that growth into meaningful action. **Diversity**... by fostering a culture of inclusiveness that values individual differences, gives voice to all in the campus community, promotes the free exchange of ideas based on merit, and encourages a global perspective. **Access**... by offering affordable career- oriented public higher education to motivated, mature and disciplined students through innovative delivery methods. **Sustainability**... by implementing viable long-term options for resource usage, disaster management, transportation, and waste management in connection with all campus activities and weaving sustainability concepts throughout the curriculum. **Flexibility**... by embracing change to better address the needs of the college community and society at large.	The Practical Nursing program at SUNY Canton values and strives to create a transformative learning environment where the person's self-awareness is raised to move to a higher level based on the individual's reality. **Education** plays a key role in transformative learning. Education is viewed as **a mentoring relationship** based on mutual respect and understanding that recognizes the diverse needs of the learner and **empowers the learner** to achieve their highest level of potential. The SUNY Canton Practical Nursing program believes that: • **People** are unique, holistic individuals with values and beliefs that originate from their real-life experiences, who have specific needs and can make decisions by themselves, with others, and/or by proxy. • **Health and Well-being** are dynamic lived experiences uniquely defined by the individual within the context of culture and environment. • **Nursing** is a unique profession that provides a service to society that is culturally sensitive, evidence-based, collaborative, and individualized. Utilizing the nursing process, the nurse facilitates transformation within individuals and groups to attain desired outcomes.

College, Guiding Standards, and Nursing Student Learning Outcomes

NCLEX-PN Guiding Standards	NLN Guiding Standards	QSEN Guiding Standards	College Student Learning Outcomes	Program Student Learning Outcomes
1. Safe + Effective Care- Coordinated care 2.Physiological Integrity- Basic care & comfort 3. Psychosocial Integrity 4. Physiological Integrity- Reduction of Risk Potential	1. Nursing Judgment 2. Spirit of Inquiry	1. Patient Centered- Care 2. Safety 3. Teamwork/ Collaboration 4. Informatics	**Communication Skills *(incudes oral and written*)** Demonstrates the ability to effectively present, organize, and articulate thoughts, ideas, viewpoints, and conclusions both orally and in writing.	Student Learning Outcome: 1
1. Safe + Effective Care- Safety 2. Health Promotion & Maintenance 3. Physiological Integrity- Basic Care + Comfort 4. Physiological Integrity- Reduction of Risk Potential	1. Spirit of Inquiry 2. Human Flourishing	1. EBP 2. QI 3. Safety 4. Patient- Centered Care	**Critical Thinking *(includes critical analysis, inquiry and analysis & problem solving)*** Demonstrates the ability to interpret, apply, analyze, identify, distinguish, and evaluate the assumptions, methodology and/or evidence of concepts, constructs and theory to provide a valid response, conclusion or recommendation.	Student Learning Outcome: 2
1. Safe + Effective Care- Coordinated Care 2. Safe + Effective Care- Safety + Infection Control 3. Health Promotion and Maintenance 4. Physiological Integrity- Basic Care & Comfort;	1. Nursing Judgement 2. Human Flourishing 3. Spirit of Inquiry	1. Patient centered care 2. EBP 3. Safety 4. Informatics	**Foundational Skills:** The category of foundational skills requires students to demonstrate knowledge in information management, basic math skills as required by disciplinary	Student Learning Outcome: 3,

Pharmacological Therapies; Reduction of Risk Potential & Physiological Adaptation			standards, and skills associated with their discipline. (Includes information management, quantitative literacy and reasoning).	
1. Safe + Effective Care-Coordinated Care 2. Physiological Integrity-Reduction of Risk Potential	1. Nursing Judgement 2.Professional Identity	1. Safety 2. Teamwork + Collaboration 3. QI	**Social Responsibility:** The category of social responsibility requires students to demonstrate understanding of cultural relations and global concerns. Students should demonstrate cultural sensitivity and global concerns with an emphasis on ethical standards. (Includes ethical reasoning, global learning, intercultural knowledge and teamwork).	Student Learning Outcome: 4
1. Safe + Effective Care-Coordinated Care & Safety + Infection Control 2. Health Promotion and Maintenance 3. Physiological Integrity-Basic Care & Comfort; Pharmacological Therapies; Reduction of Risk Potential & Physiological Adaptation 4. Psychosocial Integrity	1. Nursing Judgement 2.Professional Identity 3. Spirit of Inquiry	1. Patient centered care 2. EBP 3. QI 4. Safety 5. Informatics	**Industry, Professional, Discipline-Specific Knowledge and Skills:** The category of industry, professional, and discipline-specific knowledge and skills requires students to demonstrate the knowledge and skills necessary to succeed as leaders of tomorrow in their chosen career path.	Student Learning Outcome: 5

Practical Nursing Program Student Learning Outcomes

The student will:

1. Be able to demonstrate effective communication strategies to document and deliver written and oral communications that are developmentally appropriate, culturally sensitive, and comprehensive in conveying all required information to patients, families, and healthcare team members.
2. Be able to utilize critical thinking skills and evidence-based practices to analyze patient data and implement appropriate nursing interventions within the PN scope of practice, ensuring safe and effective patient care.
3. Be able to perform foundational nursing skills safely by applying basic procedures and techniques, organizing patient care tasks efficiently, and evaluating their performance to ensure accuracy and competency in various clinical settings.
4. Be able to exhibit nursing ethical reasoning, collaborate with multi-disciplinary teams, and demonstrate cultural competence to work effectively with diverse healthcare teams and provide patient care that is respectful, inclusive, and aligned with nursing ethical standards.
5. Manage patient needs, implement appropriate interventions within their scope, evaluate care effectiveness, and collaborate with healthcare teams to enhance outcomes, all within ethical and legal practice boundaries of the PN licensure.

Nursing Course Descriptions

LPNC 100: Drug Dosage Calculations and Pharmacology
This course introduces the principles related to pharmacology. It examines a variety of drug classifications and their effects on the body. The course places emphasis on use of the nursing process in drug administration and includes drug calculations.

LPNC 101: PN Fundamentals of Nursing
This course examines the evolution of nursing including current trends and introduces the health care delivery system to the student. Communication techniques, including documentation, are explored. Legal and ethical considerations and the role of the LPN within healthcare are examined. Students will be encouraged to utilize the nursing process and critical thinking in providing nursing care to clients who are at various points on the health-illness continuum. In lab, students will develop skills fundamental to the practice of nursing. Lab and theoretical content will be applied in the long-term care setting and clinics.

LPNC 102: Specialty Populations
This course introduces students to data gathering and nursing care concepts focusing on maternity, newborn, pediatric, and mentally ill clients. The nursing process and clinical reasoning skills are utilized to adapt nursing concepts and procedures to these special populations.

LPNC 103: Medical-Surgical Nursing
Students will utilize clinical reasoning and the nursing process in learning about fundamental disease processes and the LPN's role in prevention of illness, treatment of disease, and the

restoration of health in the adult client. Concepts related to safety, emotional support, communication, client teaching, and pharmacology are integrated throughout the course. Students utilize the nursing laboratory to enhance their psychomotor and clinical reasoning skills in practicing advanced nursing skills. Clinical experiences provide opportunities for students to apply theory/lab in the medical- surgical units and specialty of acute care hospitals and clinics.

Practical Nursing Certificate Program Curriculum Plan HEGIS Code 5209.20

First Semester

Course	Credits
BIOL 217 Anatomy & Physiology I	4
ENGL 101 Composition and the Spoken Word (GER 10)	3
LPNC 100 Drug Dosage Calculation & Pharmacology	3
LPNC 101 Fundamentals in Nursing	8
Total First Semester Credits	18

Students must achieve a minimal grade of "C" in BIOL 217, ENGL 101, and a minimal grade of "C+" in LPNC 100 and LPNC 101 to enroll in LPNC 102 and LPNC 103.

Second Semester

Course	Credits
BIOL 218 Anatomy & Physiology II	4
PSYC 101 Introduction to Psychology (GER 3)	3
LPNC 102 Specialty Populations	3
LPNC 103 Medical-Surgical Nursing	8
Total Second Semester Credits	18

To be eligible for the Certificate in Practical Nursing, students must achieve a minimal grade of "C" in BIOL 218 and PSYC 101, and a minimal grade of "C+" in LPNC 102 and LPNC 103.

Graduation Requirements: Total Semester Hours – 36 with minimum 2.0 GPA

Students must complete all LPNC courses with a minimal grade of "C+" to graduate. Successful completion of all co-requisite courses with a final grade of "C" or better and a semester GPA of 2.0 or better is required to continue in the program. This requirement is different from that of the college (passing grade is considered a "D") to help ensure that the student is adequately prepared to enter the nursing profession, increase likelihood of success on the NCLEX-PN exam, and enhance the ability of the student to transfer credit to another college.

1 classroom clock hour (50 minutes)/week for 15-week semester = 1 credit
3 laboratory or 3 clinical clock hours/week for 15-week semester = 1 credit

ATI Policy and Procedure

Purpose: To optimize program and NCLEX success for our students.

Requirements:
The SUNY Canton Practical Nursing Program requires students to purchase and complete an Assessment Technology Institute (ATI) Nursing Review Program. This program is complete with books, on-line videos, non-proctored exams, and proctored exams. The program measures student comprehension and evaluates their knowledge in relation to the nursing process, critical thinking, therapeutic intervention, communication, and competency skills. The intent of the comprehensive assessment and review program is to increase student pass rates on the licensure exam, lower program attrition, and contribute to program evaluation. The comprehensive program provides tools to help student prepare more efficiently, as well as increase confidence and familiarity with licensure exam content.

ATI examinations are nationally standardized examinations that are content-specific and based on the National Council of State Boards of Nursing (NCSBN) Testing Blueprint. ATI's online exams test students on their skills in clinical application and critical thinking which are cornerstones of practical nursing student preparation. ATI provides institutional and student diagnostic reports that include an item-by-item topic comparison between SUNY Canton's practical nursing group's percentage answered correctly and the national group norm answered correctly. Additionally, ATI provides an individualized detailed remediation plan for the students regarding their specific areas of weakness.

ATI exams are divided into concept areas equivalent to those on the NCLEX licensure exam. Each nursing student will be assigned an account on the ATI site. This site offers students individualized remediation opportunities after each exam, and the opportunity to continue learning opportunities throughout the program.

Instructors will specify their expectations and requirements for this area. If there is a question, the student is responsible for clarifying the instructor's expectation with that instructor. Students will be required to pay testing fees for the exams at the beginning of each semester. Failure to take any required assignments or to take the ATI Exams when scheduled results in a grade of "INCOMPLETE". The "INCOMPLETE" grade reverts to "F" course grade if the exams or assignments are not taken by the deadline set by the course faculty.
The ATI exams are a reliable, valid, nationally standardized exam used by many nursing schools to predict success on the NCLEX licensing examination and identify students in need of additional strategies to improve their studying and exam taking skills to successfully complete the NCLEX testing. The ATI is a computerized, timed, proctored, comprehensive examination of nursing program content with particular focus on application of knowledge using critical thinking and clinical reasoning skills. The successful student will prepare themselves for these exams by reviewing and applying nursing theory in the context of a clinical practice scenario, practicing exam taking strategies, and critically thinking at an advanced level.

Scoring of the ATI examination:
The scores range from Below Level 1 to Level 3 proficiency level on Content Mastery Series Assessments, and 0% to 100% probability to pass NCLEX on the Comprehensive Predictor. An

acceptable level of performance is a proficiency score of Level 2 on CMS assessments and 90% probability to pass NCLEX-PN on the Comprehensive Predictor. However, when preparing for the NCLEX-PN, it is highly recommended that students seriously remediate any subject area category in which they obtained a score of less than Level 2 Proficiency or 90% probability of passing to increase comprehension of the subject content. All exam items are weighted according to their difficulty level. Each individual student score reflects application of the ATI Predictability Model (PM) to the overall score and each subject area score. Research studies have found the PM to be highly accurate in predicting NCLEX-PN success. The conversion score is a weighted percentage score that considers the average difficulty of the exam and the average difficulty of the exam items answered. The ATI score is a better predictor of NCLEX-PN success than the conversion score because it reflects application of the PM in its calculation, whereas the conversion score does not.

ATI exams are used throughout the curriculum within SUNY Canton's nursing program from admission through the last nursing course. The rationale for utilizing the ATI series of examinations is to prepare the student for eventual NCLEX-PN ("Boards") success.
The individual exams offered throughout the curriculum are provided as steppingstones which culminate in taking the ATI Comprehensive Predictor, which is a course requirement in the LPNC 103: Medical- Surgical Nursing course. Therefore, preparation, completion, and remediation, as indicated on all the ATI exams, are essential elements throughout the curriculum and are performed in order to prepare the student for success. ATI exams are utilized across the curriculum.

Use of Standardized Testing Across the Practical Nursing Program Curriculum

Practical Nursing Level Semester and Course	Exam	Week in Term Administered	Number of Questions
LPNC 101	PN Fundamentals of Nursing	Fall	60
LPNC 102	PN Maternal-Newborn	Spring	60
LPNC 102	PN Nursing Care of Children	Spring	60
LPNC 102	PN Mental Health Nursing	Spring	60
LPNC 103	PN Adult Medical Surgical Nursing PN Pharmacology	Spring Spring	90 60

ATI Semester Exams

1. Nursing students will take ATI exams towards the end of each semester in the program. The exams are scheduled currently to allow the student an appropriate amount of time to remediate.

2. Standardized testing
   a. Standardized exams will be administered each semester and count 10% of the students' final grade.
      i. The conversion score on the initial exam (1st attempt) for each specialty exam will be 10% of the grade dissemination for the related theory course.

b. A pre-practice exam is to be completed one week in advance of the standardized exam.
   i. Exams are set up to only show scores not correct answers, not proctored, taken out of the classroom.
   ii. Based on the grade achieved, remediation will need to be completed prior to sitting for the proctored exam (see below).

3. It is strongly recommended that students score a minimum of Level 2 on their ATI exams, demonstrating appropriate retention of learned material.

4. Meeting with your course faculty member is mandatory for a score of less than Level 2, as a formal remediation plan is required.

ATI Comprehensive Predictor

(Cumulative exam over all coursework completed within the nursing program and related disciplines)

1. The ATI Comprehensive Predictor will be completed within LPNC 103 Medical Surgical Nursing II. It is recommended that students obtain a score of *90% probability to pass NCLEX-PN on first* attempt on the exit ATI exam. Nursing students will take the ATI Comprehensive Predictor during the tenth week of the 2nd semester in the program. The exam is scheduled currently to allow the student an appropriate amount of time to remediate following the second semester Specialty ATI exams.

2. As with other ATI experiences, students not successfully obtaining a minimum score of 90% probability to pass on the ATI Comprehensive Predictor will be required to remediate (supervised by the course faculty) for a minimum of 1 week, but not longer than 4 weeks and take a second version of the ATI Comprehensive Predictor. Students meeting these criteria will obtain an 'I' (incomplete) for the LPNC 103 grade if the re-take exam is scheduled after the end of the semester. Students successfully completing the ATI Comprehensive Predictor with a minimum score of 90% probability to pass will obtain the appropriate grade in LPNC 103 and will be eligible for graduation if meeting other SUNY Canton requirements.

3. Students not obtaining a minimum score of 90% probability to pass on the second attempt at the ATI Comprehensive Predictor will be required to complete ATI remediation and successfully complete the ATI NCLEX live review course. Students will be eligible for graduation after successful completion of the ATI NCLEX review course. The highest score of the two attempts will be recorded as the grade.

4. Please remember to improve the usefulness of the ATI exam as a predictor of NCLEX success, the exam should not be repeated earlier than four weeks after the previous testing date.

ATI Mandatory Remediation

Concerning remediation, following the completion of any ATI standardized examination; students who have not successfully met the course guidelines for the exam are required to be accountable for their remediation by accessing their individual ATI remediation plan via the ATI

website within one week of the availability of the exam score. Students that progress to the subsequent nursing course will meet prior to the first exam of the beginning of the following semester with assigned faculty. Students are recommended to contact and schedule a remediation meeting to document action toward their remediation plan based upon the students' individual, identified deficiencies of the specific ATI exam. The ATI remediation should be completed prior to attendance at the remediation meeting. Failure to schedule a meeting or complete a plan of remediation may negatively affect the students' success in courses throughout the practical nursing curriculum, success on the ATI course requirement housed within LPNC 103 in the final semester of the practical nurse, as well as success on the NCLEX-PN (licensure exam).

A minimum of two hours a week will be designated by the student via contract the first week of every semester as reserved time to complete this remediation. This time will be the same throughout the semester. Remediation will be completed from week 1-4 after the ATI exam. Failure to complete remediation will result in first absence – warning; second absence – report to course faculty to explain rationale for remediation absence. Program faculty can choose to dismiss student from program after second absence; third absence – dismissal from program. Remediation 'Signing in' for peer will result in dismissal from the program for both the peer falsely signing in and the peer being falsely signed in.

A score below Level 2 proficiency on ATI CMS Exams or 90% probability to pass on the ATI Comprehensive Predictor constitutes an unsuccessful exam score thus requiring remediation. The remediation plan must be followed to retake the exam.

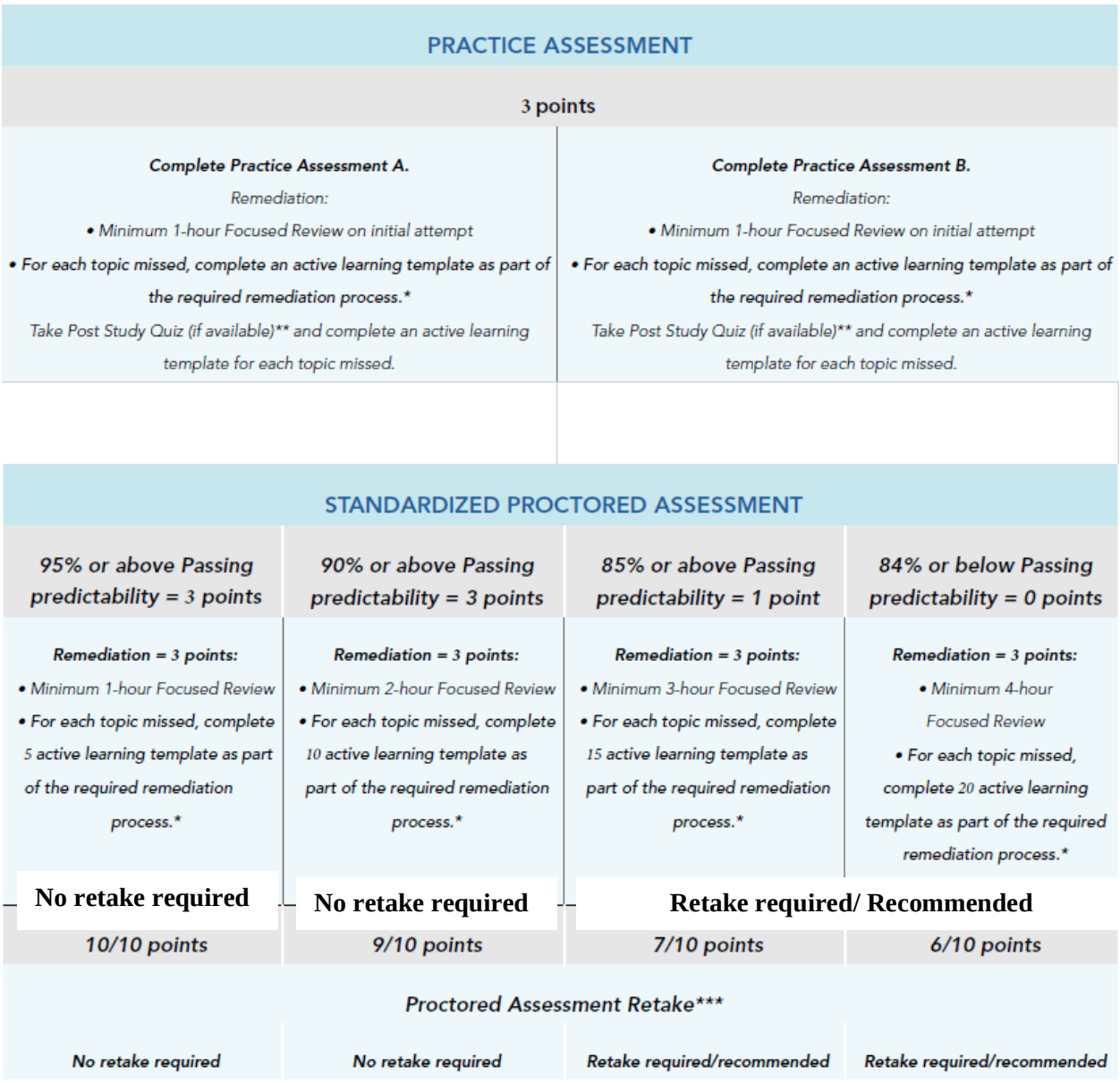
ATI Point Conversion Table with Remediation is as follows:

ATI Content Mastery Series (CMS): Remediation with Active Learning Templates

PRACTICE ASSESSMENT	
3 points	
Complete Practice Assessment A. *Remediation:* *• Minimum 1-hour Focused Review on initial attempt* *• For each topic missed, complete an active learning template as part of the required remediation process.** *Take Post Study Quiz (if available)** and complete an active learning template for each topic missed.*	***Complete Practice Assessment B.*** *Remediation:* *• Minimum 1-hour Focused Review on initial attempt* *• For each topic missed, complete an active learning template as part of the required remediation process.** *Take Post Study Quiz (if available)** and complete an active learning template for each topic missed.*

STANDARDIZED PROCTORED ASSESSMENT			
Level 3 = 4 points	*Level 2 = 3 points*	*Level 1 = 1 point*	*Below Level 1 = 0 points*
Remediation = 3 points: *• Minimum 1-hour Focused Review* *• For each topic missed, complete 5 active learning template as part of the required remediation process.**	***Remediation = 3 points:*** *• Minimum 2-hour Focused Review* *• For each topic missed, complete 10 active learning template as part of the required remediation process.**	***Remediation = 3 points:*** *• Minimum 3-hour Focused Review* *• For each topic missed, complete 15 active learning template as part of the required remediation process.**	***Remediation = 3 points:*** *• Minimum 4-hour Focused Review* *• For each topic missed, complete 20 active learning template as part of the required remediation process.**
10/10 points	*9/10 points*	*7/10 points*	*6/10 points*
*Proctored Assessment Retake****			
No retake required	***No retake required***	***Retake required/recommended***	***Retake required/recommended***

COMPREHENSIVE PREDICTOR GRADING RUBRIC



** Each student's focused review materials are created based upon the questions the student missed. Please take students' test scores into account when assigning time to spend in remediation, as a higher score means less focused review materials will be available.*

*** Handwritten ALTs and/or Three Critical Points is preferable.*

**** On the retake of the Proctored Assessment, if a student moves up a level, they can earn an extra percentage point. Maximum points allowed for exam is 10 (Example, a below level 1 can now earn 1 more point after remediation of second exam by Midnight of the exam day).*

ATI Live NCLEX-PN Review

A three-day NCLEX-PN review course will be scheduled prior to the end of LPNC 103. **Attendance at a live NCLEX-PN review course is highly recommended to pass the course and NCLEX-PN exam.** The live review will be scheduled sometime between the tenth and twelfth week of the second semester for three consecutive days, eight hours per day. It should be noted that if a student opts to not attend the ATI Live review, ATI will not honor their NCLEX pass guarantee as the live review is a required component of their guarantee.

Admission Requirements

1. The application process, including anticipated cost is stated in the SUNY Canton Academic Catalog. Opportunities are available for part- and full-time study. The SUNY Canton Practical Nursing Program utilizes a selective admissions process. Although all applicants must meet the pre-requisites to be considered for admission, applicants who have exceeded the minimal academic requirements will be selected for admission first.

2. There is no discrimination in the educational program or activities of the Nursing Program based on race, age, color, creed, religion, national or ethnic origin, gender, sexual orientation, marital status, or handicap. This practice follows Title IX of the Educational Acts of 1972, the Americans with Disabilities Act of 1992 and other federal and state laws and regulations.

3. SUNY Canton nursing faculty members subscribe to the Core Performance Standards as adapted from the Southern Council on Collegiate Education for Nursing and from the Validation Study, "Functional Abilities Essential for Nursing Practice" by the National Council of State Boards of Nursing**.** The core performance standards set forth cognitive, sensory, affective and psychomotor performance requirements for nurses. Under the Americans with Disabilities Act (ADA), the SUNY Canton nursing programs do not base admission, acceptance, or continued enrollment on the core performance standards. Instead, the standards are used to assist applicants and students in the determination of need for ADA related accommodations and medications. The core performance standards are intended to constitute an objective measure of:

- A qualified applicant's ability with or without accommodations to meet the program performance requirements.
- Accommodations required by a matriculated student who seeks accommodations under the ADA.

Nursing students, who qualify under the Americans with Disabilities Act, are expected to review these core performance standards. In accordance with the Civil Rights Law and with college policy, no qualified individual with a disability shall, based on that disability, be excluded from participation in the program. SUNY Canton will provide reasonable accommodations to a qualified individual with a disability. The Student Accessibility Service Center is responsible for determining if reasonable accommodations can be identified and for ensuring that such accommodations are provided for students. It is the responsibility of the applicant or student to request the accommodations that are needed to perform the behaviors listed below. If a student reports to faculty or staff that they need an accommodation for a perceived disability; they will be referred to Student Accessibility Service Center by the faculty member. To be eligible for a reasonable accommodation, applicants must provide credible documentation of disability.

Contact the Student Accessibility Service Center at 315-386-7392, Campus Center 235 or via email at riedlm@canton.edu, if you think that you may require an accommodation for a disability.

4. Graduates of the program meet the educational requirements for licensure in New York State as a Licensed Practical Nurse. Licensure, however, is not automatic. In addition to successfully passing the National Council Examination for Practical Nurses (NCLEX-PN), the New York State Education Department Office of the Professions requires that applicants be of a good moral character. A fee is required for taking the NCLEX-PN and for the licensing application. In addition, applicants seeking licensure in New York State must truthfully answer questions related to conviction of a crime (felony or misdemeanor), professional misconduct, and unprofessional behavior or negligence and may need to provide full explanations to the State Education Department.

5. Students attend classes on a two-semester schedule, classes are offered Monday- Friday.

The standards with some specific examples follow:

Core Performance Standards

STANDARD	DEFINITION	EXAMPLES OF NECESSARY ACTIVITIES
Critical Thinking	Critical thinking ability sufficient for clinical judgment	Identify cause-effect relationships in clinical situations Follow nursing care plans Make rapid decisions under pressure Work effectively in stressful situations Assist with problem solving
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, educational, cultural, and intellectual backgrounds	Establish rapport with clients/clients and colleagues Cope effectively with high levels of stress Cope with anger/fear/hostility of others in a calm manner Cope with confrontation Demonstrate high degree of patience
Communication	Communication abilities sufficient for interaction with others in Standard English in verbal and written form	Reinforce treatment procedures Reinforce client education Document nursing actions and client/client responses
Mobility	Physical abilities sufficient to move from room to room, to maneuver in small spaces and to perform procedures necessary for emergency intervention	Move around in client's rooms, workspaces, and treatment areas Administer cardio-pulmonary resuscitation procedures Walk the equivalent of 5 miles per day Remain on one's feet in upright position at a workstation without moving about Climb stairs Remain in seated position

Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	Calibrate and use equipment Position clients/clients Perform repetitive tasks Able to grip Bend at knee and squat. Reach above shoulder level Lift and carry 25 pounds Exert 20-50 pounds of force (pushing/pulling)
Hearing	Auditory ability sufficient to monitor and assess health needs	Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help Hear tape recorded transcriptions Hear telephone interactions
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Observe client/client responses Identify and distinguish colors Read words, graphs, charts, instruments
Conceptual and Analytical Reasoning	Demonstrate ability to calculate, measure and analyze, exercise good judgment, and utilize critical thinking in the process of delivering care and comfort to clients.	Calculate drug dosages with a standard calculator

Admission Requirements: Practical Nursing (PN)

Admission into the program will be selective. Candidates must have earned the following within the last seven years to be considered for admission:

a. High school diploma with an overall grade average of 75 or a high school equivalent (GED/) with minimal score of 245 or 2450
b. Meet Basic Communication (GER 10) or one of the following:
  i. Having a minimal score of 60 on the ACCUPLACER exam for Reading and a minimal score of 75 on the ACCUPLACER exam for Sentence Structure, **or**
  ii. Students are exempt from the ACCUPLACER exam if they:
    1. Achieve a minimum NYS English Regents score of 75
    2. Achieve a minimum SAT verbal score equal to or higher than 420
    3. Achieve a minimum ACT score of 17 on the English and Reading sections
c. Satisfactory completion of Algebra math proficiency
  i. Completion of the Geometry or Algebra II/Trigonometry Regents with a grade of 75, **or**
  ii. A grade of 65 on the Geometry Regents and a grade of 60-74 on the Trigonometry

Regents, **or**

iii. Completion of a Pre-Calculus class, **or**

iv. Completion of MAT 092: Intermediate Algebra from Nursing ABC with a final score of "B's" or higher**, or**

v. Completion of equivalent college-level course work: intermediate Algebra, Survey of Math, College Algebra, Statistics, Pre-Calculus Algebra and Trigonometry or Calculus with a final grade of "C" or higher.

vi. Exceptions for Regent exempt secondary schools will be considered on a case-by-case basis.

d. Satisfactory completion of Biology proficiency

i. Completion of high school Biology or Living Environment with a grade of 75 or above on the New York State Regents Examination, **or**

ii. Completion of BIO 095: Basic Lab Biology from Nursing ABC (http://www.nursingabc.com/courses) with a final score of "C" (69.5 or higher), **or**

iii. Completion of equivalent college-level course work: introduction to Biology with a final grade of "C" or higher **or**

iv**. Completion of Anatomy and Physiology I with a final grade of "C" or higher within five (5) years**.

v. Exceptions for Regent exempt secondary schools will be considered on a case-by-case basis.

e. Satisfactory completion of Chemistry proficiency

i. Completion of high school chemistry with a grade of 70 on the New York State Regents, **or**

ii. Completion of CHM 095: Basic Lab Chemistry from Nursing ABC (http://www.nursingabc.com/courses) with a final score of "B" (79.5 or higher), **or**

iii. Completion of equivalent college-level course work: Introduction to Chemistry or Investigative Chemistry with a final grade of "C" or higher **or**

iv. Completion of Anatomy and Physiology I with a final grade of "C" or higher.

v. Exceptions for Regent exempt secondary schools will be considered on a case-by-case basis.

f. Meet the minimum technical requirements for the nursing program.

g. Have proof of United States citizenship or legal residence. New York residents are given priority.

h. Be at least seventeen years of age at the time of applying for nursing licensure.

i. Apply for admission into the nursing program.

Transfer Students

Candidates must have earned the following to be considered for transfer into the practical nursing program:

1. Satisfy the criteria stated in Admission Requirements: PN.
2. Have a college GPA of 2.5 or higher at the time the application is submitted.
3. **Students requesting transfer from another nursing program must:

a. Satisfy the criteria stated in the admission requirements: PN

b. Satisfy the co-requisite criteria if seeking advanced placement.

c. Obtain an overall college GPA of 2.5

d. Students requesting transfer from a non-credit bearing PN course must take the Excelsior e. LPN Fundamentals exam and pass with a "C" or higher.

e. Students requesting transfer from a non-credit bearing PN course will have their courses evaluated for credit allotment.

f. Student to request a written statement from the transferring institution directly to SUNY

Canton Admissions on college letterhead and sealed indicating their standing upon leaving the college.

g. Students who wish to transfer into the LPN program in the spring semester must have completed an equivalent three-credit pharmacology **or** if transferring from SUNY Canton ADN program has successfully completed Pharmacology 1, 2, 3 by the start of the Spring Semester. They also must take (or have completed) pharmacology 4 as a co-requisite.

h. Complete SUNY Canton's LPNC 102 and LPNC 103 courses.

Note: Transfer credit may be awarded for courses that were previously taken at an accredited institution, passed with a grade of "C" or better, and are similar in content and credit hours to those in the SUNY Canton curriculum, such as Anatomy and Physiology I and II. Science courses completed more than five years prior to acceptance will need to be repeated.

Student Readmission Policy

Readmission to Practical Nursing Program:

1. A student who is unsuccessful in any nursing course the first time may reapply for admission into the next semester the course is offered. A student who has failed two nursing courses is not eligible for immediate readmission. The student must wait three (3) years from semester of unsuccessful advancement into the program and apply as a new student. The student will compete as a new applicant at that time. Auditing will be required depending on the time away from program.
2. Students who have withdrawn from or are repeating a practical nursing course:
   a. Students who have previously been enrolled in the practical nurse certificate program and are seeking re-admission must notify the college admissions office, the Nursing Department Director, and the Dean of the School of Science, Health, and Criminal Justice.
   b. Requests for re-admission will be considered on an individual basis.
   c. Readmission is based upon space availability.
   d. If a student is requesting re-admission to the certificate program and it has been more than two years since the student was last enrolled in the nursing program, the student will be required to start the certificate program with LPNC 101 audit of the lecture and lab sections of the last nursing course successfully completed.
   e. When more than one student is requesting re-admission, the following criteria will be used in ranking students:
      i. Students who passed their last nursing course taken but did not attend the subsequent nursing course will be considered for re-admission first.
      ii. Students who withdrew from a nursing course and did so while in good academic standing will be considered for re-admission secondly.
      iii. All others will then be considered on an individual basis.
3. The nursing program reserves the right to examine academic progress since the last time the student was enrolled in the nursing program as a means of determining re- admission.
4. Students must complete the program within one year of initial admission into the nursing program. Extensions will only be granted if there are extenuating circumstances as determined by the Dean of the School of Health, Science, and Professional Studies and the Nursing Department Director.
5. Students are allowed to repeat one nursing course one time. This rule applies to LPNC 100, 101, 102, and 103.
6. Readmissions selected in December to submit verification of their health requirements by January 18, February admissions for the fall by May 1st and May admissions for the fall by July 14th. Changes can be made at the discretion of the Department Director.

Important Dates

1. Admissions to SUNY Canton's undergraduate nursing programs are very competitive; therefore, it is important to remain aware of dates for application submission and completion of health and CPR requirements.
2. Fall application Deadlines:
    a. Review and first round selection of applicants with waitlist offers will occur by March 1st
    b. Review and final selection of applicants with waitlist offers will be decided by June 1st
3. Spring application deadlines
    a. Review and selection by December 24th
4. Submission of current CPR certification and completed health requirements to the SUNY Canton Davis Health Center by August 1st for fall admission and January 4th for spring admissions. Changes can be made at the discretion of the Department Director.

Retention and Recruitment

It is the objective of the nursing department that once a student begins the program, he/she will successfully complete it within two semesters. The college has implemented several measures designed to improve student retention. These include formation of the Student Retention Committee, the Roo's-Success early warning identification process, and use of academic advisors. To supplement these measures, the nursing program has implemented the following:

- Use of learning agreements and referrals.
- Assignment of a nursing faculty member as a student's advisor over the course of the student's enrollment.

Nursing faculty members and students participate in various recruitment activities including, but not limited to:

- Student open houses
- Student orientations
- Health fairs

Policy Development and Implementation

Development of nursing policies evolves from identification of issues/concerns via:

- Program review.
- Those identified by faculty members and/or students and/or the advisory board.
- Student evaluations.

Policy changes are implemented when they are published in the Practical Nursing Program Student Handbook. In the event a policy must be implemented immediately, a copy of the policy is distributed to each student and all faculty members. Each semester students are required to read the program handbook and sign a statement that they have obtained, read, and understand the program handbook. All faculty members are provided a copy of the handbook.

Accountability

Each Canton nursing student is expected to function professionally and be accountable for his/her own action(s). Students are expected to be assertive and to follow the appropriate chain

of command in both clinical and campus settings.

- Failure to submit assigned work will result in a written contract established between the instructor and student. Failure to continue to submit assigned work may result in dismissal from the course. A written request for an extension may be submitted to the instructor prior to the due date. The instructor may or may not, at his/her discretion, grant an extension.
- Failure to submit assigned work by 12:00 pm on the last day of instruction for the semester will result in an "F" course grade.
- Failure to notify in advance absence from any course component (lecture, clinical or skills lab) will result in a contract established between the instructor and student. Any subsequent failure to notify in advance an absence from any course component (lecture, clinical or skills lab) may result in dismissal from the course.
- Chain of command on the campus setting is as follows:
  - Issues, concerns or problems are addressed initially with the faculty member teaching the course.
  - Failure to resolve at the course faculty level, address the concern with the Nursing Director.

Please note: No children will be allowed in the classrooms/labs or on campus unattended. If children are on campus and student has a class-the student must provide childcare for the child.

Testing Policy

Testing Instructions

a. Instructions regarding testing policies and procedures will be announced prior to distribution of each exam or quiz.
b. Specifics related to the make-up examinations are left to the discretion of the course faculty.

Testing Policy

1. The following policy applies to all testing environments.
   a. During testing, the only allowable items on the desk can be a pencil, a drink, and a test. Aisles between desks must be clear. All cell phones must be turned off and placed in backpacks in front of room.
   b. Passing notes, calculators or any other items or materials to another student after the exam has started is prohibited. Any questions or requests should be made directly to the instructor or proctor.
   c. Students may leave room and then return to complete the examination; however, the timer will continue to run.
   d. Testing starts and end times will be listed on the board or computer. Student who arrives late will not receive extra time to complete the examination. Any student who arrives late will be afforded the remaining allotted test time.
   e. Students taking examinations are expected to adhere to the academic integrity policy. It is expected that the examination reflects one's own independent and individual work. Failure to abide by the academic integrity policy can result in academic sanctions up to and including dismissal from the program.
   f. Test scores will be posted no sooner than twenty-four hours after the exam and no later than five working days after the exam. All grade adjustments are made before

the grades are posted in the grade book.

g. Nursing students who make less than 75% on any unit exam are required to remediate with their course faculty.

h. Test review is available as scheduled by instructor after the test is submitted. During test review, absolutely no books or other resources are allowed. Students are not allowed to have any paper, individual student responses with their answer key while reviewing exam. No notes are allowed to be taken while reviewing an examination.

i. Exam grades are final grades are not rounded.

j. Students may miss scheduled examinations only in extreme circumstance such as illness, death in the family or other emergencies. It is the student's responsibility to notify the instructor regarding the missed examination.

Exam Review

1. It is at the faculty's discretion if a group review is conducted. If so, the students will not be allowed to take any notes or pictures; they can only read the exam questions with the rationale and discuss questions with other students or the faculty.
   - If notes or pictures of exam items occur, the student will be expelled from the program
2. All testing materials are the property of the Nursing Department.

Remediation Policy

1. If a student scores less than 75% on a unit exam he/she will be highly recommended to remediate and develop a remediation plan with the instructor.
2. Students are to follow the remediation plan for ATI standardized exams as outlined in the ATI policy.

Expectations of Nursing Students and Accommodations Policy

Physical expectations of students admitted in the nursing program include being able to ambulate and function in a safe manner and not placing clients in jeopardy – see technical admission requirements. Students who may have or have difficulty in meeting the previous expectations or who may have or have a learning, physical, or mental health disability are encouraged to meet with staff from the Student Accessibility Service Center on campus to receive assistance.

The department is committed to ensuring compliance with the Americans with Disabilities Act and will provide accommodations whenever possible. Students meeting the criteria for special accommodations set by the Student Accessibility Service Center and who choose to utilize these accommodations are to consult with the course instructor as soon as possible (but prior to the first examination) so that arrangements to meet the students' needs may be made. All students completing the nursing program must be able to successfully demonstrate the ability to perform all program competencies.

Students who take lecture examinations through Student Accessibility Service Center are asked to speak with the nursing faculty member upon returning to the classroom to obtain any announcements, corrections, changes, etc. that may have been made by the instructor during the student's examination session. It is the student's responsibility to check with the instructor and to receive these announcements when returning to the classroom.

For a copy of the student accommodative services policy, here is the link:
https://www.canton.edu/media/pdf/Guidelines_for_Alternative_Testing.pdf

The college provides a variety of tutoring services.

Integrity Policy

It is expected that students will be honest in all academic and clinical situations and perform independently on all exams, skills exams, and written assignments. Use of AI writing tools or ChatGPT is not permitted throughout the program.

Any form of cheating or attempting to cheat will result in "F" course grade. The college policy for "Deviant Academic Conduct" found in the college's student handbook will be adhered to. Students who knowingly collaborate in cheating by assisting others will also be held equally responsible.

Learning assistance materials, supplies, videos, software, and equipment in the lab are for use by all nursing students and are not to be removed unless permission from a nursing faculty member is granted. Removal of such items without permission jeopardizes the learning of all other students and is a breach of integrity. Removal of such equipment without permission may result in criminal charges.

Professional Behavior

STANDARDS OF PROFESSIONAL CONDUCT

SUNY Canton's nursing students will adhere to the following standards of professional conduct as an integral aspect of professional socialization.

- **Accountability** - Answering for one's action to self, the client, the profession, and the college.
- **Ethical** - Adhering to the Nurse's Code of Ethics (ANA, 2004).
- **Legal** - Operating within the standards of care related to the nursing student role.
- **Honesty** - Practicing fairness and truthfulness in conduct.
- **Dependability** - Being trustworthy and reliable.
- **Respect** - Treating others and self with consideration and courtesy.
- **Responsibility** - Performing duties associated with the nurse's particular role.
- **Confidentiality** - Respecting the privacy of clients by respecting privileged information.
- **Punctuality** - Arriving on time for all classroom and clinical assignments.
- **Professional Appearance** – Following personal appearance standards and uniform policy.

SUNY CANTON COLLEGE CODE OF CONDUCT
Students are also required to adhere to SUNY Canton Code of Conduct defined on the College website: http://www.canton.edu/student_affairs/code.html

AMERICAN NURSES ASSOCIATION (ANA) PRINCIPLES FOR SOCIAL NETWORKING

Students are expected to adhere to the ANA's Principles for Social Networking as listed below. Violations of these principles may result in termination from the nursing program.

ANA's Principles for Social Networking

1. Nurses must not transmit or place online individually identifiable client information.
2. Nurses must observe ethically prescribed professional client-nurse boundaries.
3. Nurses should understand that clients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a client's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

Six Tips to Avoid Problems

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-client relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with clients blurs this boundary.
4. Do not make disparaging remarks about clients, employers, or co-workers, even if they are not identified.
5. Do not take photos or videos of clients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

References:

American Nurses Association (2011, September). Principles for Social Networking and the Nurse. Silver Spring, MD: Author.

National Council of State Boards of Nursing. (2018, August). White Paper: A Nurse's Guide to the Use of social media. Chicago, IL: Author.

ETHICAL/LEGAL BEHAVIOR

The Nursing Department believes all nurses and nursing students should follow a professional code of ethics. The American Nurses' Association ―Nursing: Scope and Standards of Practice, 4th Ed., contains the 2021 Code of Ethics.

Violating any of the Standards of Professional Conduct, the SUNY Canton Code of Conduct, or ANA's Principles for Social Networking will result in a required meeting with the student and Department Director and may include the instructor within five business days and may result in termination from the program with no possibility of return/reapplication.

GRIEVANCE PROCEDURE

https://www.canton.edu/policies/procedures/stud/complaint-procedures/

https://www.canton.edu/titleix/nondiscrimination.html

https://www.canton.edu/policies/procedures/acad/academic-grievance-procedure/

Behavioral Progression

Topic: 1. Adherence to American Nursing Association, Code of Conduct, 2. Promote good moral and Ethical conduct, 3. Provide guidance and oversight of civility and social networking, 4. Professional accountability

Behavioral Progression				
	Action Steps			
	Initial	**Second Infraction**	**Third Infraction**	**Termination**
Progressive Discipline	~A meeting will be held between student and advisor. A "Behaviors to Be Improved" Form will be filled out and signed by both the advisor and the student. ~All behaviors rising to the level of Behaviors to Be Improve Form will be reviewed by the Director and/or their designees for consistency and appropriate application of policy. ~Some behaviors can and do result in termination from the Nursing Program and in these cases, Progressive	~If a second issue is identified or there is no improvement of the previously identified behavior, a remediation plan will be initiated. It will include behavior identification, expected outcome criteria and dates for completion. ~The student will also receive a 5-point deduction from final course grade. ~If the student commits the same infraction or any other behavioral infraction, it will be treated as a second offense and may result in termination from the program.	~If a third behavioral issue is identified or there is no improvement of the previously identified behaviors, it will result in a failing final course grade and program dismissal.	Unsuccessful completion of any NURS course. These courses must be taken sequentially and completed successfully. If the student is unsuccessful in any NURS course, the student must reapply to the nursing program through the Admission's Department. (See Admissions Criteria).

	Discipline is not indicated.			

*All behaviors are addressed in SUNY Canton Student Handbook and Code of Conduct and Nursing Student Program Handbook for PN, ADN and RN-BS and/or Nursing Course Syllabi. The Nursing school staff and office of the dean reserve the right to interpret the severity of infractions and continued presence in the Nursing Program.

AMERICAN NURSES ASSOCIATION
CODE FOR NURSES

The Code for Nurses, adopted by the American Nurses Association is intended to serve the individual practitioner as a guide to the ethical principles that should govern nursing practice, conduct and relationships. The following nine statements constitute the CODE FOR NURSES.

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and acts consistent with the obligation to promote health and to provide optimal care.
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.
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.
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.
8. The nurse collaborates with other health professional and the public to protect human rights,

promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organization, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy

GOOD MORAL/ETHICAL CONDUCT

Title VIII of the Education Laws of New York State clearly states applicants for admission to the practice of professional nursing must be of good moral character. Section 28.2 of the Rules of the Board of Regents of New York State states an individual convicted of a crime or an individual who has committed an act which raises reasonable question as to the applicant's moral character will be suspect. The statutory requirements to obtain and hold a license are described in the Nursing Guide to Practice, published by The State Education Department, Office of the Professions (See Article 130 and 139 of Title VIII of the Education Laws of New York State, especially Sections 6509 and 6510 of Article 130 and Section 6905 and 6906 of Article 139). Students are expected to adhere to the Code for Nurses. Students will be held accountable for this Code of Ethics. To the best of their ability, the faculty will attempt to insure those persons admitted to, maintained in, or graduated from the program in nursing will be of good moral character and not exhibit undesirable/unprofessional behavior

CIVILITY AND SOCIAL NETWORKING

Civility is defined as being polite, courteous, and respectful to others. Conversely, incivility can be described as any “speech or action that is disrespectful or rude or ranges from insulting remarks and verbal abuse to explosive, violent behavior.” The Nursing program at SUNY Canton is dedicated to creating a safe teaching-learning environment founded on respect and human dignity for all. Nursing students are expected to adhere to the Student Code of Conduct as outlined in the College Catalog under College Policies. Any statements made, or photographs posted, within any social networking site (such as Facebook or Twitter) which can cause actual or potential harm or injury to another person, to the SUNY Canton Nursing program or to SUNY Canton itself, may be grounds for dismissal from the program. A social networking infraction will be reviewed by nursing faculty. Using social networking to contact faculty is not an appropriate means of professional communication. As a reminder, it is a violation of HIPAA policies to discuss ANY aspect of SUNY Canton Clinical on social networking sites. In addition to dismissal from the program, violation of HIPAA policy is subject to federal prosecution.

PROFESSIONAL ACCOUNTABILITY

Being accountable means accepting responsibility for your actions. It also means that you accept consequences that occur because of those actions. As a health care professional, you are accountable to yourself, your patients, your nursing program, your peers and to the nursing profession. Accountability as professional nurse makes you more effective and respected. SUNY Canton Nursing Students are expected to always demonstrate professional accountability.

If any issue arises related to this area the following remediation plan will be initiated:

First Warning: A meeting will be held with you and your advisor. A “Behaviors to Be Improved” form will be filled out and signed by both the advisor and the student.

Second Warning: If a second issue is identified or there is no improvement of the previously identified issue, a remediation plan will be initiated. It will include issue identification, outcome criteria and dates for completion. You will also receive a 5-point deduction from final course grade. If the student commits the same infraction or any other infraction, it will be treated as a second offense.

Third Warning: If a third issue is identified or there is no improvement of the previously identified

issue, it will result in a failing final course grade and program dismissal.

Behavioral Policy/Rubric

Canton, New York

School of Nursing

BEHAVIORS TO BE IMPROVED DOCUMENTATION FORM

Student: _____ **Instructor:** _____

Identified deficiency area:

☐ Knowledge ☐ Clinical skills □ Professional accountability

Behaviors to be improved: _____

_____

_____

_____

_____

_____

Outcome criteria: _____

_____

Completion time frame: _____

Student comments:

_____

_____

_____

Student signature: _____ **Date:** _____

Instructor signature: _____ **Date:** _____

Attendance Policy

Orientation to lecture, skills lab and clinical rotation is critical to student's performance. Absence from any of these orientations may necessitate an instructor- initiated withdrawal from the course. Punctual attendance at all nursing classes (lecture, skills lab, clinical experiences) is expected.
Absences from any of these (lecture, skills lab, and clinical rotations) may result in an instructor-initiated withdrawal from the course. The nursing program's clinical attendance policy will be congruent with the college's attendance policy.

Lecture
Punctual attendance is mandatory.

Skills Laboratory

1. Punctual attendance at each skills laboratory is **mandatory**; therefore, the Nursing Department requires documentation and/or notification of any emergency or illness.
   a. No call, no show at the clinical rotation may result in dismissal from the course.
   b. Failure of the student to produce documentation for missed skills lab when requested may result course dismissal.
2. Should a make-up skills laboratory session be needed, the student will:
   a. Contact the skills laboratory faculty member within one working day of the missed session and successfully complete the assignment within one (1) week unless otherwise specified by the skills lab instructor.
   b. The missed skills laboratory will be made up on the student's time with their laboratory skills instructor or faculty designee.
   c. Missed skills laboratory not completed satisfactorily will result in the student receiving a course grade of F, which will constitute a failure in the course.
   d. The skills laboratory instructor will notify the course leader of attendance each week.

Clinical Practicum

1. Punctual attendance at each clinical is **mandatory.**
2. There are NO unexcused absences in the clinical setting. Only illness or an emergency is considered an excused absence. In the event of an illness or emergency, the student or family member must notify the clinical instructor prior to the start of the clinical day.
3. Clinical faculty will document student attendance on an attendance sheet.
4. **No call, no show in the clinical setting may result in removal from the course.**
5. Tardiness in the clinical is unprofessional. Students who are late two (2) times will be given one clinical absence.
6. A total of two (2) clinical absences (LPNC 101 or LPNC 103) may be excused during the program. Students who have more than two (2) clinical absences during any semester will be given an unsatisfactory in the clinical setting. Receiving an unsatisfactory will result in course failure (course grade of "F").
7. All clinical absences must be made-up.
8. When a clinical is cancelled by the instructor, the clinical instructor in collaboration with their clinical student group will decide on the day and time of clinical make-up.
9. College snow days will be made-up as scheduled around the clinical instructor and student availability.
10. Weekend clinical practicum that falls on a scheduled college break must be made- up. Each student is required to have 14 clinical weeks. The clinical instructor will be responsible for planning the hours of makeup.

Student Accident/Illness/Injury Policy

Any absence of one day involving a brief, episodic illness such as GI upset, URI is between the instructor and student.

If the reason for absence is of serious nature that changes the students' overall health status (i.e., fracture, surgery, injury) the instructor will advise the student they will be required to obtain a new clinical clearance from the SUNY Canton Student Davis Health Center. If the College Davis Health Center is providing medical care, written documentation for clinical clearance will be provided as appropriate. If a student is under the medical care of another provider other than the College Davis Health Center, documentation will be obtained from that provider and submitted to the Davis Health Center; however, the authority to grant health clearance will rest with SUNY Canton Student Davis Health Center. A copy of the clearance statement will be provided to the Nursing Department Director by the student. Once this documentation is submitted, the student may return to clinical.
Nursing students who are injured during clinical experiences and receive a personal injury or blood exposure **must** notify the clinical instructor immediately.
Depending on the nature of the injury and after consulting with the affiliating agency's infection control staff and/or the SUNY Canton College Davis Health Center, the student will be referred to the emergency department, the College Davis Health Center, or the student's own healthcare provider. Any blood/body fluid exposures will be evaluated in the nearest emergency department immediately.
Appropriate agency Accident/Injury forms should be obtained from both SUNY Canton and the affiliating agency's nurse manager of the unit where the accident or injury occurred. The SUNY Canton Accident/Injury report (please see link for form https://www.canton.edu/forms) should be completed by the student whenever possible to prevent any breach of confidentiality by college staff. Detailed reporting is necessary.
The nursing department director must be notified by the Clinical Instructor and a SUNY Canton Accident/Injury form obtained and completed.
Nursing students who are psychologically ill and/or stressed and/or physically ill during clinical experiences are to notify the clinical instructor immediately.

Unless immediate evaluation is required in the emergency room setting, the student will contact the SUNY Canton College Davis Health Center for advice, referral, or treatment if medically necessary.

The College Davis Health Center will provide written documentation for clinical absence if it is deemed necessary. If a medical provider, other than the College Davis Health Center, sees the student, written documentation from that provider can be submitted to the College Davis Health Center. The student's instructor must be notified by the student.

The SUNY Canton Student Davis Health Center will provide a statement to the student permitting their return to clinical. A copy of this statement is provided to the Nursing Department Director or Course faculty by the student. The student may not return to clinical until they receive a health clearance from the Student Davis Health Center. The SUNY Canton Nursing Program is not responsible for reimbursement of medical treatment rendered.

EMERGENCY OR INTERRUPTION IN COMPUTER SERVICE POLICY:

1. If there is ever an emergency or an interruption in computer service within the SUNY system, due dates will only be extended through the time the server has been down. Therefore, it is up to you to keep up with all assigned work, so that you will be prepared to turn in the appropriate assignments as soon as the server is back online.

2. If you are having troubles with your own computer/internet provider, it is up to you to find an alternate means of participating in the course until you get your problems fixed.

Electronic Devices (cell phones, smartphones, laptop computers, etc.)

1. Pagers and cell phones must be turned off when on the clinical unit. **Students will not access their wireless devices in the classroom, skills lab, or any clinical facility**. Students will not bring their phones into the clinical setting.

2. Text messaging may only be done during breaks, not while students are in lecture, skills laboratory or clinical.

3. During lecture, laptop computers are to be used to access course materials only. Instructors may require students to turn off all electronic devices, including computers, during lecture, clinical, or skills lab.

4. Students expecting an emergency call during an examination should leave their cell phone/PDA/smartphone with the course instructor for them to answer. The course instructor will relay the message to the student.

Social Media

Posting clinical or lab information is **NOT** allowed on social media.

Audio Recording in Class/Lab/Clinical

Audio recording in class is permitted. Audio recording in the clinical setting is prohibited.

Student Records

Please see the SUNY Canton Academic Catalog and Practical Nursing Program Handbook. A student file for advisement is maintained for all nursing students in the Dean of Science, Health, and Professional Studies office. This file is accessible to students and faculty.

Student Liability Insurance

Each student should carefully consider the benefits of purchasing student malpractice insurance. The department recommends that students consider companies endorsed by the American Nurses Association and/or the New York State Nurses Association.

Academic Advisement

Each nursing student is assigned a nursing faculty member to serve as the student's academic advisor. The role of the academic advisor is to assist the student to succeed in the nursing program and with academic/professional aspirations. Ideally, students will have the same advisor from admission through graduation. Students may request a different advisor by contacting their respective advisor, their desired advisor, and the program director. Advisors post weekly office hours and are available to meet with students requesting appointments. The advisor will assist the student with referrals to other college services as indicated. Student academic work progress will remain confidential as outlined by FERPA regulations.

Student Financial Information/Assistance

Student financial information, including both billing and financial aid may be found in the Student Service Center. One expectation of nursing graduates, as professionals, is that loan commitments and obligations should be honored.

Fitness for Duty Policy

STATE UNIVERSITY OF NEW YORK COLLEGE OF TECHNOLOGY AT CANTON SCHOOL OF SCIENCE, HEALTH, AND CRIMINAL JUSTICE NURSING IMPAIRMENT POLICY

Purpose

Practicing nursing while the ability to practice is impaired by alcohol, drugs, physical or mental disability or dependency upon alcohol or drugs constitutes professional misconduct for a nurse. The State of New York offers an opportunity through peer assistance services for remediation if provided the use of alcohol or drugs has not resulted in harm to a patient. A nurse whose abuse of alcohol or drugs results in harm to a patient is subject to discipline, up to and including revocation of their license.

The purpose of this policy is to establish procedures consistent with the expectations for licensed nurses in the State of New York, by which SUNY Canton nursing faculty will address student impairment when a student is:

1. Exhibiting one or more signs of impairment immediately before or at any time during a clinical rotation shift which gives rise to a reasonable suspicion of impairment, as determined by the observing nursing faculty member; or if a student self-identifies a drug-related problem.

Policy

SUNY Canton is committed to maintaining a safe, healthy, and productive learning environment for students, faculty, patients, clients, and visitors. To provide a safe learning environment, students must be able to perform nursing duties with reasonable skill in a safe, secure, productive, and effective manner, and remain able to do so through the entire time they are a student at SUNY Canton. Nursing students who are impaired are not fit for duty and pose significant health and safety risks to themselves and others. This policy supplements but does not override the SUNY Canton Policies & Procedures Manual, including those sections relating to Expectations of Nursing Students and Accommodations and Professional Behavior. This policy also supplements any applicable Facility Policy.

SUNY Canton recognizes the right to privacy granted to all students under the Health Insurance Portability and Accountability Act (HIPAA) and the Family Education Rights Protection Act (FERPA). All persons involved in "fitness for duty" evaluations, drug testing, and referrals shall keep confidential the identity of the student, their evaluation tests, and the results of any evaluation test as required by such laws.

The cost of any evaluation, testing, and transportation, as well as treatment required because of such evaluation and testing arising from suspected student impairment, shall be the sole responsibility of the student.

Procedure

2. When a nursing faculty member personally observes or receives reliable information that a student may be impaired, the nursing faculty member will try through an interview with the student to determine whether the suspicion is reasonable and document the information or observation as soon as possible using the Impaired Observation Checklist, attached to this policy as Form One. If possible, the nursing faculty member should have another observer complete a separate observation form. Each observer should document the observed or reported information that supports the reasonable suspicion of impairment.
3. In accordance with the applicable Facility Policy, when a nursing faculty member has reasonable suspicion that a nursing student may be impaired, the nursing faculty member shall immediately remove such student from interaction with patients and adhere to the applicable Facility Policy and seek immediate testing of the student for the cause of impairment with the written consent of the student. A written consent form is attached to this policy as Form Two. The student will be responsible for the cost of the testing. Although the nursing faculty member may authorize the facility to charge SUNY Canton for the cost of testing, the student subject to testing will be expected to reimburse SUNY Canton for the cost of the testing
4. If the facility does not provide immediate testing, the nursing faculty member will seek testing at a nearby emergency department provided:
    a. The student consents to the testing and the transportation to the emergency department.
    b. Transport to the emergency department can be safely accomplished (Use of SUNY Canton taxi vouchers is permitted for this purpose and can be obtained by contacting the College Davis Health Center during regular business hours or University Police if the College Davis Health Center is closed. The student will be expected to reimburse SUNY Canton for the cost of the taxi); and

c. Such efforts do not impose an undue burden on the facility or any other SUNY Canton nursing students training at the facility. Transporting a student suspected to be impaired in a nursing faculty member's vehicle is not considered safe.

5. Upon completion of such testing, the nursing faculty member will assist the student in arranging transportation to the student's residence. Use of SUNY Canton taxi vouchers is permitted for this purpose and can be obtained by contacting the College Davis Health Center during regular business hours or University Police if the College Davis Health Center is closed. The student will be expected to reimburse SUNY Canton for the cost of the taxi.
6. If faculty supervision of other SUNY Canton nursing students at the facility is interrupted while addressing suspected student impairment, the other nursing students shall be removed from patient interaction until faculty supervision returns.
7. The nursing faculty member shall consult with the Nursing Program Director regarding the student after the immediate safety issue has been addressed. The completed observation form(s) will be provided to the Nursing Program Director.
8. If testing shows no cause of impairment or the suspected impairment is not a drug related problem, the issue will be addressed under the Remediation Policy and/or the Expectations of Nursing Students and Accommodations Policy as set forth in the Nursing Program Handbook. The documentation relating to the incident shall be part of the student's education record.
9. If:
    a. Testing confirms impairment; or
    b. The student admits impairment; or
    c. The student refuses to consent to testing for the cause of suspected impairment; or
    d. The facility did not provide immediate testing for the cause of suspected impairment, or
    e. The student self-identifies a drug-related problem, then the student shall be placed on leave, encouraged to remediate any drug-related problem, and be required to provide a completed Fitness for Duty Clearance Form, which must be completed by a qualified healthcare provider (the form attached as Form Three).

**The Fitness for Duty Clearance Form must be delivered to the Davis Health Center Director before the student is permitted to return to the program from leave. The Fitness for Duty Clearance Form will be reviewed by the Davis Health Center Director for a determination of health clearance and, if acceptable, the Davis Health Center Director in consultation with the Nursing Program Director, may authorize the student to return to the program, subject to a behavioral contract as provided in the Nursing Student Handbook. The student is encouraged to request an opportunity to discuss the matter with the Davis Health Center Director. The Davis Health Center Director may require the student to meet with the Nursing Program Director prior to making the decision on whether the student may return to the program.

10. The Attendance Policy set forth in the Nursing Program Handbook shall apply to the absence during such leave with not more than one day being considered an excused absence. A student who is unable to provide the Fitness for Duty Clearance Form prior to incurring an unexcused absence may withdraw from the clinical nursing course and request a medical leave from the nursing program in accordance with the Nursing Program Handbook to allow the student the time necessary to remediate a drug-related problem. However, withdrawal from the clinical nursing course and

requesting a medical leave from the program does not satisfy the requirement to provide the Fitness for Duty Clearance Form before the student is permitted to return to the program.

11. A student who refuses to consent to testing for a suspected drug-related problem when a reasonable suspicion of impairment arises and who provides no satisfactory explanation for the suspected impairment will be assumed to have been impaired and may be subject to discipline up to and including dismissal from the program. Whether a student has capacity to consent to testing shall be determined solely by the facility that conducts the testing.

Definitions

12. Drug-related problem: A problem or problems that are related to the use, misuse, or addiction to drugs and/or alcohol.
13. Facility policy: A policy or procedure of a healthcare facility where a nursing student participates in a clinical rotation.
14. Impairment: An inability to perform duties with reasonable skill and safety to patients and others due to use or misuse of drugs, alcohol, or any other substance or because of any physical or mental condition.
15. Qualified healthcare provider: A healthcare provider licensed under Chapter 131, 153 or 163 of the New York State Education Law with appropriate expertise in conditions related to the use or abuse of alcohol or other substances.
16. Reasonable suspicion: Exists when a nursing faculty member has:

    Either

    - received an oral or written report that alleges that a SUNY Canton nursing student has exhibited one or more signs of impairment; or
    - observed the SUNY Canton nursing student exhibit one or more signs of impairment; and
    - Made a reasonable effort through an interview with the SUNY Canton nursing student to determine whether the suspicion of impairment is reasonable.

To clarify:

A student who is suspected of impairment and consents to testing which determines that no impairing substance was detectable may continue in the clinical nursing course.
A student who is suspected of impairment, and either consents to testing which confirms impairment or who is unable to submit to immediate testing, and then provides a completed and acceptable Fitness for Duty Clearance Form within one day after the date of confirmed or suspected impairment may continue in the clinical nursing course.
A student who is suspected of impairment, either consents to testing which confirms impairment or is unable to submit to immediate testing, and then cannot provide a completed and acceptable Fitness for Duty Clearance Form within one day after the date of confirmed or suspected impairment may withdraw from the clinical nursing course and request a medical leave from the program to permit the student to address a drug-related problem. Return to the program will depend, among other things, on the ability of the student to provide a completed and acceptable Fitness for Duty Clearance Form within the term of the medical leave.
A student who is suspected of impairment and either (i) refuses to consent to testing, or
(ii) is unable to submit to immediate testing, or (iii) consents to testing which confirms impairment, and then (a) fails to provide a completed and acceptable Fitness for Duty Clearance Form within one day after the date of impairment and fails to withdraw from the clinical nursing course and request a medical leave, or (b) withdraws from the clinical nursing course and requests a medical leave but fails to provide a completed and acceptable Fitness for Duty Clearance Form within the term of the medical leave, shall be subject to discipline up to and including dismissal from the program.

Form One

SUNY CANTON
Impaired Observation Checklist

Student:_____Date:_____Time:_____Location: _____

Observations	Yes	No
Smell of Alcohol or Marijuana on breath or person		
Speech: Slurred, Confused, Fragmented, Rapid, Slow, unusually loud or soft (circle all that apply)		
Disorientation: Is the student confused about where she/he is, what day it is, what time it is? Is the student forgetful? Decreased alertness? (Circle all that apply)		
Personality: Significant change in personality such as mood swings, euphoria, depression. abusive behavior, violence, secretiveness, insolence, insubordination, irritability, moodiness, tendency to isolate self (circle all that apply)		
Social Changes: Avoids social gatherings, eats alone (describe)		
Apparent inability to focus on work: (describe)		
Shaking or trembling of hands		
Skin: Pale, flushed, excessive perspiration (circle all that apply)		
Needle marks on arms, unusual sneezing or nasal congestion: (circle all that apply)		
Eyes: Bloodshot, dilated pupils, pinpoint pupils (circle all that apply)		
Blank stare on expression		
Physical Appearance: Deteriorating and/or changes in appearance such as change in dress, unkempt appearance, flushed complexion, (describe)		
Energy: Displays weariness, fatigue, exhaustion, excessive yawning, sudden or unpredictable change in energy level, unusually energetic (circle all that apply)		
Class/Lab/Clinical Time: A pattern of tardiness, prolonged breaks, unexplained departures from class, lab or clinical, disappearance from class, lab or clinical, excessive absenteeism, late assignments with elaborate excuses for not meeting deadlines, avoiding group work, unsafe clinical performance/placing clients at risk, impaired judgment in the clinical area, deteriorating productivity (circle all that apply)		
Student states consumption of alcohol or ingesting drugs, including (over-the- counter or prescription) that adversely affects the student's ability to practice nursing or perform classroom and clinical duties with reasonable skill and safety		

Student:_____
Date: _____

Observations	Yes	No
Careless performance of work (describe)		
Additional Comments:		

Based on my observations, I have a reasonable suspicion that _____(student) may be impaired and could be a danger to self or others and I request further evaluation to determine the cause of the suspected impairment.
Signature:_____Date: _____

To be completed by the student to be referred (optional). Are you taking any medications, or is there any other information you believe might explain your behavior?

_____

_____

_____

_____

_____

_____

Form Two

State University of New York College of Technology at Canton Impairment Evaluation Authorization

Consent to Evaluation and Authorization for Release of Records

I acknowledge that I have been requested to submit to evaluation for cause of suspected impairment pursuant to the SUNY Canton Impairment Policy. I understand that the evaluation includes a triage screening, examination by a physician, and blood and/or urinalysis and/or hair testing for drugs and alcohol. I hereby consent to this evaluation. I authorize the release of all records pertaining to this evaluation, including emergency department and physician notes and laboratory reports, and specifically including records containing the diagnosis of drug and/or alcohol abuse to the SUNY Canton Davis Health Center Director for the program in which I am enrolled. I do not, however, authorize the sharing of information about the diagnosis or treatment of AIDS, the treatment of drug and/or alcohol abuse or the treatment and/or consultation for mental health or psychiatric disorders. The records are needed for a fitness for duty evaluation. This authorization will expire 30 days after the date first written below. I understand that I may revoke this authorization at any time, that my revocation must be submitted in writing to the facility that conducts the testing and evaluation; and that the revocation shall be effective except to the extent the facility has already disclosed information in reliance on this authorization. I understand that treatment, payment, enrollment in any health plan, or eligibility for benefits is not conditioned on signing this authorization.
However, I understand that the provision of the impairment evaluation is conditioned upon my signing this consent and authorization. I understand that information used or disclosed pursuant to this authorization may be subject to re-disclosure by the recipient and may no longer be protected by applicable privacy law. I have received a copy of this form.

Signature Date Witness Signature

_____

Refusal of Impairment Evaluation

I acknowledge that I have been requested to submit to evaluation for cause of suspected impairment pursuant to the SUNY Canton Impairment Policy. I hereby refuse to submit to the impairment evaluation and refuse to submit all specimens for testing. I acknowledge that my refusal may be accepted by SUNY Canton as my irrevocable withdrawal from the Nursing Program at SUNY Canton in which I am enrolled and that if so accepted; I shall not be eligible for readmission.

Signature Date Witness Signature

_____

If the person refuses to sign this form, indicate below:

I provided_____[Name] with a copy of this Impairment Evaluation Authorization on_____[Date] and asked him/her to submit to an impairment evaluation. He/she refused to submit to the evaluation and refused to sign the form.

Signature Date Witness Signature

_____

Form Three

Fitness for Duty CLEARANCE FORM

To be completed by the student (patient):

Student's Name:_____Phone (_____) _____

_____

Address: City:_____State:_____Zip:

_____

I hereby authorize my health care provider to complete and forward this form to the SUNY Canton Davis Health Center at 34 Cornell Drive, Canton, NY 13617 and supply the information requested herein.

Student's Signature _____ Date:

_____

Guardian's signature if the participant is under 18 years of age

_____

To be completed by the Qualified Healthcare Provider:

I have examined this patient on _____

Date of Examination

I have found the following:

□ Any Substance Use Disorder is in Early Full Remission or Sustained Full Remission,

□ Current Global Assessment of Function (GAF) is 81 or higher

□ For Mental Health Disorders, a Social and Occupational Functioning Scale (SOFAS) is 81 or higher

□ She / he may participate fully in the nursing program without restrictions or limitations. The patient is competent to perform all nursing tasks.

□ She / he may participate fully in the nursing program with restrictions or limitations. The patient is competent to perform all nursing tasks. Limitations or restrictions are:

Clinic Name: _____

Phone Number: _____

Clinic Address: _____

Provider's Signature: _____

Provider's Name Printed: _____

Provider's Title:_____Date:_____

PLEASE NOTE: This record must be signed by the provider granting the clearance.

GLOBAL ASSESSMENT OF FUNCTIONING

The Global Assessment of Functioning (GAF) assigns a clinical judgment in numerical fashion to the individual's overall functioning level. Impairments in psychological, social, and occupational/school functioning are considered, but those related to physical or environmental limitations are not.

The scale ranges from 0 (inadequate information) to 100 (superior functioning). Starting at either the top or the bottom of the scale, go up/down the list until the most accurate description of functioning for the individual is reached. Assess either the symptom severity or the level of functioning; whichever is the worse of the two. Check the category above and below to ensure the most accurate one has been chosen. Within that category there will be a range of 10. Choose the number that is most descriptive of the overall functioning of the individual.

GAF Range	Description of Level of Functioning
100-91	Superior functioning in a wide range of activities, life's problems never seem to get out of hand, is sought out by others because of his or her many positive qualities. No symptoms.
90-81	Absent minimal symptoms (e.g., mild anxiety before an exam), good functioning in all areas, interested and involved in a wide range of activities, socially effective, satisfied with life, no more than everyday problems or concerns (e.g., an occasional argument with family members)
80-71	If symptoms are present, they are transient and expectable reactions to psychosocial stressors (e.g., difficulty concentration after family argument); no more than slight impairment in social, occupational, or school functioning (e.g., temporarily falling behind in schoolwork).
70-61	Some mild symptoms (e.g., depressed mood and mild insomnia) OR some difficulty in social, occupational, or school functioning (e.g., occasional truancy, or theft within the household), but functioning well, has some meaningful interpersonal relationships.
60-51	Moderate symptoms (e.g., flat, and circumstantial speech, occasional panic attacks) OR moderate difficulty in social occupational, or social functioning (e.g., few friends, conflicts with co-workers)
50-41	Serious symptoms (e.g., suicidal ideation, severe obsessional rituals, frequent shoplifting) OR any serious impairment in social, occupational, or school functioning (e.g., no friends, unable to keep a job).
40-31	Some impairment testing or communication (e.g., speech is at times illogical, obscure, or irrelevant) OR major impairment in several areas, such as work or school, family relations, judgment, thinking, or mood (e.g., depressed man avoids friends, neglect family, and is unable to work, child frequently beats up younger children, is defiant at home, and is failing at school).
30-21	Behavior is influenced by delusions or hallucinations OR serious impairment in communication or judgment (e.g., sometimes incoherent, acts grossly inappropriately, suicidal preoccupation) OR inability to function in all areas (e.g., stays in bed all day, no job, home, or friends).
20-11	Some danger of hurting self or others (e.g., suicide attempts without clear expectation of death, frequently violent, manic excitement) OR occasionally fails to maintain minimal personal hygiene (e.g., smears face) OR gross impairment in communication (e.g., incoherent, or mute).
10-1	Persistent danger of severely hurting self or others (e.g., recurrent violence) OR persistent inability to maintain minimal personal hygiene OR serious suicidal act with clear expectation of death.
0	Inadequate Information

Retrieved from
https://www.omh.ny.gov/omhweb/childservice/mrt/global_assessment_functioning.pdf

Supervision of Medication Administration Policy

Medication administration in the clinical facility is conducted according to the course level (LPNC 101, LPNC 103) of the student. The goal is to ensure the highest quality of client care and safety while providing a maximum learning experience. Students may be limited in medication administration as specified by the clinical instructor and clinical facility.

Specific Medication Policies for SUNY Canton Nursing Students:

1. Students will demonstrate knowledge of medications to be administered, including action, contraindications, side effects, safe dose, and client education.
2. Students will verify all medications with their clinical instructor utilizing the 6 rights prior to medication administration.
3. Students will verify all computed dosages with the instructor prior to administration.
4. Students will prepare and verify all insulin injections with the clinical instructor. (Two licensed nurses must verify insulin doses.)
5. Students will NOT administer intravenous chemotherapy agents. IV bolus medication, first dose of IV medication
6. In clinical facilities, policies regarding medication administration override the policies of the Nursing Department.

LPNC 101
After demonstration of competency in the skills laboratory, students may pass medications in the clinical setting:

1. Students will be supervised by the clinical instructor during the preparation, administration and recording of all oral and injectable medications.
2. Students may not administer any intravenous medications.

LPNC 103
After demonstration of competency in the skills laboratory, students may pass medications in the clinical setting:

1. Students will be supervised by the clinical instructor during the preparation, administration and recording of all oral and injectable medications.
2. Students will monitor intravenous infusions received by the clients under their care
3. Students may add medications to, and hang intravenous infusions to, an existing site with direct supervision by the clinical instructor.
4. Students may initiate intravenous infusions under the direct supervision of the clinical instructor in clinical facilities according to hospital policy.
5. Students may administer I.V. piggyback medications through a saline lock or running IV with direct supervision by the clinical instructor according to hospital procedures.

Nursing Skill Testing Policy

1. Students are responsible to be competent in their nursing skills.
2. The following skills will be checked in the nursing laboratory: hand washing, Vital signs, IM injections, SQ injections, IV piggybacks, initiating a continuous IV infusion, enteral feeding, suctioning, medication administration, head-to-toe data collection, two-insulin administration, heparin, dry sterile dressing, and urinary catheterization.
3. Prior to exam by the nursing faculty, each student will be checked twice by two peers and deemed competent to exam.
4. The first attempt will be checked by the laboratory instructor.
   a. If a student fails the skill exam on the first try, they will remediate with the skills lab instructor.
5. The second attempt shall be conducted by the skill lab instructor for the course during a time convenient for the faculty member.
6. The third and final attempt will be conducted by the skills lab instructor and lead instructor for the course at a time convenient to instructors and student.
7. Failure to pass the skill on the third attempt will result in course failure (Course grade of “F”).
8. To progress from the first semester to the second semester and not receive a "F" course grade in LPNC 100 Drug Dosage Calculations and Pharmacology, all students will be given three (3) attempts to achieve the required grade of 100% for the drug dosage calculation exam.

Students Charged/Convicted of Misdemeanors or Felonies While Enrolled in the Nursing Program

As a part of the student’s educational experience, certain nursing courses (LPNC 100, 101, 102, and 103) require that the student be able to apply what he/she has learned in the classroom and laboratory to clients in the clinical setting. To provide this experience, the nursing program has entered contracts with clinical agencies where our students might be performing clinical. As a part of that contract, the nursing program is obligated to notify the clinical agency when any student completing their clinical experience at that agency has been charged with, or convicted of, a misdemeanor or felony. For that reason, the following policy is put into effect:

1. Any student who is enrolled in the nursing major who is charged with or convicted of a misdemeanor or felony while a nursing student is to notify the nursing department director immediately.
2. The nursing department director will contact the clinical agency where the student is performing his/her clinical rotation. Information to be shared with the clinical agency includes: the student’s name, the charges that have been levied against him/her, and the circumstances surrounding those charges.
3. The nursing department director will notify the Dean of the School of Science, Health, and Criminal Justice and the Vice-President for Student Affairs.
4. The clinical agency will either:
   a. Provide input into whether the student may complete the clinical rotation at their facility. In this case the final determination as to whether the student will be allowed to continue in the program will be made by the nursing department director in consultation with the Dean of School of Science, Health and Criminal Justice and SUNY Legal Counsel. *or*
   b. Determine that the student cannot complete the clinical rotation at their facility.
5. Because satisfactory completion of LPNC 100, 101, 102, and 103 is dependent upon satisfactory completion of the clinical component, students who are not allowed into clinical sites will be dismissed from the program and receive an “F” course grade unless they choose to withdraw.
6. In the event a student charged with a misdemeanor of felony is later exonerated of those charges, they will be allowed to reapply for admission to the program.
7. Failure by the student to notify the nursing department director of misdemeanor or felony charges/convictions will result in course dismissal.

Clinical Expectations of Students

1. Immunizations, proof of being free of TB results, proof of immunity to Measles, Mumps, rubella and varicella, and CPR certification status will be shared with appropriate clinical facilities prior to the first clinical day.

2. It is the student's responsibility to follow clinical agency policy and procedures. Policies and procedures are available at all clinical facilities.

3. Students are not allowed to smoke on the grounds of any clinical facility. Students who violate this policy will be dismissed from clinical, receive a clinical absence which may result in a clinical failure, and must meet with the Nursing Director which may result in termination from the program.

4. Performing a procedure prior to discussion with the clinical instructor is considered unsafe nursing practice and may result in termination from the program.

5. Students are not allowed to take verbal or phone orders from a physician or other healthcare provider.

6. Students are responsible for their own transportation to and from clinical facilities.

7. It may be necessary to make changes after registration to accommodate the needs of the Nursing Department and/or the clinical facility. The nursing faculty guarantee a clinical experience for all students admitted but there is NO guarantee of specific day, time, instructor, or facility.

8. Nursing students are strongly encouraged to have malpractice insurance.

9. Nursing students need to arrange their schedules to meet nursing course requirements. Employed students are advised to work no more than 24 hours a week. Students are requested not to work the shift prior to a clinical to ensure client and personal safety.

10. Students unprepared for a clinical experience will not be permitted to participate in the clinical experience and will be considered absent. This may result in a clinical failure.

11. Clinical facilities may require an additional background check from students. Clinical facilities reserve the right to refuse a student based on the results.

12. Students must be able to attend a clinical practicum at any of the clinical facilities used by the Nursing Department during ANY semester. Student's personal convenience cannot be accommodated.

13. It is the student's responsibility to notify the Nursing Department Director if they have been banned or denied entry into ANY clinical facility. Failure to report this information will result in termination from the Nursing Program.

14. If the reason for absence is of serious nature that changes the students' overall health status (i.e., fracture, surgery, injury) the instructor will advise the student they will be required to obtain a new clinical clearance from the SUNY Canton Student Davis Health Center. If the College Davis Health Center is providing medical care, written documentation for clinical clearance will be provided as appropriate. If a student is under the medical care of another provider other than the College Davis Health Center, documentation will be obtained from that provider and submitted to the Davis Health Center; however, the authority to grant health clearance will rest with SUNY Canton Student Davis Health Center. The student will provide a copy of the clearance statement to the Clinical Faculty. Once this documentation is submitted, the student may return to clinical.

NYS Health Regulations and Mandatory Clinical Orientation

Each student is required to comply with the NYS mandatory guidelines that include initial physical examination, annual health assessment update, annual PPD, and MMR vaccination requirements. For those students who are not currently vaccinated against Hepatitis B, this vaccine is ***strongly suggested***.

After being accepted into the Nursing program, the student must show evidence to the SUNY Canton Davis Health Center by the following dates: (Dates may be changed at the discretion of the Department Director.)

- **May 1st** for those applicants admitted in February for fall admission
- **July 14th** for those admitted in May for fall admittance
- **December 30 th** for spring admission

Note: **Failure to complete the health requirements by set date, may result in loss of admission to the program or for continuing students, ability to attend clinical if clearance by the Davis Health Center is not done prior to clinical.**

Student Name: _____ Start Date: _____

Requirements:	Date met/not met:
Have a physical examination completed by your health care provider within one year of clinical rotation. The required form is available at: http://www.canton.edu/media/pdf/health_history.pdf **Initial employment** – Requires initial physical exam on file. Health reassessment completed annually thereafter unless there are changes in the staff person's capabilities.	
Proof of immunity to Measles (Rubeola) – Must have documentation of two live measles vaccine doses administered no more than four (4) days before the first birthday and at least 28 days apart. A measles (rubeola) titer (blood test) showing immunity is also acceptable proof.	
Proof of immunity to Mumps – Must have documentation of two live mumps vaccine doses administered no more than four (4) days before the first birthday and at least 28 days apart. A mumps titer (blood test) showing immunity is also acceptable proof.	
Proof of immunity to Rubella (German measles) – Must have documentation of one dose of live rubella vaccine administered no more than four (4) days before the first birthday. A rubella titer (blood test) showing immunity is also acceptable proof.	
Proof of immunity to Varicella (chickenpox) – **If you need the Varicella vaccine, please complete your Tuberculin Skin Testing first**. Must have documentation of two doses of varicella vaccine or a varicella titer showing proof of immunity.	
Proof of Tetanus and Pertussis vaccination within 10 years. (i.e., Tdap).	
Hepatitis B vaccine series is strongly recommended. A positive Hepatitis B titer is also acceptable. The vaccine series can be declined by completing a waiver form at the time of the clinical clearance appointment at the Student Health Center.	
*Two-Step Tuberculin Skin Testing (PPD Mantoux) is required. The two PPDs must be at least one (1) week apart. If you have had annual PPDs done in the past three years, submit all three PPDs with results. The most recent	

PPD must be current. A blood test called IGRA (QuantiFERON-TB Gold) is also acceptable in place of the two-step Tuberculin Skin Testing (PPD Mantoux). This will be done annually. If you have had a positive PPD in the past, a recent Chest X-ray with the radiologist reading must be submitted with physical exam and vaccines. Annual screening questionnaire regarding tuberculosis symptoms will be repeated as part of faculty annual clinical clearance.	
CPR certification must be maintained throughout employment. The only acceptable CPR certification for our institution is the American Heart Association (AHA) Basic Life Support for the Healthcare Provider.	
Proof of influenza vaccination for the current year and annually throughout program. The only exception for this requires DOH- 4482 form be completed by the employee's primary care provider and requires the employee to wear a mask as per clinical facility policy.	
Proof of COVID-19 vaccination(s). Current minimum requirement is one J & J vaccine or 2 Moderna or Pfizer vaccines. Please include documentation of any booster vaccinations received.	

Final Step: Clinical Clearance Appointment with the SUNY Canton Davis Health Center. Once you have completed and submitted all the above health requirements to the health Center, call the health Center at (315) 386-7333 to make an appointment for clinical clearance. Before your appointment, the health Center staff will review your physical, immunizations, and CPR certification to ensure that you are complete.

You do NOT have to wait until everything is done to begin to submit your paperwork to the health center. Their staff will guide you with any questions you have as you are completing the clinical clearance process.

Once your clinical clearance is complete, you will receive two copies of the form. One copy for your clinical instructor on the first day of clinical, and the second copy is to be kept with the student while in a clinical facility.

Your clinical clearance appointment must be scheduled by May 25th and completed by June 10th. Failure to complete the requirements by June 20th will result in the loss of your admission status.

If you have unique circumstances or have any questions regarding the requirements, please contact the health Center (315) 386-7333, healthcenter@canton.edu, as soon as you realize you have a conflict, but before the due dates above.

The following steps will be instituted to ensure that the clinical requirements are completed through an organized, efficient, and timely process:

1. Admissions will send a letter stating the CPR and health requirements with the letter of acceptance to the program. The nursing department director will send a list of students admitted into the program to the Davis Health Center by July 2nd. The Davis Health Center will send a list of students who have completed their health requirements to the nursing department director by August 1st. Students failing to complete the health requirements by August 1st may be dropped from the program.

2. Any additions to the roster for each semester will be made on a separate sheet in alphabetical order by Davis Health Center staff.
3. All students will be notified by their instructor as to who needs clinical clearance for the following semester/year at least three weeks prior to the semester's end.
4. All returning students are required to have a completed clinical form in hand on the first day of class
5. All continuing/returning nursing students will complete the clinical requirements before the semester ends in May.
6. Late admit students or students who do not obtain a health clearance in the week prior to the start of classes, or later, must have tuberculin skin exams prior to that appointment for clearance with the College Davis Health Center by their own provider/employer at their own expense.
7. Health reassessment forms and tuberculin skin exams will be done concurrently so only one visit is required for the year.
8. The clinical health clearance form is incomplete until the PPD is read and signed by the health care provider.
9. In addition to the above guidelines, each student is required to participate in the clinical agency's clinical orientation.

Clinical Policies

1. Each student receives a clinical grade of either pass "P" or fail "F".
2. Specific guidelines for clinical performance are found in the clinical sections of each course manual.
3. To protect students from any potential legal/ethical conflicts, **cell phones are not allowed on the clinical unit under any circumstance.** If you feel you need to be contacted by someone during the clinical experience, please leave contact information (clinical agency and floor/unit name and telephone numbers) with individuals who may need to contact you.
4. Students are not allowed to wear any type of cellular type watches (smart watches).
5. Students scheduled to complete their clinical time on the weekends must have 14 weeks of clinical; therefore, weekends encompassing a holiday on the academic calendar will be scheduled as a clinical day.
6. Uniform/appearance:
   a. Students will follow the clinical agency's appearance policy.
   b. The white top and dark navy scrub bottoms uniform is to be worn to clinical and community health agencies only as directed by the faculty. Uniforms are to be neat, clean, fit, and be in good condition. A clean, white, short, or long sleeve t-shirt may be worn under the uniform top. SUNY patch is to be on the right sleeve.
   c. Students may not wear uniform coverings such as lab jackets, sweaters, etc. when providing client care.
   d. For clinical experiences that do not require/allow a uniform to be worn, students are expected to be dressed in professional attire (no jeans, tee shirts, sleeveless shirts, or open toed/heeled shoes) and be well groomed.
   e. Uniforms/clothing at professional conferences must cover the midriff, cleavage of the breast, and buttocks always. Underwear should not be visible through clothing.
   f. Hair must be neatly arranged and worn off the collar. Ponytails/braids are acceptable.
   g. No necklaces/medals are to be worn.

h. No visible body piercing (eyebrows, cheeks, nose, tongue, face), except for post earrings are allowed. Dangling and hoop earrings are not allowed.
i. Body art (tattoos) may need to be covered as per the clinical facility's policy.
j. A plain wedding band is the only acceptable ring worn in the clinical setting.
k. A watch capable of counting seconds is required. It is recommended that the watch band be an expansion type. A lapel watch is permitted.
l. All students will be expected to observe good personal hygiene. Only non-perfumed hygienic products are allowed. Perfume and cologne should not be worn in the clinical setting.
m. Picture ID is required and worn over the heart on the left side of the body.
n. clean white stockings or socks are worn with the uniform.
o. clean sneakers are worn with the uniform. White nursing shoes are also acceptable. Open-toed and/or open-heeled shoes are not allowed.
p. Blood pressure cuff, stethoscope, black ink pen, bandage scissors and penlight are considered part of the uniform and should be taken to every clinical. Students are required to take their own stethoscope and BP cuff to clinical. Students are required to purchase their own stethoscope and BP cuff.
q. Fingernails are to be no longer that the tip of the finger. Clear, colorless nail polish is the only nail polish allowed. Acrylic/artificial nails are not allowed in the clinical setting.
r. The student must hold CPR certification by the start of the in facility clinical rotation. American Heart Association for Health Care Professionals (BLS for Adults, Infant, and Child) certification is valid for two years. A copy of the CPR card is placed in the student's clinical folder in the Davis Health Center.
s. Students are expected to adhere to all infection control policies and procedures of the clinical agency. Students who have exudative lesions, weeping dermatitis, or other possible communicable conditions should bring this to the attention of their clinical instructor prior to providing any type of client care.
t. It is expected that students will function in a safe manner and not place clients in jeopardy. To provide safe and effective care, students need to prepare for the clinical experience. Instructions for clinical preparation are in the clinical manuals for each course. Students who are not prepared for clinical will receive a verbal warning the first time they are not prepared. The second time the student comes to clinical unprepared a written contract is established between the instructor and student. If the student comes to clinical unprepared for a third time, it will result in clinical/course failure. Students are encouraged to sign up one time for a clinical rotation at a facility where they are employed while a student in the nursing program.
v. **CONFIDENTIALITY:** All information and records related to client care are to be treated in a confidential manner according to both state and federal regulations. Students who fail to maintain client confidentiality will be immediately dismissed from the program and receive an "F" course grade. Keep in mind the following:
    i. Be very careful in sharing client/resident information.
    ii. Do not discuss client/resident care with anyone who is not directly involved in the delivery of care to that individual.
    iii. Do not discuss clients/residents anywhere outside of the facility. Within the facility do not discuss client/residents in the cafeteria, hallway, elevator, bathroom, parking lot, etc. As a rule, only discuss clients/residents in pre or post conference and with your clinical instructor or nursing staff at the facility. At times, clinical cases/situations may be discussed as a learning experience in the classroom or lab setting. When this happens, all identifiers must be omitted.
    iv. Health Insurance Portability and Accountability Act (HIPAA) - Requires that health information about clients be secured in such a way that only those with the right and need to acquire the information can do so. Be sure not to leave charts out or computer screens open where others (without authorization for access) can view it.
    v. **HIV Confidentiality** Part 63 – describes confidentiality related to exam results for individuals infected with human immunodeficiency virus (HIV) which may lead to acquired immunodeficiency syndrome (AIDS). HIV exam results or information regarding a person's HIV status (positive or negative) should not be shared with any individual.

Student Activities

Student Governance and Participation in Faculty and Course Meetings:
SUNY Canton offers students opportunities to have a voice in college functions through recognized campus student government associations and appropriate student groups and committees, such as the student nursing association.

Student Nursing Association (SNA):
The Nursing Program maintains an organization for students sponsored by Canton College of Technology SCA (Student Cooperative Alliance). This association promotes personal and professional growth. Attendance at local, state, and national nursing conferences, participation in fund raising events, coordination of health-related activities, field trips and planning of the annual recognition ceremony following graduation are examples of sponsored programs. Students enrolled in the practical nurse and associate degree and baccalaureate nursing programs are eligible to attend.

Health Related Volunteer Activities:
Students are encouraged to provide health related volunteer service to organizations and individuals in need throughout the nursing program.

Nursing Recruitment
Students may participate in area nursing recruitment activities and efforts.

Program Termination

Termination from the nursing program is based upon any one of the following:

1. Unsuccessful completion of LPNC 100, LPNC 101, LPNC 102, LPNC 103. These courses must be taken sequentially and completed successfully. If the student is unsuccessful in LPNC 100, LPNC 101, LPNC102, LPNC 103, the student must reapply to the nursing program through the Admission's Department. This can only be done once (see Admissions Criteria).
2. Cheating**:** SUNY Canton has a longstanding policy that prohibits cheating and plagiarism; therefore, students in all classes are expected to do their own work. Any proven incident of cheating, plagiarism or other dishonest activity will result in the student being terminated from the nursing program with no possibility of re-entry or re-admission.
   This policy regarding cheating includes:
   - The Nursing Department expects that all student assignments will be the student's own work.
   - Any verbal communication or written material that is fraudulent, untruthful and/or dishonest or written in an unprofessional manner.
   - Academic dishonesty such as cheating on exams, knowingly assisting another to cheat, or failure to report observed cheating by other students.
3. Unsafe clinical practice: Nursing Department faculty reserves the right to remove from the clinical area any student deemed unsafe. The clinical facility reserves the right to remove a student from the facility and not allow the student to return. This can occur at any point during the semester. Should this occur, the student will have a conference with their clinical instructor and the Nursing Department Director. Any student who has a clinical evaluation of unsafe will be terminated from the nursing program with no possibility of re-entry or re-admission.

   Unsafe practice includes:
   - Lack of preparation for clinical practicum.
   - Performance which could jeopardize life, impedes recovery, or interferes with the maintenance of the client's current health status.
   - Failure to immediately report a client-care error to the clinical faculty and/or responsible nursing personnel.

- Performing a procedure prior to discussion with the clinical instructor is considered unsafe nursing practice and may result in termination from the program.
- The New York State Board of Nursing will be notified of licensed students who have been terminated due to unsafe practice.
- Students testing positive for drugs/alcohol will be deemed unsafe for the clinical setting and will be terminated from the Nursing Program.

4. Violations of principles of confidentiality.
5. Violating any of the Standards of Professional Conduct, the SUNY Canton Code of Conduct, or ANA's Principles for Social Networking will result in a required meeting with the student, instructor, and Department Director within five business days and may result in termination from the program with no possibility of return/reapplication.
6. Failure of entering students to provide adequate clinical clearance documentation by the deadline date and time will result in the student being terminated from the program and needing to reapply to the program.
7. It is the student's responsibility to notify the Department Director of Nursing if they have been banned or denied entry into **ANY** clinical facility that the Nursing Program uses for student instruction. Failure to report this information will result in termination from the Nursing Program.
8. Orientation to class, college laboratory and clinical is critical to student's performance. Absence from any of these orientations may necessitate an instructor- initiated withdrawal from the course. Punctual attendance at all nursing classes—lecture, college laboratory, clinical practicum and assigned community experiences is expected. Excessive absences from any of these (lecture, college laboratory and/or clinical) may result in an instructor-initiated withdrawal from this course.
9. Punctual attendance at each clinical is **mandatory**; therefore, the Nursing Department requires documentation of any emergency or illness. Failure of the student to produce documentation may result in an instructor-initiated withdrawal.
    - No call, no show in the clinical may result in removal from the course.
10. Permanent termination from the Nursing Program will be warranted for refusal to submit to drug/alcohol screening without adequate explanation.
11. Performance that violates the SUNY Canton Student Handbook, Student Rights and Responsibilities and/or the Nursing Department Student Policy Handbook.
12. Falsification of any documents required by, and turned in to the Nursing Department will result in being terminated from the Nursing Program.
13. A student may appeal their termination by submitting a written request to the Dean of Students as described in the student handbook. Students may not attend classes during the appeal process.

Pinning Ceremony

The pinning ceremony is a long-held tradition in the field of nursing signifying the culmination of the educational program. This ceremony is a welcoming of students into the professional field of nursing. The pinning ceremony is the Nursing Department completion ceremony for graduates. The pinning committee sponsors the ceremony.
Members of the graduating class and the faculty advisor determine a specific date for the ceremony. It is held at the end of LPNC 103. Only those students passing the LPNC courses in the program are allowed to be a part of the Pinning Ceremony.

There is a specific protocol, which has been traditionally established for the ceremony. Dress code for this event is professional attire, usually the nursing uniform. The planning/ pinning committee for the ceremony consists of the nursing faculty and members of the graduating class. The costs for the ceremony are the responsibility of the graduation class.

State University of
New York College of
Technology at Canton
Canton, New York

TO: All Students
FROM: Faculty
RE: Attestation

I. All nursing students are responsible for reading and reviewing the college's *SUNY Canton Student Handbook,* and the SUNY Canton Practical Nursing Program Handbook. After your review of these two documents, please make a copy of this form and place it in your clinical folder. Submit the original to the course faculty the first day of class lecture.

II. I have read the *SUNY Canton Student Handbook* and SUNY Canton Practical Nursing Program Handbook carefully, and any questions to the faculty on or before the first-class day. I understand that:

- All pre-requisites, co-requisites, and nursing courses must be completed and passed to be eligible for graduation.
- I must have an overall GPA of 2.0 to graduate (college policy) and achieve a 75 in all nursing courses.
- It is my responsibility to contact the State Board for Nursing/Office of the Professions/State Education Department regarding future licensure if I have been convicted of a crime.
- Students are encouraged to investigate student nursing malpractice insurance.
- Nursing students having difficulty with course work are encouraged to contact the college's Tutoring Center to discuss tutoring or referral to the Writing Center or Math/Science Lab. The Tutoring Center, Writing Center, and Math/Science Labs are in the Southworth Library/Learning Commons. Information regarding Academic support services can be found under 'Academic Services' which is listed under 'Students' on the SUNY Canton website.
- Students with disabilities should consult with the college's Student Accessibility Services Office (ext. 7392).

Signature_____Date_____

Print Name _____

To the Student: After completing this packet, please sign below and place the form in your clinical folder.

By signing below, I am attesting that I have completed this entire packet. Furthermore, I am attesting that I have had all questions I may have at this time pertaining to client safety, infection control, HIPAA regulations, and client confidentiality answered to my satisfaction and that should I have questions in the future, I will ask either a professional at the clinical agency or one of my instructors.

_____ _____

Student's Name Date

STUDENT ACKNOWLEDGEMENT for ATI Assessment and Review Policy

Initial all and sign below:

_____ I have received a copy of and have read and understand SUNY Canton's ATI Assessment and Review Policy

_____ I understand that it is my responsibility to utilize all the books, tutorials and online resources available from ATI, as designated by SUNY Canton.

_____ _____

Student printed name Date

_____

Student signature