



Borough of Manhattan Community College
Of the City University of New York

NURSING DEPARTMENT
ASSOCIATE IN APPLIED SCIENCE
DEGREE

STUDENT HANDBOOK
Registered Nurse (RN) Track



NURSING DEPARTMENT

STUDENT HANDBOOK

**PREPARED BY THE DEPARTMENT OF NURSING
FACULTY**

of

**BOROUGH OF MANHATTAN COMMUNITY COLLEGE
OF THE CITY UNIVERSITY OF NEW YORK**

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DEPARTMENT OF NURSING
S730

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
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NEW YORK, NY 10007-1097

FALL 2022

Dear Student:

Welcome to the Nursing Program at Borough of Manhattan Community College of the City University of New York.

This handbook will serve as a source of reference for you to familiarize with important guidelines and policies* that will assist you to successfully complete our Nursing Program- Registered Nurse Track.

Nursing faculty will discuss many of these policies and guidelines with you in the classroom. They are also available to address your questions and concerns during office hours. We encourage you to keep this handbook to refer to as you go through the nursing program.

The faculty and staff are committed to providing you with an excellent educational opportunity, student resources and support, and partnership as you pursue your educational and career goals.

Sincerely,

Judy S. Eng.
Chairperson
Assistant Professor

*Revisions and additions to policies will be provided in writing and updated on nursing department website. Student handbook will be updated as needed.

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I. GENERAL INFORMATION

The Nursing Department policies and regulations are specific to the Nursing Program and supplement the general college policies for students. This handbook serves to strengthen the Nursing Department's commitment to academic excellence and the continued success of nursing students throughout the program.

The Nursing faculty developed this document to fulfill several additional purposes. It serves as a resource which outlines the policies and defines specific regulations governing students in the Nursing Program; and helps assure that students will receive consistent and uniform consideration throughout the program.

These policies and regulations also are in accord with several other principles, codes, and laws with which nurses and nursing students must comply. For example, unsafe, unethical, or disruptive behavior in the classroom or clinical setting is not only socially unacceptable, but it is not professionally permitted.

Upon admission into the Nursing Program, all new nursing students are given a copy of the handbook by a faculty member who reviews the stated policies and regulations that students are expected to abide by. All students are encouraged to periodically review these policies and regulations to ensure ongoing compliance. Each student indicates by signature on the "Letter of Understanding" form that they understand and will abide by the contents of the student handbook.

In addition to these policies and regulations of the Nursing Department, nursing students are expected to comply with all civil laws and regulations.

Note: Students will be notified in writing of changes to the current policies prior to revision of the Student Handbook.

Borough of Manhattan Community College/CUNY is an Equal Opportunity/Affirmative Action/Immigration Reform and Control Act/American with Disabilities Act institution. The college does not discriminate on the basis of age, transgender, sexual orientation, or citizenship, religion, race, color, national or ethnic origin, disability, or veteran's or marital status in its student admissions, employment, access to programs, and administration of educational policies. Call general information at 212-220-8000.

II. Program Description

The Borough of Manhattan Community College Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) and registered by the New York State Education Department (HEGIS Code 5208.01). The Nursing Program prepares students to become members of the health team—qualified to render safe and competent nursing care in health service agencies and hospitals. The Program combines classroom work with observation and practice in health care facilities. In addition, students are trained to be competent nurses who work in collaboration with members of the health care team that are responsible for facilitating the maintenance of health, the improvement of health status, the prevention of illness and the alleviation of suffering.

Upon successful completion of 65 credits, the Associate in Applied Science (A.A.S.) Degree is granted and students are eligible to take the National Council Licensure Examination for Registered Nurse (RN).^{*} Additionally, to qualify for a license as a registered professional nurse, applicants must be of good moral character, at least eighteen years of age, and meets New York State residency requirements. Applicants must meet state eligibility requirements prior to licensure.

^{*}Please Note: Graduates are required to have a valid Social Security Number to sit for the NCLEX Exam.

The Accreditation Commission for Education in Nursing, Inc. (ACEN), *formerly known as the National League for Nursing Accrediting Commission*, is located at:

Accreditation Commission for Education in Nursing

3390 Peachtree Road NE, Suite 1400

Atlanta, Georgia 30326

P. (404) 975-5000

www.acenursing.org

III. ANA Code of Ethics

The Code of Ethics of the American Nurses' Association is used as the standard for ethical practice and is used to assure that patients will be protected in accordance with the New York State's Nurse Practice Act.

The Code of Ethics is based on a body of moral and ethical principles. These principles have been translated into statements of standards which will guide the nursing students' integrity and their conduct while engaged in learning within the nursing program and later as a nurse in practice.

Conduct violating these statements may constitute reason for departmental warning or for departmental withdrawal from the nursing program.

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

<http://www.nursingworld.org/codeofethics>

American Nurses' Association Clinical Standards

Standards describe the profession's responsibility to the public and the outcomes for which nurses are accountable.

AMERICAN NURSES ASSOCIATION SCOPE AND STANDARDS OF PRACTICE	
Standards of Practice: The six Standards of Practice describe a competent level of nursing care as demonstrated by the nursing process.	
Standard	Description
Standard 1	Assessment – Collects comprehensive data pertinent to the patient's health or the situation.
Standard 2	Diagnosis – Analyzes the assessment data to determine the diagnoses or issues.
Standard 3	Outcomes Identification – Identifies expected outcomes for a plan individualized to the patient or the situation.
Standard 4	Planning – Develops a plan that prescribes strategies and alternatives to attain expected outcomes.
Standard 5	Implementation – Implements the identified plan. Elaborating this standard are five others: 5A. Coordination of Care, 5B. Health Teaching and Health Promotion, 5C. Consultation, 5D. Prescriptive Authority and 5E. Treatment and Evaluation.
Standard 6	Evaluation – Evaluates progress towards attainment of outcomes.
Standards of Professional Performance: The nine Standards of Professional Performance describe a competent level of behavior in the professional role.	
Standard 7	Quality of Practice – Systematically enhances the quality and effectiveness of nursing practice.
Standard 8	Education – Attains knowledge and competency that reflects current nursing practice.
Standard 9	Professional Practice Evaluation – Evaluates one's own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules, and regulations.
Standard 10	Collegiality – Interacts with and contributes to the professional development of peers and colleagues.
Standard 11	Collaboration – Collaborates with patient, family and others in the conduct of nursing practice.
Standard 12	Ethics – Integrates ethical provisions in all areas of practice.
Standard 13	Research – Integrates research findings into practice.
Standard 14	Resource Utilization – Considers factors related to safety, effectiveness, cost, and impact on practice in the planning and delivery of nursing services.
Standard 15	Leadership – Provides leadership in the professional practice setting and the profession.

Source: American Nurses Association

<http://www.nursingworld.org/nursingstandards>

IV. The Joint Commission National Patient Safety Goals

The faculty supports and incorporates into the curriculum the National Patient Safety Goals to protect the safety of each patient in healthcare settings such as hospital, nursing homes, ambulatory facilities, and community-based setting.

2022

Hospital National Patient Safety Goal

The purpose of the National Patient Safety Goals is to improve patient safety. The goals focus on problems in health care safety and how to solve them.

Identify patients correctly

NPSG.01.01.01

Use at least two ways to identify patients. For example, use the patient's name *and* date of birth. This is done to make sure that each patient gets the correct medicine and treatment.

Improve staff communication

NPSG.02.03.01

Get important test results to the right staff person on time.

Use medicines safely

NPSG.03.04.01

Before a procedure, label medicines that are not labeled. For example, medicines in syringes, cups and basins. Do this in the area where medicines and supplies are set up.

NPSG.03.05.01

Take extra care with patients who take medicines to thin their blood.

NPSG.03.06.01

Record and pass along correct information about a patient's medicines. Find out what medicines the patient is taking. Compare those medicines to new medicines given to the patient. Make sure the patient knows which medicines to take when they are at home. Tell the patient it is important to bring their up-to-date list of medicines every time they visit a doctor.

Use alarms safely

NPSG.06.01.01

Make improvements to ensure that alarms on medical equipment are heard and responded to on time.

Prevent infection

NPSG.07.01.01

Use the hand cleaning guidelines from the Centers for Disease Control and Prevention or the World Health Organization. Set goals for improving hand cleaning. Use the goals to improve hand cleaning.

Identify patient safety risks

NPSG.15.01.01

Reduce the risks for suicide.

Prevent mistakes in surgery

UP.01.01.01

Make sure that the correct surgery is done on the correct patient and at the correct place on the patient's body.

UP.01.02.01

Mark the correct place on the patient's body where the surgery is to be done.

UP.01.03.01

Pause before the surgery to make sure that a mistake is not being made.

https://www.jointcommission.org/-/media/tjc/documents/standards/national-patient-safety-goals/2022/simple_2022-hap-npsg-goals-101921.pdf

V. QUALITY AND SAFETY EDUCATION FOR NURSES (QSEN) COMPETENCIES

The overall goal for the Quality and Safety Education for Nurses (QSEN) is to prepare competent future nurses with **KNOWLEDGE, SKILLS, and ATTITUDES** to continuously improve quality and safety of the healthcare system within which they work.

COMPETENCY	DEFINITION
Patient-Centered Care	Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
Teamwork and Collaboration	Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
Evidence-Based Practice	Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
Quality Improvement	Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
Safety	Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
Informatics	Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

http://www.qsen.org/about_qsen.php

VI. SBAR REPORT TO A PHYSICIAN

BEFORE CALLING THE PHYSICIAN

1. Assess the patient. Involve the patient in plan recommendations, if possible.
2. Review the chart for recent medication or order changes / changes in condition.
3. Know the primary / pertinent diagnoses.
4. Have the following available when speaking with the physician: **Chart, Allergies, Meds/ IV Fluids, Labs**

FOCUS ON THE PROBLEM & BE CONCISE

S	<p><u>SITUATION</u> Date _____</p> <p>State your name and agency.</p> <p>I am calling about: (Patient Name).</p> <p>The problem I am calling about is: (briefly state problem, when happened/started, how severe. Code status would be helpful.</p> <p>Notes: _____</p>												
B	<p><u>BACKGROUND</u></p> <p>State the primary and pertinent diagnosis & the date of admission to agency.</p> <p>Relate the complaint given by the patient. Pay special attention to emotional/mental status</p> <p>List current medications, allergies, most recent vital signs, most recent lab results or treatments.</p>												
A	<p><u>ASSESSMENT</u></p> <p>Give conclusions about the situation. Words like “might be” or “could be” are helpful. A diagnosis is not necessary. Relate how severe the problem might be.</p> <p>Describe changes from prior assessment:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="padding: 5px;">Weight</td><td style="padding: 5px;">Blood Pressure</td><td style="padding: 5px;">Blood Sugar</td></tr> <tr> <td style="padding: 5px;">Mental Status</td><td style="padding: 5px;">Temperature</td><td style="padding: 5px;">Pain</td></tr> <tr> <td style="padding: 5px;">Neuro changes</td><td style="padding: 5px;">Respiratory rate/quality</td><td style="padding: 5px;">Wound</td></tr> <tr> <td style="padding: 5px;">Musculoskeletal</td><td style="padding: 5px;">Pulse rate/quality</td><td style="padding: 5px;">GI/GU (Nausea/Vomiting/ Diarrhea/Output)</td></tr> </table> <p>Notes: _____</p>	Weight	Blood Pressure	Blood Sugar	Mental Status	Temperature	Pain	Neuro changes	Respiratory rate/quality	Wound	Musculoskeletal	Pulse rate/quality	GI/GU (Nausea/Vomiting/ Diarrhea/Output)
Weight	Blood Pressure	Blood Sugar											
Mental Status	Temperature	Pain											
Neuro changes	Respiratory rate/quality	Wound											
Musculoskeletal	Pulse rate/quality	GI/GU (Nausea/Vomiting/ Diarrhea/Output)											
R	<p><u>RECOMMENDATION - Say what you think would be helpful or what needs to be done.</u></p> <p><input type="checkbox"/> Change treatment to: _____</p> <p><input type="checkbox"/> Adjust medications for: _____</p> <p><input type="checkbox"/> Place telehealth monitor? _____</p> <p><input type="checkbox"/> Obtain consult for discipline (e.g., PT, OT, ST, WOCN, SN, SW, etc.) _____</p> <p><input type="checkbox"/> Have the patient come in to see you at your office today or within 24 hrs? _____</p> <p><input type="checkbox"/> Transfer the patient to hospital? _____</p> <p>Increase visit frequency to: _____</p> <p>Any labs / tests needed? _____</p> <p>Make sure to clarify under what circumstances and when the physician wants us to call again.</p> <p>Notes: _____</p>												

VII. LEGAL DEFINITION OF NURSING

Definition of the practice of nursing as it appears in the New York State Nurse Practice Act follows:

6901. Definitions (As used in Section 6902)

1. “Diagnosing” in the context of nursing practice means that identification of and discrimination between physical and psychosocial signs and symptoms essential to effective execution and management of the nursing regimen. Such diagnostic privilege is distinct from a medical diagnosis.
2. “Treating” means selection and performance of those therapeutic measures essential to the effective execution and management of the nursing regimen and execution of any prescribed medical regimen.
3. “Human Responses” means those signs, symptoms, and processes which denote the individual’s interaction with an actual or potential health problem.

6902. Definition of practice of the profession of nursing.

The practice of the profession of nursing as a registered professional nurse is defined as diagnosing and treating human responses to actual or potential health problems through such services as case finding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being, and executing medical regimens prescribed by a licensed or otherwise legally authorized physician or dentist. A nursing regimen shall be consistent and shall not vary any existing medical regimen.

VIII. NEW YORK STATE LAW

To practice as a **Registered Nurse (R.N.)** an individual **must complete and officially graduate from a certified registered nursing education program**. Upon successful completion of these requirements, the graduate can then file an application for licensure with the National Council of State Boards of Nursing (NCSBN).

The application for licensure requires that the individual state whether he/she has ever been convicted of or has charges pending for a crime (felony or misdemeanor) in any state or country or ever been found guilty of or has charges pending for professional misconduct, unprofessional conduct or negligence in any state or country.

Nursing students who answer “yes” to any of these questions must be apprised that it is the prerogative of the State Board of Nursing, upon recommendation of the Office of Professional Discipline, to deny an application for licensure even if a student has successfully completed the program’s curriculum. It is also the prerogative of the Board to withhold licensure upon investigation of a case, even if the candidate has successfully passed the licensure examination.

Any student who anticipates difficulty with the application for licensure should immediately discuss this matter, in confidence, with the Chair/Deputy Chair of the Nursing Program.

Check the following web sites for further information regarding licensure and regulations by the NYS Board of Nursing (<http://op.nysed.gov/nursing.htm>) and the NYS Board of Regents (<http://www.op.nysed.gov/part28.htm>).

IX. MISSION & PHILOSOPHY OF THE NURSING DEPARTMENT

Department of Nursing – Mission

The mission, vision, and core values of the Borough of Manhattan Community College (BMCC) nursing program are congruent with the mission, vision, and core values of the college. The mission of the nursing program is to serve students of diverse backgrounds, by providing them with an education that prepares them for the place of work and beyond the associate degree level. Articulation agreements with Four-Year Nursing programs allow for advanced preparation and lifelong learning, promotion of excellence in nursing education, and the enhancement of the profession, and an overall benefit to communities. The faculty is committed to providing an accessible, high-quality nursing education to meet the changing healthcare needs of a diverse urban population. The program aims to prepare graduates for the professional role of registered nurse at the entry level after meeting the educational requirements to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The nursing program faculty has continuous input into the developing and monitoring of the nursing program's mission, vision, core values, as well as the End-of-Program Student Learning Outcomes (EPSLOs) to meet the Program Outcomes (POs).

Department of Nursing – Philosophy

The philosophy of the Associate in Applied Science (AAS) Degree in Nursing Program at Borough of Manhattan Community College (BMCC) is derived from Accreditation Commission for Education in Nursing (ACEN, 2017), Quality and Safety Education for Nurses (QSEN, 2014), the Institute of Medicine (IOM, 2011), core value statements from the NLN (2012) and ethical code of the American Nurses Association (ANA, 2015) about health and wellness, quality of life of the individual, the environment, ethical practice and education of the Associate Degree Nurse. The program of learning provides a foundation for the acquisition and integration of knowledge, skills and abilities necessary for accountable and safe nursing practice in today's health care environment. The goal of the nursing faculty is to promote the highest quality of nursing care to the individual, families, significant persons and the community.

The graduate of the AAS Degree in Nursing program at BMCC is prepared to meet the educational competencies defined by the National League of Nursing (NLN, 2012), and New York State Education Law, Article 139 (The Nurse Practice Act, 2010). The AAS Degree in Nursing Program prepares the graduates to pass the NCLEX-RN examination by incorporating the contents of the Client Needs categories of the 2016 Test Plan for the NCLEX-RN into the curriculum. The Client Needs categories are measured against the End-of-Program Student Learning Outcomes (EPSLOs) for each course on the practice of nursing. The AAS Degree prepared nurse's role is characterized by evidence-based clinical practice with the provision of care for individuals and families in structured settings. The AAS graduate demonstrates the core competencies identified by the Accreditation Commission for Education in Nursing (ACEN, 2017), the IOM (2011) and QSEN (2014) to provide high quality safe nursing care, and the ethical provisions in the American Nurses Association (ANA) code of ethics for nurses (ANA, 2015).

Teaching-Learning Process

Teaching-Learning is a goal directed process in which teachers and learners share mutual responsibility in creating a change in the learner. The faculty believes that the teaching-learning process is an incremental process that progresses from the simple to the complex and from the familiar to the unfamiliar. The teacher considers individual differences in the selection and sequencing of increasingly complex learning experiences to achieve pre-determined curriculum objectives. The prerequisite courses help to identify those students most able to achieve the objectives/goals in clinical nursing. We believe that the teacher is a provider of information, facilitator of learning, resource person and role model. The results of learning can be assessed through measurable, achievable changes in observable student behaviors as they progress from one level to the next. The learner is responsible for achievement of the objectives/goals through individual and group participation in the learning activities. Ongoing mutual evaluation of learning experiences and immediate feedback are essential to desired changes in behavior.

The faculty believes that the learner is a motivated adult who is willing to acquire attitudes, beliefs, knowledge, and competencies commensurate with the **ANA** Code for Nurses, Nurse Practice Acts, and standards of professional nursing practice. The faculty believes an essential component of continuing competency in nursing practice is to continue one's education after the formal learning process has terminated and encourages professional and personal growth throughout the program.

X. END-OF-PROGRAM STUDENT LEARNING OUTCOMES (EPSLOs) OF THE NURSING EDUCATION UNIT**

<u>EPSLOs</u> (By the end of the semester, the student will...)	<u>Measurements</u> (The student will...)	<u>2019 NCLEX-RN</u> <u>Client Needs</u> <u>Categories</u>
1. Provide Patient-Centered Care utilizing the nursing process in a variety of healthcare settings to diverse patient populations across the lifespan	<ul style="list-style-type: none"> • Complete computer-based Concept Map assignment(s) with a grade of “Satisfactory” in providing patient centered care • Complete the Practicum with a grade of “Pass” • Achieve a “Satisfactory” clinical evaluation by the end of the course related to patient centered care. • Participate in the mandatory HPS clinical experience. 	A, B, C, D, E, F, G, H
2. Exhibit Teamwork & Collaboration with members of the inter-professional healthcare team, the patient, and the patient's support persons.	<ul style="list-style-type: none"> • Achieve a “Satisfactory” clinical evaluation by the end of the course in teamwork and collaboration. • Demonstrate teamwork and collaboration in the mandatory HPS clinical experience. 	A, B, C, D, E, F, G, H
3. Incorporate Evidenced-Based Practice and a commitment to continued personal and professional development.	<ul style="list-style-type: none"> • Incorporate peer-reviewed journals in class/clinical assignment(s). • Achieve a “Satisfactory” clinical evaluation by the end of the course in evidenced based practice, personal and professional development • Exhibit a commitment to lifelong learning as evidenced by completion of assignments for 415 • Apply for BS in nursing, internship and externship programs to continue their personal and professional development 	A, B, C, D, E, F, G, H
4. Apply Quality Improvement Methods	<ul style="list-style-type: none"> • Complete computer-based Concept Map assignment(s) with a grade of “Satisfactory” • Achieve a “Satisfactory” clinical evaluation by the end of the course in quality improvement. 	A, B, C, D, E, F, G, H
5. Promote Safety by adherence to national patient safety initiatives and regulations.	<ul style="list-style-type: none"> • Achieve a “Satisfactory” clinical evaluation by the end of the course in patient safety initiatives and regulations • Participate in the mandatory HPS clinical experience and demonstrate safe patient care 	A, B, C, D, E, F, G, H
6. Evaluate Information Technology and Informatics to assess, communicate, and support decision making.	<ul style="list-style-type: none"> • Complete computer-based standardized Testing • Complete SIM charting in semester one • Complete computer-based Concept Map assignment(s) with a grade of “Satisfactory” • Utilize electronic databases for peer reviewed journal searches • Utilize electronic medical records 	A, F, G, H

7. Exemplify Professional Behavior by the integration of professional, legal, and ethical guidelines into nursing practice.	<ul style="list-style-type: none"> • Achieve a “Satisfactory” clinical evaluation by the end of the course related to professional, ethical and legal nursing care. • Demonstrate a professional work ethic by achieving a “Satisfactory” clinical evaluation 	A, B, C, D, E, F, G, H
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**** Note: The End-of-Program Student Learning Outcomes (EPSLOs) reflect the core competencies identified by the Accreditation Commission for Education in Nursing, the IOM, and QSEN to provide nursing care.**

XI. 2019 Test Plan for the National Council Licensure Examination for Registered Nurses (NCLEX-RN® Examination)

<u>Client Needs</u>	<u>NCLEX-RN Test Plan</u>	<u>EPSLOs</u>
A. Management of Care	Provides and directs nursing care that enhances the care delivery setting to protect clients and health care personnel.	1,2,3,4,5,6,7
B. Safety and Infection Control	Protects clients and health care personnel from health and environmental hazards.	4,5,6
C. Health Promotion and Maintenance	Provides and directs nursing care of the client that incorporates the knowledge of expected growth and development principles, prevention and/or early detection of health problems, and strategies to achieve optimal health.	1,3,4,6
D. Psychosocial Integrity	Provides and directs nursing care that promotes and supports the emotional, mental and social wellbeing of the client experiencing stressful events, as well as clients with acute or chronic mental illness	1,2,3,7
E. Basic Care and Comfort	Provides comfort and assistance in the performance of activities of daily living.	1,3,4
F. Pharmacological and Parenteral Therapies	Provides care related to the administration of medications and parenteral therapies.	3,4,5,6
G. Reduction of Risk Potential	Reduces the likelihood that clients will develop complications or health problems. related to existing conditions, treatments or procedures.	2,3,4,5,6,7
H. Physiological Adaptation	Manages and provides care for clients with acute, chronic or life-threatening physical health conditions.	1,2,3,4,5,6

XII. Nursing Course Descriptions

Nursing Process I: Fundamentals of Nursing Care

NUR 112

8	credits	4	class	hours	12	lab	hours
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This course is an introduction to the bio-psycho-social and cultural factors that influence the nursing care of any patient/client who needs minimum assistance in the maintenance of health. Concepts and principles are stressed in relation to the application of the nursing process to basic nursing care. Clinical experiences are provided in general hospitals and a nursing home.

Pre-requisites: Completion of the Requisite Courses

Co-requisites: BIO 426, PSY 240 or SOC 100

Nursing Process II: Obstetrical and Psychiatric Nursing Care

NUR 211

8	credits	4	class	hours	12	lab	hours
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This course is composed of a seven-week Maternal and Newborn Care component and a seven-week psychiatric Mental Health Nursing component. The Maternal and Newborn Care component focuses on the role of the nurse in the care of the child-bearing family during the antepartal, intrapartal and the postpartal phases of the maternity cycle, as well as the immediate care of the normal newborn and premature infant. The Psychiatric Mental Health Nursing Component introduces the student to basic mental concepts, interventions in crisis and family violence, severe mental health disorders, and substance use disorders highlighting treatment for individuals and families within the community.

Pre-requisites: NUR 112, BIO 426, PSY 240

Co-requisites: BIO 420, ENG 201

Nursing Process III: Pediatric and Basic Medical-Surgical Nursing Care

NUR 313

8	credits	4	class	hours	12	Lab	hours
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This course is composed of a seven-week component in Nursing Care of Children and a seven-week component in Basic Medical-Surgical Nursing Care. The Pediatric Nursing component focuses on the child's physical, social, and emotional reaction to illness, the nurse's role in providing support to the child and the members of his/her family during periods of stress. Emphasis is placed upon differences between each phase of growth and development trends in care and measures utilized to promote a healthy childhood and adolescence. The Basic Medical-Surgical Nursing component builds upon previous nursing knowledge and techniques already introduced. Major emphasis is placed upon common recurring health problems. Psycho-social nursing techniques are emphasized as they relate to the care of the client with selected health problems.

Pre-requisites: NUR 211 and all previous prerequisites

Co-requisites: SPE 100 ***For students whose first language is not English, SPE 102 will satisfy this requirement.

Nursing Process IV: Advanced Medical-Surgical Nursing**NUR 411**

8	credits	4	class	hours	12	lab	hours
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This course is composed of a semester of medical-surgical nursing. It is a continuation of medical-surgical nursing introduced in NUR 313. There is emphasis on selected medical-surgical problems and students receive supervision of more advanced medical-surgical nursing skills in the hospital lab.

Pre-requisites: NUR 313 and all previous prerequisites

Co-requisite: NUR 415

Professional Issues in Contemporary Nursing Practice**NUR 415**

2	credit	2	hour
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With an emphasis on the process of transitioning from Student Nurse to Registered Professional Nurse, **Professional Issues in Contemporary Nursing Practice** surveys the issues, challenges and current trends faced by the new Associate Degree Nurse as an individual practitioner, and as a member of the nursing profession.

This course encourages students to think critically about the nursing profession and career opportunities, historical and theoretical nursing frameworks, the legal and ethical aspects of nursing, cultural and social issues, standards of nursing practice, delegation and supervision, communication and inter-professional collaboration, technology in the clinical setting, evidence based practice and quality improvement.

Pre-requisites: NUR 313 and all previous prerequisites

Co-requisite: NUR 411

Note: Nursing courses are sequential; Clinical Nursing cannot be completed in less than two (2) years. All students are required to take Standardized Tests at the end of each semester. The fee is paid by the student.

Fourth semester students are also required to take a Standardized Comprehensive Test at the end of the semester. The fee is paid by the student. Failure to take Standardized Tests and/or the Standardized Comprehensive Test as scheduled will result in a grade of "Incomplete" (INC).

Students are advised to pay particular attention to pre-requisites. Failure to do so makes one ineligible for the specific nursing course. THERE ARE NO EXTENUATING CIRCUMSTANCES.

XIII. PRE-REQUISITE and NURSING COURSE SEQUENCE (DAY PROGRAM)

Pre-requisite courses and Nursing Course Sequence - DAY PROGRAM

FIVE PRE-REQUISITE COURSES

ENG 101	ENGLISH COMPOSITION I	3
* MAT 104	MATHEMATICS FOR HEALTH SCIENCE	3
PSY 100	GENERAL PSYCHOLOGY	3
CHE 121	GENERAL, ORGANIC & BIOLOGICAL CHEMISTRY I	4
BIO 425	ANATOMY & PHYSIOLOGY I	<u>4</u>
	TOTAL	17

NURSING SEQUENCE

FIRST SEMESTER

NUR 112	FUNDAMENTALS OF PATIENT CARE	8
BIO 426	ANATOMY & PHYSIOLOGY II	<u>4</u>
	TOTAL	12

SECOND SEMESTER

NUR 211	MATERNAL NEWBORN & PSYCHIATRIC NURSING	8
BIO 420	MICROBIOLOGY	4
**SPE 100	SPEECH	<u>3</u>
	TOTAL	15

THIRD SEMESTER

NUR 313	PEDIATRIC & BASIC MED-SURG NURSING	8
ENG 201	ENGLISH COMPOSITION II	<u>3</u>
	TOTAL	11

FOURTH SEMESTER

NUR 411	ADVANCED MED-SURG NURSING	8
NUR 415	PROFESSIONAL ISSUES IN CONTEMPORARY NURSING PRACTICE	<u>2</u>
	TOTAL	10

TOTAL CREDITS FOR A.A.S. RN DEGREE **65**

*** No Pharmacology course (dosage and calculation preparation and administration of medication) is equivalent to MAT 104**

**** For students, whose first language is not English, SPE 102 will satisfy this requirement**

PRE-REQUISITE and NURSING COURSE SEQUENCE (EVENING/WEEKEND PROGRAM)- (Continued)

All students in the Evening/Weekend Nursing (Saturday) Program must complete the five required pre-requisite courses plus BIO 426 and BIO 420 before beginning the nursing sequence.

PRE-REQUISITE COURSES (25 CREDITS)- FALL ADMISSION SEQUENCE

FALL SEMESTER

CHE 121 (GENERAL, ORGANIC & BIOLOGICAL CHEMISTRY I)	4
BIO 425 (ANATOMY AND PHYSIOLOGY I)	4
MAT 104*	<u>3</u>
TOTAL	11

SPRING SEMESTER

BIO 426 (ANATOMY AND PHYSIOLOGY II)	4
ENG 101	3
PSY 100	<u>3</u>
TOTAL	10

SUMMER SEMESTER

BIO 420 (MICROBIOLOGY)	<u>4</u>
TOTAL	4

FALL SEMESTER

NUR 112 (FUNDAMENTALS)	<u>8</u>
TOTAL	8

SPRING SEMESTER

NUR 211 (MATERNAL-NEWBORN & PSYCHIATRIC)	8
ENG 201	<u>3</u>
TOTAL	11

SUMMER SEMESTER

SPE 100**	<u>3</u>
TOTAL	3

FALL SEMESTER

NUR 313 (PEDIATRICS & BASIC MED- SURG)	<u>8</u>
TOTAL	8

SPRING SEMESTER

NUR 411 (ADVANCED MED- SURG)	8
NUR 415 (PROFESSIONAL ISSUES IN CONTEMPORARY NURSING PRACTICE)	<u>2</u>
TOTAL	10

TOTAL CREDITS FOR A.A.S. RN DEGREE	65
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* No Pharmacology course (dosage and calculation preparation and administration of medication) is equivalent to MAT 104

** For students, whose first language is not English, SPE 102 will satisfy this requirement

PRE-REQUISITE and NURSING COURSE SEQUENCE (EVENING/WEEKEND PROGRAM)- (Continued)

All students in the Evening/Weekend Nursing (Saturday) Program must complete the five required pre-requisite courses plus BIO 426 and BIO 420 before beginning the nursing sequence.

PRE-REQUISITE COURSES (25 CREDITS)- SPRING ADMISSION SEQUENCE

SPRING SEMESTER

CHE 121 (GENERAL, ORGANIC & BIOLOGICAL CHEMISTRY I)	4
BIO 425 (ANATOMY AND PHYSIOLOGY I)	4
MAT 104*	<u>3</u>
TOTAL	11

SUMMER SEMESTER

BIO 426 (ANATOMY AND PHYSIOLOGY II)	4
ENG 101	<u>3</u>
TOTAL	7

FALL SEMESTER

BIO 420 (MICROBIOLOGY)	4
PSY 100	<u>3</u>
TOTAL	7

SPRING SEMESTER

NUR 112 (FUNDAMENTALS)	<u>8</u>
TOTAL	8

SUMMER SEMESTER

ENG 201	<u>3</u>
TOTAL	3

FALL SEMESTER

NUR 211 (MATERNAL-NEWBORN & PSYCHIATRIC)	<u>8</u>
TOTAL	8

SPRING SEMESTER

NUR 313 (PEDIATRICS & BASIC MED- SURG)	<u>8</u>
TOTAL	8

SUMMER SEMESTER

SPE 100**	<u>3</u>
TOTAL	3

FALL SEMESTER

NUR 411 (ADVANCED MED- SURG)	8
NUR 415 (PROFESSIONAL ISSUES IN CONTEMPORARY NURSING PRACTICE)	<u>2</u>
TOTAL	10

TOTAL CREDITS FOR A.A.S. RN DEGREE	65
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* No Pharmacology course (dosage and calculation preparation and administration of medication) is equivalent to MAT 104

** For students, whose first language is not English, SPE 102 will satisfy this requirement

XIV. NURSING DEPARTMENT POLICIES

A. Progression Policy:

All nursing (NUR) students must maintain a cumulative GPA of 2.0 or better to remain in the nursing program. Students who pass a nursing course, but their overall (cumulative) GPA falls below 2.0 or does not complete the non-nursing prerequisite course may not advance to the next semester. Non-nursing course grades are computed into the cumulative GPA every semester. **See Exhibit B.**

All nursing (NUR) students must pass each nursing course with grade of “C” (73-76) to progress to the next nursing course in the program. If a student does not pass, then see Repeat/Withdrawal Policy to progress in the program.

The clinical laboratory is an integral part of the clinical nursing sequence. Clinical nursing students must also PASS the clinical laboratory component of the course (P). To pass the course, **only ONE clinical absence is allowed per semester per course** (see Absence Policy).

Students must pass both clinical and classroom components. Failure to pass in either area constitutes a failure in the course. Students who earn an “NC” grade (excluding Nursing 112) may be eligible to repeat the course the following semester depending upon the availability of seats and the students’ cumulative GPA (see Repeat/Withdrawal Policy).

Under the guidance of CUNY: Effective Spring 2018, the NC Policy states that students must opt-in by the withdrawal deadline. Students must continue attending the class, complete all assignments, and take the final exam. The “NC” grade will only apply to earned letter grades “C-” or below. A student who requests the “NC” option and earns a grade “C” or above will receive their earned grade. Students should be encouraged to consult with their instructor when requesting the option of the “NC” grade.

B. Repeat/Withdrawal Policy:

Clinical nursing students have **ONE** opportunity to **WITHDRAW** in NUR 112, 211, 313, 411 or 415. Clinical nursing students have **ONE** opportunity to **REPEAT (i.e., “NC” grade)** in NUR 211, 313, 411 or 415. Students repeating a nursing course are required to earn a **grade of “C+” (77-79%) or higher to pass that repeated course.** Students repeating a nursing course that receives a grade of “C” (73-76%) or less will receive the grade earned, but the student will NOT be allowed to continue in the nursing program.

C. Re-Entry Policy:

To be considered for re-entry, students must fill-out a “Request for Re-entry” form and submit it to the nursing department by May 1st for the Fall Semester and by December 1st for the Spring Semester. If a student does not fill-out and submit a “Request for Re-entry” form, re-entry into the program will not be considered. Students who have not enrolled in the nursing program for **more than one semester** must meet regular departmental requirements; have a current cumulative GPA of 2.0 or better; and take and pass (with a grade of 73% or above) a comprehensive final examination in each nursing course previously successfully completed; and take and pass the skills practicum for each nursing course previously successfully completed. Students may take these exams and skills practicums only twice. Students requesting re-entry into the nursing program will be given final examination blueprints to prepare for re-entry. Students are not allowed to attend nursing classes unless they are registered for the class. Students who have not enrolled in the nursing program for more than five years are ineligible for re-entry into the Program.

Note: Students who want to transfer from the Day Program to the Evening Program or vice versa must also fill-out and submit to the nursing department the “Request for Re-entry” form. The college does not guarantee re-entry into the Nursing Program.

D. Student Disciplinary Policy

The Nursing Department's guidelines for student behavior are consistent with that of the College. Students are expected to adhere to the American Nurses Association (ANA) Code of Ethics for Nurses and demonstrate professional behavior. Students who do not adhere to departmental policies may be subject to formal disciplinary procedures as outlined in Articles 15.3 to 15.5 of the Board of Trustees' CUNY Bylaws.

E. Registration for Nursing Courses:

Nursing courses are **NOT** available for online registration.

Day Program students registering for nursing courses are NOT guaranteed a course section.

F. Course Requirements:

Students must **complete all** course pre-requisites before continuing to the next nursing course. If course pre-requisites have not been taken, students may not continue to the succeeding nursing courses. **Students must complete at least one Writing Intensive (WI) course in order to graduate.** Currently the Nursing Program does not offer WI course in the nursing courses. Students must complete WI requirement in other non-nursing courses to graduate.

G. Absence Policy:

Each student is allowed a maximum of only One (1) Clinical Absence (Day/Evening/Weekend) Per Semester. The one clinical absence is part of the total allowable absences of 17 hours for a nursing course. ANY ABSENCE BEYOND ONE CLINICAL ABSENCE OR A TOTAL OF 17 HOURS MEANS FAILURE IN THE COURSE.

H. Policy For Clinical Section Request:

Students in the BMCC nursing program may submit a request to change to a clinical section that is different from the lecture section of the nursing course under special or extenuating circumstances.

Students are required to submit the "Clinical Section Request Form" (**See Exhibit F**) to the Nursing Department by May 1st for the fall semester and by December 1st for the spring semester for the next sequential nursing course or prior to start of the semester for incoming students in Fundamentals of Nursing course. All requests must state what the special or extenuating circumstances that merit change in clinical section and must have supportive documents submitted with the request form. All requests are reviewed by the members of the Nursing Department Admission and Retention Committee. A decision will be made by the committee. A copy of the decision will be submitted back to the student and a reason will be stated on the form if the student is denied the change. The student has the right to appeal the decision of the Nursing Department Admission and Retention Committee. All appeals must be submitted in writing to the Chairperson and Deputy Chairperson for that semester.

If the student is granted clinical section change then the student must follow guidelines set forth by this policy. The student will

- Remain in the assigned section for the entire semester.
- NOT be assigned to clinical sites where the student is employed.
- Participate in the Practicum for that section.
- Participate in the Human Patient Simulation Experience for that section.
- Complete clinical concept map assignments for that section.
- Be evaluated by the clinical instructors for that section.
- Be accountable for all clinical requirements for that section.

- If the student does not complete the course for any reason and the student must repeat the course then the student will have to resubmit the “Clinical Section Request Form” for the course.

I. Immigration Status and Documentation Policy:

As of **Fall 2009**, to advance in the clinical nursing sequence, students **MUST** provide documentation for one of the following categories:

1. U.S. Citizenship
2. Permanent U.S. Residency
3. International Student with F1 Status
4. Granted Asylum, Refugee Status, Temporary Protected Status, Withholding of Removal, Deferred Enforced Departure, or Deferred Action Status by the U.S. Government.

NOTE: CUNY Citizenship and Immigration Project will provide free counseling and assistance to all CUNY students who need help with their immigration status. For more information, visit:

<http://web.cuny.edu/about/citizenship/html>

J. Notice to Students on Criminal Background Checks:

Current laws generally permit a state licensing board or agency to deny a license to practice nursing if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the Office of the Professions of the New York State Education Department requires that a criminal background check be conducted prior to granting a license to practice nursing.

The Department of Nursing at Borough of Manhattan Community College now requires criminal background check for all nursing students prior to clinical placement. The Department’s educational requirements include placement at one or more hospitals or other off-campus clinical training sites, and many of these sites frequently require a student to pass a criminal background check before the student can be placed for clinical training. If, based upon the results of a criminal background check, the department determines that a student’s participation in its clinical training program would not be in the best interest of the program, the nursing program may deny that student admission to the clinical training. **(See Exhibit E)**

Please note that if the results of a criminal background check determines that you may not take part in the clinical training program, you will not be able to complete your course requirements. Therefore the student will not be able to continue in the nursing program. It is the student’s responsibility to clear the case with the courts in order to be re-admitted back into the program. It is important for you to consider this before you enroll in the nursing program. Borough of Manhattan Community College has no obligation to refund your tuition or fees or to otherwise accommodate you in the event you are ineligible to complete your course requirements based on the results of a criminal background check, or if you are denied a license to practice nursing.

K. BMCC Nursing Practice Competencies:

Nursing practice requires core competencies; therefore all nursing students are required to meet the following technical standards for admission, progression, and graduation from BMCC Nursing Program. Students must have the ability to assess patients and their environments and to develop appropriate and accurate nursing care plans based on their knowledge and functional skills. Competencies include, but are not limited to the following:

Must have the **Functional Abilities** to perform assessment skills in caring for patients.

- **Visual Acuity** must be sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments. Must be able to identify color changes in equipment, tests, or body fluids.

- **Hearing Ability** must be sufficient to hear patient reports of symptoms and auscultate breath and heart sounds.
- **Tactile Ability** must be sufficient to feel changes in skin temperature and texture.
- **Olfactory Ability** must be sufficient to smell variations in odors of body fluids.

Must have the **Strength and Mobility** to perform patient care activities in a safe and timely fashion according to institutional standards. This includes motor skills to perform the assigned tasks.

- Must be able to transfer patients safely, which requires lifting and pulling. Use of assistive devices (e.g. Prosthesis) cannot hinder clinical performance. Would need medical clearance to safely perform nursing tasks.
- Must have **Fine Motor Skills** to manipulate small objects in order to administer medications.

Must have the ability to **Communicate Effectively** to fulfill nursing tasks.

- Must have the ability to communicate, comprehend, read, and write in English at a level that meets the need for accurate, clear, and effective communication.
- Must have effective basic communication skills with patients and other members of the healthcare team.
- Must be able to document observations, interventions, and outcomes accurately and clearly in the patient record with or without reasonable accommodations.

Must have the **Cognitive Ability** to make clinical judgments and the necessary knowledge needed to perform the nursing skills.

- Must be able to learn the signs and patterns of illness
- Must be able to make appropriate decisions about reporting changes in patient status to instructors, physicians, and other nurses.
- Must be capable of engaging in self-evaluation and accept the critical judgment of others.

Must be able to cultivate and maintain the **Professional Demeanor** and resources necessary to manage the stressors and responsibilities of the nursing practice.

- Must be able to assume the responsibility of caring for seriously ill patients.

In keeping with the College's policy of providing equal access for students with disabilities, any student with a disability who needs academic accommodations should meet with the Director of the Office of Accessibility, Room N360, (212) 220-8180. The Director will conduct an interview and, if appropriate, will provide an academic accommodation letter to be brought to the nursing faculty. All conversations will be kept confidential.

The nursing faculty will provide reasonable accommodation as required by law. All students, with or without reasonable accommodations, are expected to meet the program requirements for admission and progression within the nursing major. Students who fail to meet the program requirements will not be admitted or be able to continue in the nursing program.

L. Policy For Medical Clearance and Urine Drug Test from CastleBranch: (See Exhibit E)

Medical Clearance documents to be submitted to CastleBranch include:

- a. Initial History & Physical Exam with all supporting documentations. Subsequently a year later, students will need to submit an Annual History & Physical Exam. No student will be allowed in the clinical area without the medical clearance proof from CastleBranch.
 - Annual TB Screening - This can be met with either a negative Tuberculin Skin Test (Mantoux) PPD or Quantiferon result. If there is a documented history of a positive result, then a negative chest x-ray is acceptable if done within 3 years.
 - Lab results of **NUMERIC titers of sufficient immunity** for Measles, Mumps, Rubella and Varicella (statement from your health care provider is not sufficient).
 - Tdap immunization (within 10 years– it must include pertussis).
 - Annual Influenza Vaccine (see Influenza Vaccine Documentation).
 - *(Note: Some vaccines, including the Flu vaccines and Tdap are available free of charge at the BMCC Health Services Office Room N-380)*
- b. Proof of Influenza Vaccination (Submit a copy to lead instructors in addition to uploading to CastleBranch).
- c. Proof of valid BLS for Health Care Providers.
- d. Proof of HIPAA Compliance.
- e. Comprehensive Health Insurance (optional).

Note: Students are required to keep their own personal copies of submitted documents and may be required to submit copies to the department.

Policy on Urine Drug Screening/Testing:

For all affiliating clinical agencies that require nursing students to pass a urine drug screening test as a pre-requisite for clinical placement, all nursing students will have drug screening done by a designated provider appointed by the Nursing Department (i.e. CastleBranch Company) every semester. Students **MUST** submit a proof of clearance from the company to their didactic professor within 30 days prior to start of clinical. If a student's test is found positive, the nursing department will require the student to submit another urine drug test. If the second urine drug screen test is negative, the student will be released from further action. However, if the second urine drug screen test is positive, then the student will be dismissed from the nursing program. Pertinent documentation regarding positive urine drug screening results and dismissal from the program will be entered into the student's file.

If the student is taking a prescribed drug that would be detected and result in a positive urine drug test, the student must obtain a written statement from a qualified physician/health care provider. The document **MUST** state that the drug level is within prescribed therapeutic limits and that the drug level does not indicate abuse. The physician/health care provider must also state that the drug will not interfere with safe practice in the clinical area. Letters from the physician/health care provider will become part of the student's file.

Note: If a student suspects that the urine toxicology tests may be positive for certain substances due to taking prescribed medication, the student should take the prescription bottle to the lab on the day of the urine drug screen to let the lab know this before testing. If the student has been provided samples by their physician/health care provider, follow the above guidelines for written documentation.

M. Evaluation Process:

i. Departmental Exams: (See Course Syllabi for updates)

i. NUR 112 (Fundamentals)

Medication Calculation Exam (2 attempts) Requires a grade of 80% to pass
Ten Weekly Quizzes 5% (25-30 questions)
4 Unit Examinations 40% (Time 1 hr 15 min)
1 Midterm Examination 25% (Time 1 hr 45 min)
1 Final Examination 30% (Time 2 hrs 30 min)
1 Mandatory Standardized Examination (Additional Fee Required)

ii. NUR 211 (Psych & Maternal/Newborn)

Medication Calculation Exam (2 attempts) Requires a grade of 80% to pass
Ten Weekly Quizzes 5% (25-30 questions)
4 Unit Examinations 40% (Time 1 hr 15 min)
2 Midterm Examination 25% (Time 1 hr 15 min)
1 Final Examination 30% (Time 2 hrs 30 min)
2 Mandatory Standardized Examinations (Additional Fee Required)

iii. NUR 313 (Basic Med-Surg & Peds)

Medication Calculation Exam (2 attempts) Requires a grade of 80% to pass
Ten Weekly Quizzes 5% (25-30 questions)
4 Unit Examinations 40% (Time 1 hr 15 min)
2 Midterm Examination 25% (Time 1 hr 15 min)
1 Final Examination 30% (Time 2 hrs 30 min)
2 Mandatory Standardized Examinations (Additional Fee Required)

iv. NUR 411 (Advanced Med-Surg)

Medication Calculation Exam (2 attempts) Requires a grade of 80% to pass
Ten Weekly Quizzes 5% (25-30 questions)
4 Unit Examinations 40% (Time 1 hr 15 min)
1 Midterm Examination 25% (Time 1 hr 15 min)
1 Final Examination 30% (Time 2 hrs 30 min)
1 Mandatory Standardized Examination (Additional Fee Required)

Note: Examinations will contain Multiple Choice Questions, Select All That Apply, Diagrams, Sequences, and Math Calculations.

ii. Rounding Up/ NO Rounding Up Policy:

Effective Fall 2018: The Nursing Department has implemented the grading policy regarding “Rounding Up/ No Rounding Up.” The policy states that rounding up is effective for the Final Course Grade only (E.g. 72.5 = C). There is NO rounding up for all unit exams, mid-term exams, or final exams (E.g. 72.5 = C-).

Note: Minimum passing Final Course Grade is “C” (73). Repeating students’ minimum passing Final Course Grade is “C+” (77).

M. Evaluation Process: (Continued)

iii. Departmental Exam Rules:

- a. **Lateness:** Exams will begin and end promptly. If a student arrives late for an exam, the student will be given the choice to sit for the exam but must complete the exam in the remaining allotted time. No additional time will be provided.
- b. **Make-up Examinations:** Should there be extenuating circumstances; an instructor may excuse a student from taking an exam prior to the exam. Immediate arrangements must be made with the instructor to schedule a date to take the make-up exam. Make-up exams may be given at the end of the semester, at the discretion of the instructor. However, once the examination has been taken, the grade received stands; (i.e. bringing a doctor's note to corroborate an illness **AFTER** an examination has been taken will not be accepted). **Only one make-up exam per course will be permitted.**
- c. **Examination Papers:** The original examination papers are discarded after the exam is taken with the exception of the fill-in drug calculation page(s) and the fill-in diagram page(s) (if applicable). The grade for each exam is determined **ONLY** by the score on the scantron answer sheet plus the scores for the fill-in drug calculations and the fill-in diagram(s) (if applicable).
- d. **Review of Unit, Midterm, and Final Examinations:**
In order to maintain the security of the Nursing Department's course examinations, students may:
 1. Review each unit and midterm exam **ONLY ONCE**.
 2. **NOT** review the final examination if they **PASSED** the course.
 3. Review the final examination **ONLY ONCE** if they **FAILED** the course.

iv. Standardized Achievement Exam:

You are required to take a standardized achievement exam at the end of the course component. The test will help to evaluate your knowledge of course content and identify areas needing remediation. Students will receive a grade of INC until the standardized exam is taken. Students will be required to pay testing fees for the exams at the beginning of each semester.

Standardized Achievement Exam Guidelines:

- You must provide your correct email address at testing.
- You will receive an immediate diagnostic report at the end of testing session identifying strengths and weaknesses in particular areas.
- You will receive an email from the standardized exam company with remediation instructions. You are expected to review all areas of weaknesses identified on the standardized exam, and access remediation materials for every test item answered incorrectly on your exam.
- Students who don't achieve the required scores must meet with nursing faculty advisor to review results and develop a remediation plan.

v. Clinical Evaluation:

- a. **Clinical Laboratory:** The clinical lab is an extension of the classroom. The grade, as determined by use of the clinical evaluation tool, is either Satisfactory (S) or Unsatisfactory (U). Therefore, unsatisfactory performance in the clinical laboratory will result in failure (F) of the course.
- b. **Practicum:** Practicums are held on the designated clinical day in the college nursing skills lab. During the practicum, each student will be expected to

demonstrate proficiency in skills. (See Handbook- Sample Form- NUR 112 Practicum Skills Checklist).

Each student is required to practice the Practicum skills in the lab a minimum of three times before the scheduled Practicum date. The skills will be documented on the Practicum Skills Practice Form. The completed form must be presented to the classroom instructor prior to the date of the practicum. Students who have not completed the three practice sessions will not be permitted to take the practicum and, therefore, will fail the course. If a student does not demonstrate knowledge of safety, (s)he must make an appointment to practice the skill(s) not performed satisfactorily with the College Lab Technician (CLT) to repeat the skill(s) until proficiency is demonstrated.

NOTE: The criteria used for evaluating selected skills will be based on the required clinical nursing techniques textbook with attention to the critical elements of the nursing skill. **Failure to demonstrate proficiency and safety in practicum skills by the end of semester will result in clinical failure.**

N. Nursing Laboratory Guidelines:

Use of Nursing Lab:

i. Student Identification

- **Student must have their BMCC student identification card to use the Nursing Laboratory. You will scan your BMCC student Identification upon entering the lab and sign in the time you enter and leave.**
- **Do not sign in for any other student.**



ii. Laboratory Rules

- **Food and drinks are NOT allowed in the Nursing Laboratory.**
- **Noise level shall be controlled to maintain an optimum work/study atmosphere.**





- **No video recording of CLT's, peers, or self shall take place in the Nursing Laboratory.**
- **Children are not allowed in the Nursing Laboratory.**
- **No videos may be borrowed, as they are needed for all students.**
- **Do not sit on hospital beds.**
- **Obtain supplies and equipment from CLT on duty.**
- **All practice equipment and supplies are to be returned to the CLT in proper order.**
- **After practicing or being evaluated, workstations are to be left neat and tidy as one would in the hospital.**
- **Displaying sexually explicit, graphically disturbing, or sexually harassing images or text is considered misuse of computers and will be reported to campus authorities.**
- **Report all malfunctioning equipment to CLT immediately.**
- **Insufficient practice supplies are to be reported to the CLT.**
- **The Nursing Laboratory schedule is posted on the bulletin board by room S747 and BMCC Events Calendar: <http://www.bmcc.cuny.edu/calendar/index.jsp>**

iii. Read and Review

- **Student must read and review the nursing skill procedure in the nursing skill prior to coming to Nursing Laboratory.**

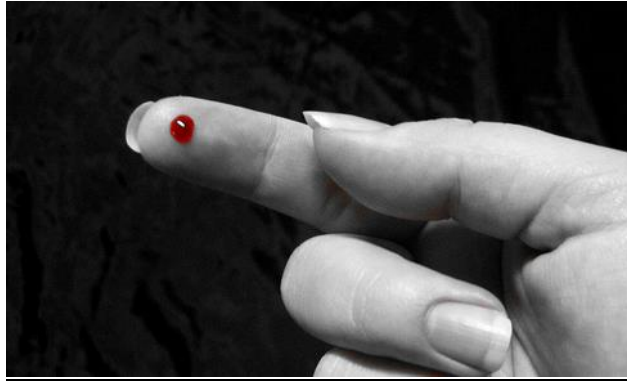
iv. Mandatory Requirement before Skills Testing

- **Students are required to make three (3) visits to the laboratory to practice the skills on three (3) different days.**
- **Spend a minimum of one (1) hour at each visit.**
- **Receive a signature from the CLT for each visit on the Practicum Skills Practice Form (See Sample Form- NUR 112 Practicum Skills Checklist)**
- **Note: Students are always welcome to stay beyond the required time to master the clinical skills.**

v. **Safety and Other Important Guidelines**

Needle Stick

If you are accidentally stuck with a needle please notify the CLT on duty immediately.



- The College Laboratory Technicians are always available in the skills lab to assist the nursing students during the open lab practice sessions.
- Students are to speak to their class instructor regarding any concerns they have about their laboratory experience.

Sample Form

NUR 112 Practicum Skills Checklist

BMCC

BOROUGH OF MANHATTAN COMMUNITY COLLEGE THE CITY UNIVERSITY OF NEW YORK 199 CHAMBERS STREET, NEW YORK, NY 10007-1097

NURSING 112 PRACTICUM SKILLS PRACTICE FORM

STUDENT NAME: _____

NUR 112 SECTION: _____

PRACTICUM SKILLS

HANDWASHING

STERILE GLOVING

WOUND CARE/SURGICAL ASEPSIS/STERILE FIELD

TRANSFERS - BED TO CHAIR/CHAIR TO BED

VITAL SIGNS:

APICAL PULSE

RADIAL PULSE

RESPIRATIONS

BLOOD PRESSURE

ORAL MEDICATIONS

PRACTICE SESSION #1 DATE _____ INSTRUCTOR/CLT _____

PRACTICE SESSION #2 DATE _____ INSTRUCTOR/CLT _____

PRACTICE SESSION #3 DATE _____ INSTRUCTOR/CLT _____

COMMENTS _____

vi. Skills Demonstrations

- **Course Instructor will demonstrate clinical skills to the class on scheduled dates.**
- **Students are instructed to view skills video as determined by class instructor.**



O. Clinical Requirements:

- i. Assignments: Chapters from the required textbook/Skills Book are outlined in the class syllabus.
- ii. Computerized Concept Map: Must be submitted on the due date. If student fails to submit all parts of the Concept Map, **the instructor has the option to lower the grade or assign an “F” or “WU” grade.**
- iii. Individual Patient Care Assignments in the clinical area.
- iv. Students are required to review and sign both the three (3) week clinical evaluation tool and the final clinical evaluation tool before a final grade will be submitted for eight (8) week course. (2nd and 3rd semesters).
- v. Students are required to review and sign five (5) week progress report and nine (9) week clinical evaluation tool, the final evaluation tool before a final grade will be submitted for fifteen (15) weeks. (1st and 4th semesters.)
- vi. Each student must meet the requirements in the clinical lab as well as in the practicum to successfully pass the clinical component of the course. Failure in the clinical component is failure in the course.
- vii. The Techniques/Media lab and the scheduled clinical day(s) with simulation at New York SIM Center is considered part of your clinical experience, therefore, attendance is mandatory.

P. Dosage Calculation Competency:

- i. Passing Score is 80%.
- ii. Each test will consist of 20 questions.
- iii. Students will have two (2) opportunities to achieve a passing score on the first scheduled date. If a student is not successful after the first attempt, then the student is referred to Math tutoring. If, after the second attempt, a score of 80% is still not achieved, the student will have to drop the course with Withdraw Drop (WD) before the last day to receive WD.
- iv. All dosage calculation tests must be completed within the first three weeks of the semester.

Q. Grade of Incomplete:

All written work must be submitted on time or students will receive an “Incomplete” (INC) grade for the course. Late assignments will be evaluated at the discretion of the instructor. Failure to take any required examination or Standardized Exam when scheduled results in a grade of “INC.”

The “INC” grade reverts to “FIN” if a change is not made by the deadline. In order to remove the incomplete grade, the student must follow the same procedure for INC. Spring and Summer semesters = **November**; Fall semester = **March**. (Refer to College Calendar for exact dates.) See Exhibit “A” for Academic Calendar.

R. CLINICAL POLICIES:

i. Uniforms and Identification:

Each student is required to be in full uniform in the clinical area. Full uniform means:

- a. Women must wear the required standard BMCC uniform, white nursing shoes (no sneakers) and plain white hose.
- b. Men must wear the required standard BMCC uniform, white socks, and white shoes (no sneakers).
- c. All students must be equipped with name pin, bandage scissors, stethoscope, watch with second hand, and pen with black ink.
- d. Students are required to wear their name pins, as well as their BMCC ID Badge and required ID from the clinical site.
- e. Hair should be neat, off the shoulders and not interfere with nursing activities either physically or visually.
- f. No jewelry is to be worn in the clinical area, except for a watch with second hand, a wedding band and small post earrings.
- g. Absolutely no perfume, cologne or other fragrance is to be worn.
- h. Fingernails must be kept short and clean. No polish or artificial nails is permitted. This is the policy of The Centers for Disease Control (CDC) and BMCC Nursing Department supports this policy.
- i. The BMCC uniform is to be worn to and from the clinical area.
- j. The BMCC uniform must also be worn during campus clinical days for PRACTICUMS AND HPS (with the exception of the NUR 211 – Psychiatric component wherein daytime professional attire is required.

ii. Punctuality:

Each student is required to be in the clinical area promptly at 8:00 a.m., or at the assigned hour. Attendance at pre-conference is a necessary pre-requisite in giving nursing care. Therefore, late students may be dismissed and the day counted as a clinical absence.

iii. Absence:

Each student is allowed a maximum of only one (1) clinical absence (day) per semester. This clinical absence is part of the total allowable absences of 17 hours for the course. Any absence beyond one clinical absence or a total of 17 hours means failure in the course.

iv. Hospital Documents Required:

See required documentation for medical clearance in Policy for Urine Drug Test & CastleBranch.

v. Pregnant Students:

Given the physical activities involved, i.e., bending, lifting, etc. coupled with possible exposure to various diseases threatening to a fetus, a doctor's note assessing the student's ability to function in the clinical area during pregnancy will be required. The Women's Resource Center can provide support and information for those who are pregnant. The center can refer you to resources both on campus and in New York City. BMCC does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed

medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from the Office of Accessibility or Chief Diversity Officer.

vi. Electronic Communication Devices:

Electronic communication devices, such as cellular telephones and pagers, must be set to silent mode at all times in the clinical area. The use of electronic communication devices is to be limited to emergency situations only. **Students may not use a cellular phone in the clinical area.** Cameras (including a cellular telephone with camera) palm pilots, tape recorders and other recording devices are not to be used in the clinical area for recording identifiable client data or images.

vii. Urine Drug Screening/Testing by Affiliating Clinical Agencies: (See Policy on Urine Drug Screening/Testing & CastleBranch)

viii. Criminal Background Check: (See Policy on Criminal Background Checks)

ix. Professional Behavior:

The Nursing Department has certain expectations of behavior while representing the nursing program of Borough of Manhattan Community College at any clinical agency. Students must conduct themselves in a professional manner as to reflect favorably upon themselves and the program they represent. Students are expected to assume responsibility for their actions and will be held accountable for them. If at any time a student behaves in a manner which is inappropriate, unprofessional, disrespectful, argumentative, or endangers the health or safety of fellow students, instructors, clients and the health care team, they will be disciplined for unprofessional conduct at the discretion of the Nursing Department according to the "Student Discipline Procedures" as outlined in the BMCC Bulletin and administered through the Office of Student Affairs. Students may also be disciplined for unprofessional conduct by the clinical agency for failing to abide by clinical agency policies during each clinical experience.

x. Unprofessional Conduct includes, but is not limited to:

- a. Verbal or nonverbal language, voice inflections, actions, or insubordination which compromise rapport or working relations with peers, faculty, clients, families/significant others, or health care team members.
- b. Any behaviors that may compromise contractual agreements and/or working relations with affiliating clinical agencies, or constitute violations of legal or ethical standards.
- c. Any behavior which interferes with or disrupts teaching/learning experiences.
- d. Using or being under the influence of any drug (OTC/prescription and/or illegal) or alcohol that may alter judgment and/or interfere with safe performance.
- e. Breach of confidentiality in any form.

xi. Noncompliance with Clinical Policies:

Noncompliance with the clinical policies and procedures of the Nursing Program and/or affiliating agencies can result in immediate removal from the clinical site or dismissal from the Program.

xii. **Health Insurance Portability Accountability Act (HIPAA):**

The Health Insurance Portability Accountability Act (HIPAA) requires that all protected health information (PHI) be kept private and secure by all persons that handle, or have access to that information. Any violations of HIPAA regulations will result in disciplinary actions up to and including withdrawal from the Nursing Program depending on the severity of the violation.

S. Student Request for Letters:

Should students desire a letter from the Department for any purpose, they must submit the name, title of the person to whom the letter is to be sent, address with zip code, reason for the request, and permission to disclose their academic standing. Requests for references should be submitted at least two weeks before deadline.

Likewise, prior to using a faculty member's name for a reference, the student should first contact the faculty member and request permission to list his/her name for reference.

T. Department of Nursing Complaint Procedure: (See Exhibit D)

Students with complaints regarding issues related to the Nursing Department should always attempt to solve the issue(s) with the person(s) most directly involved. Students should follow the Complaint Procedure.

U. Graduation:

In order to graduate from the Nursing Program the student must fulfill the following requirements:

- a. Successfully complete all required nursing courses with the maximum of one repeated course.
- b. Successfully complete all required liberal arts and general education courses.
- c. Have a cumulative GPA of at least 2.0 at the end of the semester of graduation.
- d. Take a Comprehensive Achievement Test designated at the successful completion of NUR 411 and NUR 415. Students who score at and above the level of achievement set by the nursing department will receive 5 points to their final exam grade.
- e. Seniors must file for graduation with the Office of the Registrar at the time they register for NUR 411 and NUR 415. (See Exhibit A - Academic Calendar for the deadline to file for graduation.)
- f. Must pass a writing intensive (WI) course beyond English 201.
- g. All requirements for graduation must be met in order to be approved to take the NCLEX RN examination.

V. Student Academic Files:

The Department of Nursing maintains an academic file on each student. Students have the right to inspect his/her file. The file contains materials previously seen by the student (i.e., clinical evaluation tools, Midterm and Final Course Evaluation, anecdotal records, etc.). Students may not remove or copy any evaluations previously written. However, if desired, students may write and date a comment, if student had not previously done so. The file denotes the student's progress in the program and is used for future references.

W. Nursing Student Services/Activities:

- i. **Counseling:** Each student is assigned a nursing faculty. Since counseling and advisement is an on-going process, the nursing advisor reviews nursing curriculum requirements and policies as well as the criteria for progression through the curriculum. The advisors will explore with the student any factors which may interfere with the student's academic success. If the nursing student does not meet minimal criteria for remaining in the nursing curriculum, the nursing advisor will explore with the student other available education and occupational opportunities.

Counseling is available through the Department of Student Life with counseling in the following areas: Academic Advisement, Academic Probation, and Career Education.
(See Exhibit C- List of College-Wide Services and Activities.)

- ii. **Tutoring:** Tutoring services are available in the Department to students who need assistance, at no cost. Students receive tutoring from their peers and from graduate nursing students. Services are available for day, evening and weekend students at prescheduled hours. The monthly schedule is posted outside tutoring room S745.

Tutoring services are also available to students through the Learning Resource Center. The Learning Resource Center provides computer-assisted learning programs to aid students in independent study. The Center has a variety of software to further enhance student learning and meet their needs in an individual or group basis. Tutoring referrals may be made by the student and/or faculty advisor. The center is located in S500.

- iii. **Nursing Club:** Meeting of the **Nursing Club** shall be held each Wednesday from 2-4 p.m. in assigned rooms. Officers of the Club consist of the President, Vice President, Secretary and Treasurer. Elections are held in May each year by secret ballot. Any member may run for office after attending the Nursing Club meetings for at least one semester.

Suggested Roles of the Nursing Club:

- a. Communicate students' questions, wishes, etc., to faculty.
- b. Serve on faculty committees.
- c. Assist faculty regarding socialization of students into nursing.
- d. Participate in National SNA activities.
- e. Communicate with BMCC Nursing Alumni Association in relation to the betterment of the BMCC Nursing Program.
- f. Sponsor seminars, workshops, etc. to assist students in the reinforcement of nursing content.
- g. Assist faculty at Orientation/Registration regarding incoming Nursing Students.
- h. Assist at Health Fairs and other events offered by the College as well as community activities.

- iv. **National Student Nurses Association Chapter:** The NSNA is composed of nursing students and is advised by faculty members from the nursing department. It encourages participation in the BMCC Student Government and works for a more effective nursing program. All nursing students are encouraged to join and support the activities of the Chapter or serve on executive levels. All students are eligible for membership.

The purpose of the National Student Nurses' Association (NSNA) is to aid in the development of the individual student as a future member of the Nursing Profession; to contribute to improving the health care of all people; to prepare for membership and participation in the American Nurses Association (ANA), the National League for Nursing (NLN) and other specific nursing organizations representing the graduate's interest; and to gain organizational skills through commitment and involvement.

- v. **Pinning Ceremony:** This symbolic ceremony affords graduating nursing students the opportunity to validate to the public their respect for patients regardless of race, creed or color, and to confirm their commitment to give quality nursing care to all persons in their charge. The "Pledge" is a traditional aspect of nursing dating back to the first schools of nursing. Just as physicians about to receive the M. D. Degree take the Hippocratic Oath, nurses have always taken the "Florence Nightingale" pledge.

BMCC held its first "Pinning Ceremony" for the class graduating in spring 1971. The ceremony was initiated by the Nursing Club under Prof. Lelia Howard, chairperson, and has continued to this date.

X. Nursing Department Scholarships/Awards:

BMCC/Nursing Scholarship: This scholarship is awarded to students who are enrolled in the Nursing, Respiratory Therapy, Health Information Technology or Paramedic program. Eligibility requirements for this scholarship are a minimum of twelve degree credits earned with at least a 2.5 GPA. Applicant must be a U.S citizen or permanent resident, who has taken courses in his or her declared major in the fall. Students must graduate within five semesters from the time of first award.

Lincoln Fund Scholarship: This scholarship is for nursing majors only. Applicants must be enrolled in semesters one through four, must be employed, and demonstrate financial need.

NURSING PINNING CEREMONY AWARDS:

- a. **NURSING AWARD FOR ACADEMIC EXCELLENCE.**
Awarded to the student who has (1) the highest cumulative GPA in the nursing program (The student must demonstrate superior academic achievement as defined by the student's performance in nursing courses as well as in other courses in the nursing curriculum) **and who (2) demonstrates breadth of knowledge in the area of clinical practice.**
- b. **PROFESSIONAL DEVELOPMENT AWARD.** Awarded to the student who has shown the greatest degree of growth in Professional Ethics, Maturity, and Nursing Competence.
- c. **NURSING HUMANITARIAN AWARD.** Awarded to the student who has contributed the most toward better Social Harmony Between Groups in the College and/or in the Community.
- d. **BEST ALL-AROUND STUDENT.** Awarded to the student who has made significant contributions to:
- 1) Patients while administering care
 - 2) Fellow students as they went about their studies and work
 - 3) the nursing club and/or department when the need arose.

- e. **AUBREY T. ROBINSON AWARD FOR LEADERSHIP, INTELLIGENCE, COMPASSION, AND HUMOR.** Annual Nursing Alumni Award (January and June Graduates Eligible)
Awarded at June Pinning Ceremony
- f. **SYLVIA VINCENT CORLISS AWARD FOR INTELLIGENCE CARING, AND HUMOR.**
Annual Award (January and June Graduates Eligible) **Awarded at June Pinning Ceremony**
- g. **LEADERSHIP AWARD: PRESIDENT OF THE NURSING CLUB.** (optional)

Y. Department Meetings: (See Exhibit G)

Student representatives are invited to attend Faculty Meetings held on the second Wednesday of each month from 11 a.m. – 1 p.m. in Rm. S748. We also welcome student participation on selected Departmental Committee meetings that also meet on Wednesdays according to the department calendar. Student participation can be an enriching experience for both students and faculty members. A brief description of the various standing committees is listed in Exhibit G. Classroom instructors will provide information (e.g. chairpersons of the committees, dates, and time of the meetings) to students who are interested in participating.

Z. BMCC Clubs and Organizations:

Student programs and activities are vital components of college life. Nursing students are encouraged to become actively involved in the numerous co-curriculum experiences available on campus. Significant opportunities are offered for forming friendships, developing leadership skills, enlarging cultural horizons, influencing the democratic process, and last but not least, personal enjoyment.

Club hours are Wednesdays from 2-4 p.m. during which time, no nursing classes are scheduled. A complete listing of all current clubs, time and place of meeting is found in the College bulletin and a recent list in the Exhibit C.

AA. Student Nurse Summer Extern Programs:

Each summer area hospitals, municipal, voluntary and private offer student nurse summer extern experiences.

Although these programs are not an official part of the curriculum, students are encouraged to participate in those where they meet the criteria for candidacy. E.g., in some, only completion of Fundamentals of Nursing (NUR. 112) is required. In others, students must have completed a Medical-Surgical component (NUR. 313).

The programs afford the student nurse the opportunity to gain added clinical experiences and exposure to a hospital environment. Likewise, some also offer conferences and seminars that enhance nursing content knowledge.

Where possible, students should plan to participate in these programs. Besides the experiences gained, in some instances, the summer position enhanced the graduate's ability to obtain a job upon completion of the program.

NOTE: All students are advised that wearing the school's uniform while engaging in the summer extern program is PROHIBITED.

BB. STUDENT SHOW OF APPRECIATION:

Successful completion of class/clinical, holidays and birthdays are indeed times when a gesture of goodwill is expressed. Students are at no times required by faculty or staff to buy gifts or food for anyone on campus or clinical as a show of appreciation.

XV. College Policies

A. BMCC Policy on Plagiarism:

Plagiarism is the presentation of someone else's words, ideas, or artistic, scientific, musical, technical work as one's own creation. A student copies or paraphrases published or on-line material, or another person's research, without properly identifying the source(s) is committing plagiarism.

Plagiarism violates the ethical and academic standards of our college. Students will be held responsible for such violations, even when unintentional. To avoid unintended plagiarism, students should consult with their instructors about when and how to document their sources. The library also has both print and digital guides designed to help students cite sources correctly.

Plagiarism carries a range of penalties commensurate with the severity of the infraction. The instructor may, for example, require the work to be redone, reduce the course grade, fail the student in the course, or refer the case to the Faculty-Student Disciplinary Committee (see Article 15.4 of the Bylaws of the Board of Trustees). Cases referred to that committee could result in suspension or expulsion from the college.

B. No Children in the Classroom:

The College has an obligation to its students, faculty, staff and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. For this reason, young children who are not registered in the child-care center, should not be brought to the campus and, of course, may not attend classes with their parent or guardian.

There may be occasions when brief visits by children of students may be necessary. Children may visit college offices and facilities, **other than classrooms**, for limited periods of time when their parent or guardian is conducting routine business at the college. **Regular, repeated visits by children are not permitted.**

In no case are children permitted in labs, shops, construction/repair sites or other areas where potential hazards exist. Children brought on campus must be directly supervised at all times by their parent or guardian.

C. Religious Observances:

The faculty respects the diversity of religious practices and requirements.

If religious days observed by you differ from College holidays, you are responsible for notifying your instructor, in writing, at the beginning of the semester of your intended absence(s). Should your beliefs mandate a mode of dress or ornamentation that differs from the uniforms prescribed for the clinical area, you must also notify your instructor, in writing, at the beginning of the semester.

XVI. CONTACT INFORMATION FOR NURSING FACULTY AND STAFF

CHAIRPERSON

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XVII. APPENDICES

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Academic Grading	Appendix B
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Health Clearance Forms	Appendix E
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APPENDIX A

Academic Calendar

Fall 2022

This calendar is subject to change		
April 11	Monday	Early Advisement and Registration begin for Summer and Fall 2022
July 20	Wednesday	Deadline to file an academic (CAS) appeal for dismissed students
August 8-12	Monday - Friday	Tentative In-Person Registration
August 15	Monday	Deadline to <u>upload proof of vaccination documents</u> to CUNYfirst
August 15-19	Monday - Friday	Tentative In-Person Registration
August 24	Wednesday	<u>Last day to drop with 100% tuition refund</u>
August 24	Wednesday	Last day to apply for ePermit
August 24	Wednesday	Last day to add a class (no late registration after this date)
August 25	Thursday	Classes begin
August 25	Thursday	Fee of \$18 is charged per day for changing classes once the semester begins
August 31	Wednesday	Last day to change a class
August 31	Wednesday	<u>Last day to drop with 75% tuition refund</u>
September 1	Thursday	Verification of Enrollment Rosters Available to faculty
September 1	Thursday	Course Withdrawal Drop (WD) period begins. A grade of "WD" is assigned to students who officially drop a class

September 2	Friday	No classes scheduled
September 3-5	Saturday - Monday	Labor Day Weekend - COLLEGE CLOSED - NO CLASSES
September 7	Wednesday	Last day to drop with 50% tuition refund
September 14	Wednesday	Last day to change a major to be effective for Fall 2022
September 14	Wednesday	Last day to drop with 25% tuition refund
September 14	Wednesday	Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of "W"
September 14	Wednesday	Verification of Enrollment Rosters Due from faculty
September 15	Thursday	"WN" Grades Assigned
September 15	Thursday	Course withdrawal period begins (A grade of "W" is assigned to students who officially withdraw from a class)
September 16	Friday	"WN" Reversal Form Turn On at 10:00 a.m.
September 22	Thursday	Last day to apply for Fall 2022 Graduation
September 24	Saturday	"WA" Grades Assigned--Immunization non-compliance
September 26-27	Monday - Tuesday	No classes scheduled
September 29	Thursday	Classes follow Monday schedule
October 4-5	Tuesday - Wednesday	No classes scheduled
October 10	Monday	COLLEGE CLOSED- NO CLASSES
November 1	Tuesday	Last day to submit a financial aid (Title IV) appeal for Fall 2022
November 7	Monday	Student Faculty Evaluations available online
November 7	Monday	"Tentative" Early Advisement and Registration begin for Winter/Spring 2023

November 24-27	Thursday - Sunday	COLLEGE CLOSED- NO CLASSES
December 13	Tuesday	"WN" Reversal Form Turn Off at 11:59 p.m.
December 13	Tuesday	Last day of classes before final examination
December 14	Wednesday	Last day to withdraw with a grade of "W"
December 14	Wednesday	Last day to opt for an "NC" grade
December 14	Wednesday	Grade lapse of INC to FIN from Spring and Summer 2022
December 14	Wednesday	Reading Day
December 15-21	Thursday - Wednesday	Final Examinations
December 23	Friday	Grade Submission Deadline
December 24-25	Saturday - Sunday	COLLEGE CLOSED

Winter 2023

This calendar is subject to change		
November 7	Monday	Early Advisement and Registration begin for Winter/Spring 2023
December 20	Tuesday	Deadline to upload proof of vaccination documents to CUNYfirst
January 2	Monday	Student Dropped for COVID-19 Vaccination Non-Compliance
January 2	Monday	Last day to apply for ePermit
January 2	Monday	Last day to drop with 100% tuition refund
January 2	Monday	COLLEGE CLOSED
January 2	Monday	Last day to add a class (no late registration after this date)
January 3	Tuesday	Last day to change a class
January 3	Tuesday	Classes begin
January 3	Tuesday	Fee of \$18 is charged per day for changing classes once the semester begins
January 3	Tuesday	Last day to drop with 50% tuition refund
January 4	Wednesday	Course Withdrawal Drop (WD) period begins. A grade of "WD" is assigned to students who officially drop a class
January 4	Wednesday	Verification of Enrollment Rosters Available to faculty
January 5	Thursday	Verification of Enrollment Rosters Due from faculty
January 5	Thursday	Course Withdrawal Drop (WD) period ends. Last day to drop <u>without</u> the grade of "W"
January 5	Thursday	Last day to drop with 25% tuition refund

January 6	Friday	"WN" Grades Assigned
January 6	Friday	Course withdrawal period begins (A grade of "W" is assigned to students who officially drop a class)
January 16	Monday	Last day to apply for Winter 2023 Graduation
January 16	Monday	Dr. Martin Luther King Jr. Day- COLLEGE CLOSED- NO CLASSES
January 16	Monday	Last day to file a reinstatement appeal for dismissed students
January 23	Monday	Last day to opt for an "NC" grade
January 23	Monday	Last day to withdraw with a grade of "W"
January 24	Tuesday	Last day of classes (including final examinations)
January 26	Thursday	Grade Submission Deadline

Spring Regular 2023

This calendar is subject to change		
November 7	Monday	Early Advisement and Registration begin for Winter/Spring 2023
January 16	Monday	Dr. Martin Luther King Jr. Day- COLLEGE CLOSED- NO CLASSES
January 16	Monday	Last day to file a reinstatement appeal for dismissed students
January 24	Tuesday	Last day to apply for ePermit
January 24	Tuesday	Last day to drop with 100% tuition refund
January 24	Tuesday	Last day to add a class (no late registration after this date)
January 25	Wednesday	Classes begin
January 25	Wednesday	Fee of \$18 is charged per day for changing classes once the session begins
January 31	Tuesday	Last day to change a class
January 31	Tuesday	Last day to drop with 75% tuition refund
February 1	Wednesday	Priority Deadline for CUNY Transfer Application
February 1	Wednesday	Course Withdrawal Drop (WD) period begins. A grade of "WD" is assigned to students who officially drop a class
February 1	Wednesday	Verification of Enrollment Rosters Available to faculty
February 7	Tuesday	Last day to drop with 50% tuition refund
February 12-13	Sunday-Monday	Lincoln's Birthday Observed- COLLEGE CLOSED - NO CLASSES

February 14	Tuesday	Course Withdrawal Drop (WD) period ends. Last day to drop <u>without</u> the grade of "W"
February 14	Tuesday	Last day to change a major to be effective for Spring 2023
February 14	Tuesday	<u>Last day to drop with 25% tuition refund</u>
February 14	Tuesday	Verification of Enrollment Rosters Due from faculty
February 15	Wednesday	Course withdrawal period begins (A grade of "W" is assigned to students who officially drop a class)
February 15	Wednesday	100% Tuition obligation for course withdrawal
February 15	Wednesday	"WN" Grades Assigned
February 20	Monday	President's Day- COLLEGE CLOSED - NO CLASSES
February 21	Tuesday	Classes follow Monday schedule
February 24	Friday	Last day to apply for Spring 2023 Graduation
February 24	Friday	"WA" Grades Assigned – Immunization non-compliance
April 1	Saturday	Last day to submit a financial aid (Title IV) appeal for Spring 2023
April 10	Monday	Early Advisement and Registration begin for Summer and Fall 2023
April 05-13	Wednesday-Thursday	Spring Recess - NO CLASSES - COLLEGE OFFICES ARE OPEN
May 12-13	Friday-Saturday	Reading Day
May 16	Tuesday	Last day to opt for an "NC" grade
May 16	Tuesday	Grade lapse of INC to FIN from Fall and Winter
May 16	Tuesday	Last day to withdraw with a grade of "W"
May 16	Tuesday	Last day of classes before final examination

May 17-23	Wednesday - Tuesday	Final Examinations
May 26	Friday	Grade Submission Deadline
May 29	Monday	Memorial Day - COLLEGE CLOSED
May 30	Tuesday	Honors Convocation (tentative)
June 8	Thursday	Commencement (tentative)

APPENDIX B

Academic Grading Policies Grading System

Final Grades are given at the end of the semester for each course. Grades assigned at the completion of a course are as follows:

Quality Points

Grade Definition Index

A	93-100%	4.0	
A-	90-92%	3.7	
B+	87-89%	3.3	
B	83-86%	3.0	
B-	80-82%	2.7	
C+	77-79%	2.3	
C	73-76%	2.0	
C-	70-72%	1.7	If you receive a C- or lower, see the F/C-grading policy
D+	67-69%	1.3	
D	63-66%	1.0	
D-	60-62%	0.7	
F	Failure	0.0	
S	Satisfactory	--	
U	Unsatisfactory (counts as failure)	0.0	
W	Withdrew Withdrawal from class between 4th and 10th weeks; non Failure	--	
WN	Never Attended	0.0	
WA	Administrative Withdrawal	--	
WU	Withdrew Unofficially	0.0	
R	The "R" grade means a course must be repeated For remedial courses, no student may receive a grade of "R" more than once for the same course. A letter grade other than "R" must be assigned the second time that course is taken.	--	

<u>NC</u>	<u>No credit granted</u> (restricted to regular courses)	--
<u>INC</u>	<u>Semester's work incomplete</u>	--
<u>AUD</u>	<u>Course not taken for credit or grade: "AUD" appears on Transcript</u>	--
<u>PEN</u>	<u>Grade Pending</u>	
<u>REP</u>	<u>Repeated Course</u>	
FIN	"F" from Incomplete- to be used when an "INC" grade" reverts to an "F".	0.0
Z	No grade submitted by the instructor. "Z" is an administrative grade which cannot be assigned by the instructor	
TR	Transfer credit from another institution or courses taken on permit.	

[Academic Affairs](#) | [Office Directory](#)

199 Chambers Street, Rm. S-715, New York, NY 10007

Phone: 212-220-8320 | Fax: 212-220-8319

Office Hours

Mon–Fri: 9:00AM–5:00PM

APPENDIX C

COLLEGE-WIDE STUDENT SERVICES AND ACTIVITIES

NAME	SERVICES	OFFICE HOURS (subject to change)	LOCATION, PHONE & EMAIL
A. PHILIP RANDOLPH MEMORIAL LIBRARY http://lib1.bmcc.cuny.edu/	<i>Houses textbooks on reserve, paperbacks, periodicals and microfilm. Also, provides internet access, video, database training and copiers for students.</i>	Mon-Thu, 8am-10pm; Fri, 8am-7pm; Sat, 10am-6pm; Sun, 12noon-5pm	S410 212-220-1442
ACADEMIC ADVISEMENT & TRANSFER CENTER http://www.bmcc.cuny.edu/transfercntr/index.html	<i>Provides academic advisement to students on course selection; provides transfer information, academic audits, and Information about the Out-In-Two Program.</i>	Mon-Thu, 9am-8pm; Fri, 9am-1pm & 4pm-7pm; Sat, 10am-6pm; Sun, 11am-4pm Mon-Fri, 9am-5pm*	S108 212-220-8315 eAdvisement@bmcc.cuny.edu
ADMISSIONS SERVICES http://www.bmcc.cuny.edu/admissions/	<i>Provides enrollment assistance to incoming freshmen and transfer students.</i>	Mon-Thu, 9am-7pm; Fri, 9am -12noon	S310, 212-220-1265 Admissions@bmcc.cuny.edu
ATHLETICS, RECREATION, & INTRAMURALS http://www.bmcc.cuny.edu/activities-athletics/teams/	<i>Offers BMCC community a full range of recreational activities including swimming, aerobics, and weight training. Intercollegiate teams are offered in men's soccer, women's volleyball, men's and women's basketball and baseball.</i>	Mon-Fri, 9:00am-5:00pm; Schedule of recreational and intramural activities available in N210	N255 212-220-8260
BASIC SKILLS / ENGLISH LAB http://www.bmcc.cuny.edu/basicskillsenglish/	<i>Provides academic support services to students in English 088 & 095. Prepares students to re-take CUNY-ACT.</i>	Mon-Thu, 10am-7pm; Fri, 10am-5 pm; Sat, 10am-5pm; Sun, 11am-4pm	S500, 212-220-8295 BasicSkillsEnglishTutoring@bmcc.cuny.edu
BURSAR OFFICE http://www.bmcc.cuny.edu/bursar/about-us.html	<i>Provides services to students such as billing, check distribution, TAP certification and refunds.</i>	Mon-Thu, 9am-7pm; Fri, 9am-12noon Mon-Thu, 9am-5pm*	S330 212-220-1300 Bursar@bmcc.cuny.edu
CENTER FOR CAREER DEVELOPMENT http://www.bmcc.cuny.edu/career/	<i>Assists students with gaining full and part-time employment and with the development of academic/professional objectives pertaining to future employment.</i>	Mon-Thu, 9am-7pm; Fri, 9am-6pm	S342 212-220-8170

COPE (College Opportunity to Prepare for Employment) Program http://www.bmcc.cuny.edu/cope/	<i>Addresses the needs of non-traditional families and individuals meeting specific income guidelines to reduce student barriers to education and employment. COPE also provides ongoing support to help students identify and define personal and career goals to promote their long-term autonomy.</i>	Monday - Friday 9:00 a.m. to 5:00 p.m.	M1216B 212-346-8486
COLLEGE DISCOVERY PROGRAM http://www.bmcc.cuny.edu/CD/	<i>Provides outreach and enrichment services, such as</i> <i>counseling, tutorial and financial assistance to selected students.</i>	Mon-Thu, 9am-7pm; Fri, 9am-5pm	S335 212-220-8152
COUNSELING CENTER http://www.bmcc.cuny.edu/counseling/	<i>Professional counselors and academic advisors provide information and support in the areas of career counseling, social, financial, personal and academic development.</i>	Monday – Thursday: 9:00 AM – 5:00 PM Friday: 9:00 AM - 5:00 PM	S343 212-220-8140
EARLY CHILDHOOD CENTER http://www.bmcc.cuny.edu/ecc/	<i>Provides highest quality child care and early education, and many additional services, to student parents and their children</i>	Monday- Friday 7:45AM-5:00PM Monday- Thursday 5:00PM-9:00PM Saturday/Sunday 8:00AM-5:00PM	N375 212-220-8250 EarlyChildhoodCenter@bmcc.cuny.edu
ENGLISH AS A SECOND LANGUAGE LAB http://www.bmcc.cuny.edu/esllab/	<i>Provides academic support services for students placed in ESL courses.</i>	Monday - Thursday 9:00 am - 9:00 pm Friday 9:00 am - 4:00 pm Saturday 10:00 am - 4:00 pm	S503 212-220-1422 ESLtutoring@bmcc.cuny.edu
EVENING/WEEKEND PROGRAM OFFICE http://www.bmcc.cuny.edu/academics/page.jsp?pid=1160&n=Evening/Weekend	<i>Assists the evening/weekend students, faculty and staff by assuring that the courses offered during evening/weekend hours are efficiently supported by services and activities that foster a resourceful study environment.</i>	Wed-Fri, 11am—7pm; Sat, 9am—7pm; Sun, 9am-6pm	S727 212-220-8325 srumayor@bmcc.cuny.edu
FINANCIAL AID OFFICE http://www.bmcc.cuny.edu/finaid/	<i>Helps students seeking financial assistance by providing counseling and other services related to establishing eligibility for federal and state awards.</i>	Mon and Thurs: 9:00 am - 5:00 pm Tues and Wed: 9:00 am - 7:00 pm* Fri: 9:00 am - 5:00 pm	N365 212-220-1430 finaid@bmcc.cuny.edu
HEALTH SERVICES http://www.bmcc.cuny.edu/health-services/	<i>Provides first aid, counseling workshops, and free</i> <i>immunizations for measles, mumps and rubella.</i>	Monday – Friday 8 am to 5 pm	N380, 212-220-8255 healthservices@bmcc.cuny.edu
INSTRUCTIONAL TECHNOLOGY http://www.bmcc.cuny.edu/it/	<i>Provides computer support services for students via open lab and computer lab maintenance programs. Open lab services are provided on a drop-in basis.</i>	Mon-Thu, 8am-12mid; Fri-Sun, 9am-12mid	S604 212-220-8122 it@bmcc.cuny.edu

LEARNING RESOURCE CENTER http://www.bmcc.cuny.edu/lrc/	<i>Offers students academic support services to strengthen academic skills and meet their learning needs. Tutorial services include scheduled weekly appointments, Walk-in/Drop-in tutoring and supplemental instruction. Computer labs provide students with open lab hours for independent work, computer training workshops, and support for classroom related computing activities, study skills, and course specific software.</i>	Monday – Thursday: 8:00am-10:00pm Friday: 8:00am-7:00pm Saturday: 9:00am-5:00pm Sunday: 10:00am-5:00pm	S510 212- 220-1376 Telephone Assistance Dial-A-Tutor 212-220-1383 LRC@bmcc.cuny.edu
STUDENT GOVERNMENT ASSOCIATION http://www.bmcc.cuny.edu/sga/	<i>The Student Government Association is the student voice in the academic, cultural, and social affairs of the college. It depends heavily on energetic and interested representatives elected annually from the student body.</i>	Mon-Thu, 9am—7pm; Fri, 9am-5pm; Sat, 10am-5pm;	S215 212-406-3980
MATH LAB http://www.bmcc.cuny.edu/mathlab	<i>Provides students with academic support in mathematics and mini course reviews before and during final exams for remedial and credited math courses.</i>	Mon-Thu, 10am-8pm; Fri, 10am-7pm; Sat, 10am-4pm; Sun, 11am-4pm	S535 212-220-1366 MathTutoring@bmcc.cuny.edu
READING LAB http://www.bmcc.cuny.edu/developmentalskills/page.jsp?pid=1020&n=Academic%20and%20Critical%20Reading	<i>Provides academic support and tutorial assistance in reading to students.</i>	Mon-Thu, 8:30am-8:30pm; Fri, 8:30am-7pm; Sat, Sun, 12pm-4pm	S500, 212-220-1410 ReadingTutoring@bmcc.cuny.edu
REGISTRAR'S OFFICE http://www.bmcc.cuny.edu/registrar/	<i>Administers students' records. Provides transcripts and change of major forms. Allows students to file for graduation and make changes to their records; e.g. change of address.</i>	Mon-Thu, 9am-7pm Fri, 9am-12noon	S315 212-220-1290 Registrar@bmcc.cuny.edu
SCIENCE LEARNING CENTER http://www.bmcc.cuny.edu/learningassistance/	<i>Provides students with academic support services in science courses.</i>	Mon-Thu, 11am-6pm; Fri, 10am-7pm; Sat, 10am-5pm	N734, 212-220-1323 SLCtutoring@bmcc.cuny.edu
SCHOLARSHIP & EMERGENCY FUNDING OFFICE	<i>Provides scholarship related information and emergency funds to registered students.</i>	Mon-Fri, 9am-6:30pm Mon-Fri, 9am-5pm*	S350 212-220-8133
OFFICE OF ACCESSIBILITY http://www.bmcc.cuny.edu/disabled/	<i>Provides disability-related services to students.</i>	Mon-Thu, 9am-7pm; Fri, 9am-5pm; weekend hours by appt.	N360 212-220-8180
STUDENT ACTIVITIES http://www.bmcc.cuny.edu/studentactivities/	<i>Plans and coordinates educational, cultural and social programs on campus in cooperation with the Student Government.</i>	Monday - Friday 9:00 AM - 6:00 PM	S234 212-220-8160
WOMEN'S RESOURCE CENTER http://www.bmcc.cuny.edu/womencenter/	<i>Provides support services for the growth and development of women students.</i>	Mon-Fri, 9am-5pm	S340, 212-220-8165 wrc@bmcc.cuny.edu

APPENDIX D

DEPARTMENTAL POLICY: STUDENT COMPLAINTS

A complaint may be filed by a student or group of students expressing dissatisfaction about something or someone in the Department of Nursing.

COMPLAINT PROCEDURE
1) The complaint is first presented to the student(s)' clinical and/or classroom instructor verbally or in writing. ALL WRITTEN COMPLAINTS MUST BE SIGNED AND DATED.
2) If the student(s) is not satisfied with the response, the student(s) may then make an <u>appointment</u> to see the Deputy Chairperson assigned to the student(s)' course and section number. The Deputy Chairperson will review the verbal and/or written complaint and may request, as necessary, additional information from the student complainant(s).
3) If the complaint is still not satisfactorily resolved, the student(s) may then make an <u>appointment</u> to see the Chairperson of the Nursing Department to verbally express the complaint and/or submit a written, signed, and dated statement with supporting evidence. The Chairperson may share the complaint with the Associate Dean of Instruction and/or the college's Affirmative Action Officer.
4) If the student(s) has used all available avenues in the Department of Nursing to address the complaint and is still not satisfied, the student(s) may then make an <u>appointment</u> to see the Associate Dean of Instruction and/or the college's Affirmative Action Officer.
5) In all of the above instances, the student complainant(s) will be notified verbally and/or in writing of the action to be taken regarding the complaint.

APPENDIX E

HEALTH CLEARANCE FORMS



BOROUGH OF MANHATTAN COMMUNITY COLLEGE OF THE CITY UNIVERSITY OF NEW YORK
DEPARTMENT OF NURSING

Initial History & Physical Form

Last Name _____ First Name _____ Middle Initial _____ Date of Birth: _____
 (MM/DD/YY)

Street Address _____ City _____ State _____ Zip Code _____

Contact Phone Number _____ Email Address _____

Name & Relationship of Person to be Notified in Case of Emergency _____ Contact Phone Number _____

Date of Physical Examination: _____ Semester: _____

Health History/ Review of System

(***)Explain any "YES" response(***)

	YES	NO		YES	NO
Allergies			GI/Abdomen		
Skin			Renal/Kidney		
Head/Neck/Lymph nodes			Peripheral Vascular System		
Eyes			Musculoskeletal System		
ENT			GYN		
Respiratory System			Neurological System		
Asthma			Epilepsy/Convulsions		
Thorax/Breast			Endocrine		
Cardiovascular System			Diabetes Mellitus		
Lymphatic system			Thyroid Problems		

Prescribed medications: _____

Smoking: YES _____ NO _____ How often? _____
 Alcohol: YES _____ NO _____ How often? _____
 Illicit Drugs: YES _____ NO _____ How often? _____

Ht: _____ Wt: _____ BP: _____ P: _____ R: _____ T: _____

Comments: _____

APPENDIX E (Continued)



BOROUGH OF MANHATTAN COMMUNITY COLLEGE OF THE CITY UNIVERSITY OF NEW YORK
DEPARTMENT OF NURSING

Dear Provider: The Nursing Student listed below is entering their clinical rotations and is being held to these **Health Care Provider Standards** by the hospitals where he/she will be doing their clinical rotation. They will **NOT** be allowed to start clinical until the health requirements are met **EXACTLY** as listed. Thank you for your assistance.

Name: _____ Date of Birth: _____

Tuberculin Skin Test (TST) - If you do not have documentation of a TST done in the past 12 months, then you will need to have a 2-Step test done a week apart.

Date #1 _____ Result _____ mm (No more than 12 months)

Date #2 _____ Result _____ mm

Or..... **If you have a Positive TST (past or present)**, Chest X-ray is required every 3 years.

Copy of chest X-ray report **MUST be** submitted X-ray - Date _____

Or..... **If you have a Positive TST (past or present)**, QuantiFERON Gold Blood Test is required every year.

Copy of lab report **MUST be** submitted QuantiFERON Gold - Date _____

Immunizations – Tdap – **NEED Adult Pertussis vaccine** Tdap Date _____

Required Titers - *****MUST attach copies of lab results of Varicella & MMR*****

Varicella Date _____ Titer # _____ Immune / Non-Immune / Equivocal
(History of Disease no longer adequate)

Measles Date _____ Titer # _____ Immune / Non-Immune / Equivocal

Mumps Date _____ Titer # _____ Immune / Non-Immune / Equivocal

Rubella Date _____ Titer # _____ Immune / Non-Immune / Equivocal

NOTE: For Varicella & MMR, if currently Non-immune/Equivocal then MUST revaccinate if appropriate and repeat titer level 4-6 weeks after revaccination. Equivocal is considered Non-Immune.

Hepatitis B – Date #1 _____ Titer # _____ Immune / Non-Immune / Equivocal

Date #2 _____

Date #3 _____

(Or sign declination form)

Providers Name (print): _____ **Date:** _____

Signature and Title: _____ **Phone#:** _____

Address: _____

Provider STAMP with LICENSE#:

Note: *Multiple clinical agencies are also requiring a drug screen. Please appropriately counsel the student concerning foods/substances to avoid prior to drug screening.

****All necessary immunizations (as requirements and/or recommendations) and Tuberculosis protocol are based on the latest guidelines of the NYC Department of Health and Mental Hygiene.**

APPENDIX E (Continued)



BOROUGH OF MANHATTAN COMMUNITY COLLEGE OF THE CITY UNIVERSITY OF NEW YORK
DEPARTMENT OF NURSING

Annual History & Physical Form

Date of Birth: _____
(MM/DD/YY)

Last Name	First Name	Middle Initial		
Street Address	City	State	Zip Code	
Contact Phone Number		Email Address		
Name & Relationship of Person to be Notified in Case of Emergency			Contact Phone Number	
Date of Physical Examination: _____		Semester: _____		

Annual Tuberculin Skin Test (TST) - Date: _____ **Result** _____ mm

Or..... **If you have a Positive TST (past or present)**, Chest X-ray is required every 3 years.
Copy of chest X-ray report **MUST be** submitted **X-ray - Date** _____

Or..... **If you have a Positive TST (past or present)**, QuantiFERON Gold Blood Test is required every year.
Copy of lab report **MUST be** submitted **QuantiFERON Gold - Date** _____

Health History/ Review of System

(**Explain any "YES" response**)

	YES	NO		YES	NO
Allergies			GI/Abdomen		
Skin			Renal/Kidney		
Head/Neck/Lymph nodes			Peripheral Vascular System		
Eyes			Musculoskeletal System		
ENT			GYN		
Respiratory System			Neurological System		
Asthma			Epilepsy/Convulsions		
Thorax/Breast			Endocrine		
Cardiovascular System			Diabetes Mellitus		
Lymphatic system			Thyroid Problems		

Prescribed medications: _____

Smoking: YES _____ NO _____ How often? _____

Alcohol: YES _____ NO _____ How often? _____

Illicit Drugs: YES _____ NO _____ How often? _____

Ht: _____ Wt: _____ BP: _____ P: _____ R: _____ T: _____

Comments: _____

Providers Name (print): _____ Date: _____

Signature and Title: _____ Phone#: _____

Address: _____

Provider STAMP with LICENSE#:

Note: *Multiple clinical agencies are also requiring a drug screen. Please appropriately counsel the student concerning foods/substances to avoid prior to drug screening.

****All necessary immunizations (as requirements and/or recommendations) and Tuberculosis protocol are based on the latest guidelines of the NYC Department of Health and Mental Hygiene.**

June 2017

APPENDIX E (Continued)



CUNY - Borough of Manhattan Community College

How to Place Order

Welcome to my

To place your order go to:

<https://portal.castlebranch.com/UU03>

Package Name (if applicable):

PLACE ORDER

SELECT PROGRAM

SELECT PACKAGE

To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:

- ✓ View order results
- ✓ Upload documents
- ✓ Manage requirements
- ✓ Place additional orders
- ✓ Complete tasks

Please have ready personal identifying information needed for security purposes.

The email address you provide will become your username.

Contact Us: 888.914.7279 or servicedesk.cu@castlebranch.com

New orders: (Background Check/Urine Drug Screen/Health Record Tracking) –
Code **UU03**.

Urine Drug Screen Order Only - Code **UU03dt**.

Submitting Documents

Submitting documents to myCB can be achieved three ways: via upload, fax, or mail. This guide will cover all three options. If you need any further assistance, please call the number located at the bottom right of every page.

UPLOADING DOCUMENTS

The most efficient way to submit. Uploading your documents through myCB is not only secure, but ensures faster processing time.

Options for Digitizing Your Document

- Take a picture
- Use the myCB app
- Scan your document
- Utilize a local FedEx, UPS, Library, or University's resources

Submitting Through myCB

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to upload to
- Click **Browse** next to **Your Computer or Flash Drive**
- Select file(s) needed, one at a time
- Hit **Submit**



All Documents uploaded are stored in your **Document Center** for future use.

To attach a previously uploaded document to a requirement, follow the same steps and then click **Browse** next to **My Documents**.



Note: Document removal may only happen before submission. Make sure you have attached the correct file name(s) before submitting. To remove a document, simply click **Remove Document** and re-attach the correct version.

Replacing Rejected Documents

- Read the rejected reason
- Re-upload using the same steps above

The two most common rejection reasons are missing information and illegible documentation. Make sure your documents are easily legible and contain their essential information, such as: signatures, physical exam dates, vaccination dates, or titer collection dates.

Submitting Documents

FAXING DIRECTLY TO REQUIREMENTS

Following the steps below will result in your documents **automatically attaching to their specific requirements**, designated by their included cover letters.

Print Cover Letters

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to upload to
- Click **Download** at the bottom
- Read and close the warning prompt
- Print the cover letter
- Follow the directions on the cover sheet
- Repeat for all requirements to be faxed

FAXING TO DOCUMENT CENTER

Following the steps below will result in your documents going into your myCB document center, where **you will need to attach them to each requirement individually**.

Print Cover Letter

- Click **Document Center** within the myCB panel on the left
- Click **Print/Fax Mail Cover Sheet** on far right
- Read and close the warning prompt
- Print the cover sheet
- Follow the directions on the cover sheet
- Faxed documents will display under **My Documents** within the **Faxed** folder

Submit Through myCB

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to upload to
- Click **Browse** next to **My Documents**
- Choose the **Faxed** folder
- Pick document needed
- Hit **Submit**

2

Submitting Documents

MERGING FAXED PAGES

If submitting more than one document to a requirement, you have the option to merge them together.

To Merge Pages

- Click **Document Center**
- Find the **Faxed/Mailed Documents** folder
- Select one file you wish to merge with another
- Click **Add PDF to Merge Queue**
- Repeat until all pages you wish to merge are queued
- Select **Merge These Documents** at the top right
- All merged files can be found in the **Merged Files** folder.

MAILING DOCUMENTS TO CASTLEBRANCH

Follow the steps below to mail documents to CastleBranch for review.

Print Cover Letters

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to mail in
- Click **Download** at the bottom
- Read and close the warning prompt
- Print the cover letter
- Repeat for all requirements to be sent in
- **Mail to:**

CastleBranch
1844 Sir Tyler Drive
Wilmington, NC 28405
Attn: TDL Document Center



Note: Pages mailed to CastleBranch should be ordered accordingly:

Cover letter A, document A
Cover letter B, document B

3

APPENDIX E (Continued)

myCB App

A User Guide

DOWNLOAD & ACCESS

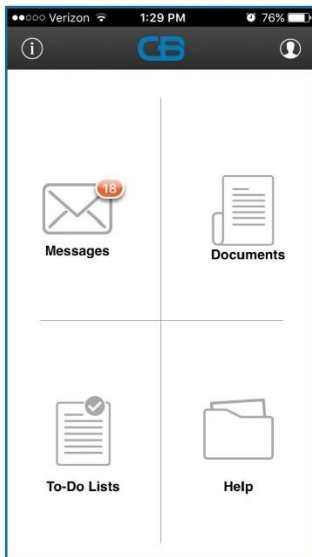


- Make sure you are on a reliable wifi connection
- Go to the Play store or Apple Store
- Search for myCB
- Install
- Tap the icon on your phone to access.

LOG IN

- Enter your email and password associated with your myCB account
- Create a 4-digit PIN. (You will be asked to input it twice the first time.)

MAIN MENU



Messages: Notifications and alerts from CB; if you have an alert, it is likely that there is an action you need to take on your To-Do list.

To-Do List: An all-inclusive list of actions needed to be taken to achieve compliance status.

Documents: All documents you have uploaded.

Help: CB Contact information.

Information Icon: FAQs, Terms of Use, and the Privacy Policy.

User Icon: Profile settings.



CastleBranch.com • phone: 888.723.4263

APPENDIX E (Continued)

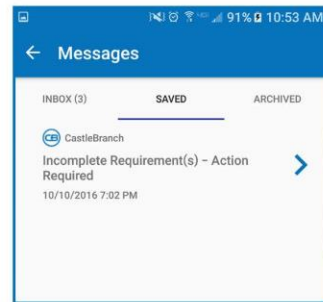
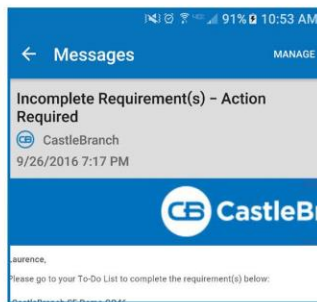
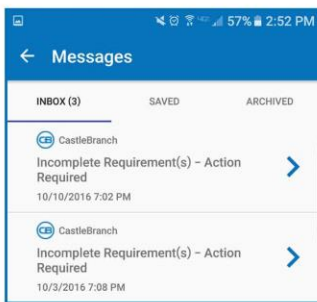
myCB App

MESSAGES



Messages

To view the details of any message in your inbox, simply tap the subject. To save a particular message, tap the subject and then select **MANAGE** in the top right. It will then appear in the second tab under 'saved' messages.

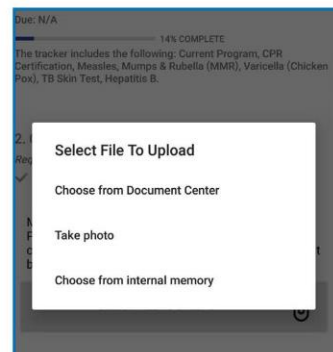
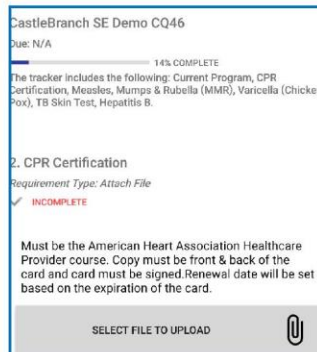
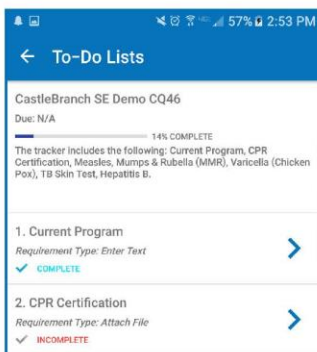


TO-DO LIST



To-Do Lists

Tap the To-Do List icon and it will take you to a menu showcasing your completion progress and all requirements needed to reach a 100% compliant status. To upload, select a requirement and tap **SELECT FILE TO UPLOAD**, choose a file source, and submit.



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APPENDIX E (Continued)

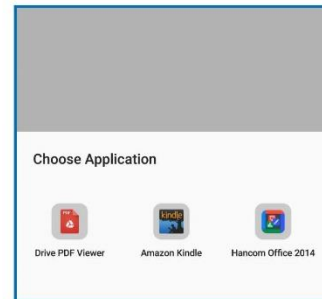
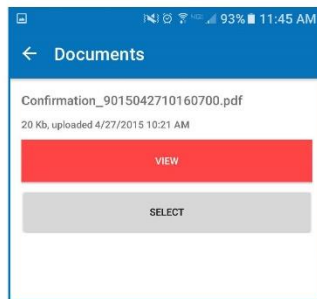
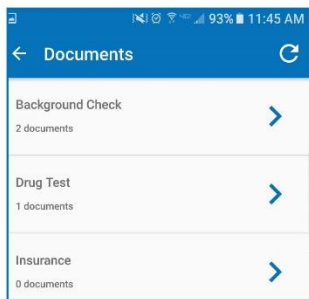
myCB App

DOCUMENTS



Documents

Any documents you have uploaded or used in a requirement will be stored here. If you would like to download and view them, simply click on the document title and then select **VIEW**. You will be prompted to select a PDF viewer before the download.

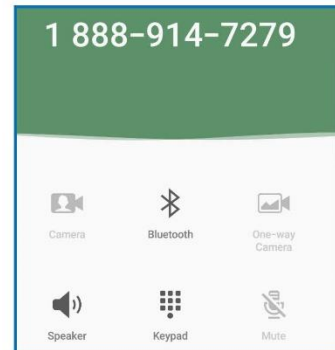
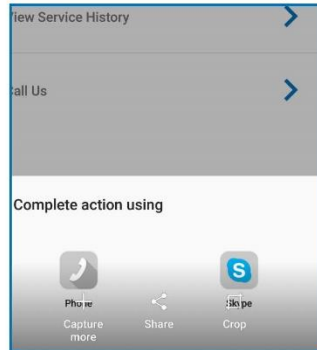
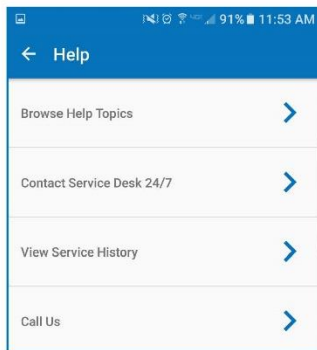


HELP



Help

To call one of our Service Desk representatives, simply tap the help icon and navigate to **Call Us**.



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APPENDIX F



DEPARTMENT OF NURSING

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
www.bmcc.cuny.edu

199 CHAMBERS STREET
NEW YORK, NY 10007-1097
tel. 212-220-8230
fax 212 748-7457

CLINICAL SECTION REQUEST FORM

Name: _____ Date of Request: _____
CUNY ID: _____

ALL requests MUST be submitted to the Nursing Department by May 1st for the fall semester and by December 1st for the spring semester for the next sequential nursing course or prior to start of the semester for incoming students in Fundamentals of Nursing course.

Request Clinical Section for:	Spring _____	Fall _____
NUR 112	<input type="checkbox"/> Day section	<input type="checkbox"/> Evening/Weekend section
NUR 211	<input type="checkbox"/> Day section	<input type="checkbox"/> Evening/Weekend section
NUR 313	<input type="checkbox"/> Day section	<input type="checkbox"/> Evening/Weekend section
NUR 411	<input type="checkbox"/> Day section	<input type="checkbox"/> Evening/Weekend section

Please state reason(s) for clinical section request and MUST submit supportive documents:

Note: If the student is granted clinical section change then the student must follow the guidelines set forth by Clinical Section Request Policy (see policy for complete details). The student will

- Remain in the assigned clinical section for the entire semester.
- NOT be assigned to clinical sites where the student is employed.
- Participate in the Practicum for that clinical section.
- Participate in the Human Patient Simulation Experience for that clinical section.
- Complete clinical concept map assignments for that clinical section.
- Be evaluated by the clinical instructors for that clinical section.
- Be accountable for all clinical requirements for that clinical section.

If the student does not complete the course for any reason and the student must repeat the course then the student will have to resubmit the "Request for Clinical Section Form" for the course.

I, _____, on _____
(Print Name and Signature) (Date)

have read and will abide by the guidelines set forth by the Clinical Section Request Policy dated June 2015.

APPENDIX F (Continued)



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NEW YORK, NY 10007-1097
tel. 212-220-8230
fax 212 748-7457

CLINICAL SECTION REQUEST DECISION

Name: _____ Date of Decision: _____
CUNY ID: _____

The decision of the Nursing Department Admission and Retention Committee regarding your

Request Clinical Section for: Spring _____ Fall _____
is as follows:

☐ GRANTED & you are assigned to:

NUR 112	<input type="checkbox"/> Day section _____	<input type="checkbox"/> Evening/Weekend section _____
NUR 211	<input type="checkbox"/> Day section _____	<input type="checkbox"/> Evening/Weekend section _____
NUR 313	<input type="checkbox"/> Day section _____	<input type="checkbox"/> Evening/Weekend section _____
NUR 411	<input type="checkbox"/> Day section _____	<input type="checkbox"/> Evening/Weekend section _____

☐ DENIED & the reason(s) is(are):

Note: You have the right to appeal the decision of the Nursing Department Admission and Retention Committee. All appeals must be submitted in writing to the Chairperson and Deputy Chairperson for that semester. Please contact the Nursing Department.

APPENDIX G

NURSING DEPARTMENT STANDING COMMITTEES

The Department Standing Committees were revised in Fall 2017 to reflect the NLNAC Standards. Each committee's goals will include the criteria that support the NLNAC standards.

MISSION AND ADMINISTRATIVE CAPACITY - Standard I

Purpose: To monitor and recommend philosophy and curriculum revisions to faculty.

Functions: Review annually Department and College mission/philosophy, goals/objectives and policies of the nursing department for consistency; and recommend changes/revisions as needed.

Ad Hoc Committees: Test Construction Committee; Math Committee; Globalization Committee.

FACULTY & STAFF - Standard II

Purpose: To promote professional growth and development, facilitate the annual faculty evaluation process.

Functions: Survey the faculty's professional growth and developmental needs; plan activities in response to faculty's professional growth and developmental needs; facilitate the process of faculty evaluation in areas of teaching, scholarship, service and practice; update records and tables annually for faculty participation on college and department committees.

STUDENTS - Standard III

Purpose: To serve as an avenue for facilitating students' communication with each other and with the faculty.

Function: Ensure that departmental student policies are congruent with college policies and are publically accessible, non-discriminatory, and consistently applied; assess and facilitate student access to support services (i.e. health, counseling, academic advisement, tutoring); support student involvement providing faculty who will meet with the nursing club at the beginning and end of each semester to identify goals; review and revise Student Handbook annually; supervise and facilitate pinning ceremonies; coordinate student representation at faculty meeting and selected department committees; review and make recommendations for admission/readmission/graduation criteria; review annually and revise as needed departmental, college publications and BMCC web page information relating to admission, retention and graduation; maintain, evaluate and revise as needed the Incoming student Orientation Program.

CURRICULUM - Standard IV

Purpose: Supports the achievement of the identified student learning outcomes and program outcomes of the nursing education unit consistent with safe practice in contemporary healthcare environments.

Function: Review relationship between the nursing curriculum (course content, teaching method, testing measures, laboratory experiences and clinical application of content) and department goals/objectives and recommend changes/revisions as needed. Maintain overview of total curriculum plan showing credit and clock hour distribution per semester. Maintain file of outstanding student papers and projects. Review each course description course objectives for continuity of progression and make recommendations as needed. Serve as clearinghouse regarding changes to department documents (i.e. Course descriptions, evaluations and nursing care/concept map) as needed.

APPENDIX G (Continued)

RESOURCES - Standard V

Purpose: Evaluate and recommend changes as needed regarding educational materials and physical facilities/environment.

Function: Assess the need for updating learning laboratory software inventory.

Prepare books and periodicals recommended by faculty for purchase by the library.

Perform annual survey of library holdings in nursing and related disciplines for the purpose of removing outdated materials and periodicals no longer considered relevant.

Prepare a list of recommended improvements to physical facilities and submit to department chairperson.

Identify required textbooks due for revision by publishers.

Ensure current agency contracts with affiliating agencies.

OUTCOMES & ASSESSMENT OF STUDENT LEARNING - Standard VI

Purpose: To review/revise tools of evaluation internal to the program; assess results of external tools of evaluation and make recommendations to the Faculty for necessary action

Functions: Review the current Program evaluation Plan in SSR and review Expected Levels of Achievement for all standards; make recommendations to Faculty at April Faculty Meeting; evaluate and revise as needed a systematic program of evaluating educational effectiveness; review and make recommendations regarding data from: NCLEX results; teacher made –tests; demographic data; Graduate Follow Up survey; Graduate Exit Survey. Review and make recommendations regarding program outcomes including: Graduation / Retention rates, pattern of employment, and employer satisfaction.