

LE MOYNE

SPIRIT. INQUIRY. LEADERSHIP. *JESUIT.*

Department of Nursing

Student Handbook

2014 - 2015

1419 Salt Springs Road
2nd Floor Grewen Hall
Syracuse, NY 13214

Welcome to the Department of Nursing at Le Moyne College. The programs in nursing education, like all other programs at Le Moyne College, represent academic excellence and offer our students the opportunity to grow both personally and professionally. We hope that you will enjoy your time here with us during your degree studies.

This Student Handbook was developed to convey information to students enrolled in course work about academic policies and procedures specific to the Department of Nursing. These policies and procedures adhere to the high standards of academic rigor, integrity, justice, and ethics of Le Moyne College and are consistent with the expectations of undergraduate and graduate professional nursing education. It is expected that students will read and comply with the policies, procedures, and standards contained within this Handbook. Students also are asked to look at the on-line version annually for any updates or revisions that may have been made since receiving their hard copy when first entering our programs. Students are free to provide input into the development and revision of these guidelines and are encouraged to participate in the governance of the Department of Nursing.

Susan B. Bastable, Ed.D., R.N.
Chair and Professor, Department of Nursing

Department Faculty/Staff Contact Information

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Current Adjunct Professors (Refer to your course syllabus for contact information.)

Martha Alberti
Denise Robin Bennett
Helen Clancy
Kristin Evans

Anne Kearney
Brooke Levandowski
Maria MacPherson
Sally Manahan

Gina Myers
Scott Peterson
Rhonda Reader

Current Lab Instructors

Danielle Downs
Kathy Gonzalez

Important Campus Numbers and Locations

Academic Advising (Reilly Hall 342).....	(315) 445-4624
Academic Support Center (Library 1 st Floor).....	(315) 445-4118
Admissions Office [Graduate] (Grewen Hall (204)	(315) 445-4376
Admissions Office [Undergraduate] (Grewen Hall 323).....	(315) 445-4265
Bookstore (Le Moyne Plaza).....	(315) 445-4130
Bursar (Grewen Hall 209H).....	(315) 445-4350
Campus Life and Learning (Campus Center 2 nd Floor).....	(315) 445-4525
Campus Ministry (Panasci Family Chapel)	(315) 445-4110
Career Services (Reilly Hall 344)	(315) 445-4185
Classroom Services (Library)	(315) 445-4380
Continuing Education Center (Grewen Hall (210)	(315) 445-4141
Dean of Arts and Sciences (Grewen Hall 304)	(315) 445-4310
Dean of Graduate and Professional Programs (Grewen Hall 302).....	(315) 445-4707
Financial Aid (Grewen Hall 303)	(315) 445-4400
IT Help Desk (Noreen Reale Falcone Library)	(315) 445-4579
Library.....	(315) 445-4153
Registrar (Grewen Hall 212).....	(315) 445-4456
Residence Life (Campus Center 2 nd Floor).....	(315) 445-4520
Security (Nelligan Hall Basement)	(315) 445-4444
Wellness Center for Health & Counseling (Seton Hall):	
Counseling Services	(315) 445-4195
Health Services	(315) 445-4440

The OneLeMoyne Vision

To be a premier Jesuit college where diverse talents meet to foster academic excellence, integrity, and a commitment to justice

Reflection of Guiding Principles of the Department of Nursing

Vision

The Department of Nursing at Le Moyne College, grounded in the Jesuit tradition, will continue to strive for excellence in preparing its undergraduate students as generalists and its graduate students as specialists who are competent and compassionate practitioners and leaders in a dynamic health care environment.

Purpose

The purpose of the Department of Nursing at Le Moyne College is to educate nurses at the baccalaureate and master's level to function as leaders in the delivery of nursing services to meet the needs of society from a local, national, and global perspective.

Mission

The mission of the Department of Nursing, consistent with the vision and mission of Le Moyne College, is to educate nurses at the undergraduate and graduate levels to provide the highest quality, safe nursing service and professional leadership. The nursing curricula, integrating liberal arts and sciences and the culture of Catholic and Jesuit tradition at Le Moyne, aim to prepare nurses to serve as practitioners, leaders, and scholars in a diverse world of health care for the 21st century. Immersed in the environment of academic excellence, graduates are prepared as life-long learners who are future oriented; responsive to the challenges of a dynamic healthcare environment; possess well-developed communication, critical thinking, and technical skills; and demonstrate professional, caring, ethical, and competent behaviors that reflect the standards and values of nursing.

Philosophy

The philosophy of the Department of Nursing at Le Moyne College reflects the belief of the institution and its faculty that each individual possesses inherent personal worth, dignity, and potential, and is worthy of respect and compassion. The philosophy is derived from and is consistent with the vision and mission of the College. By developing a supportive, inclusive learning environment that fosters student-teacher relationships, students are able to explore values, perceptions, cultures, health knowledge, and behaviors of clients from a variety of backgrounds and developmental stages, which enhances the students' appreciation of the human condition and the importance of advocating for social justice. The faculty believes that the nurse's role of service and leadership is best supported and enhanced by a well-rounded, comprehensive education. The nursing curricula reflect the philosophy of educating the whole person and is designed to foster professionalism, intellectual capacity, and personal growth.

Nursing Academic Policies

Absenteeism

In the event of illness or accident: If illness or injury requires more than three consecutive days of hospital or home care, Health Services needs to be informed at 445-4440. If the student has been treated by a doctor off-campus, official documentation from that office will be expected. Health Services will then notify the Registrar who will inform the student's instructors, advisor, and the appropriate academic dean. It is the student's responsibility to contact his or her instructors, as soon as possible, to explain the absence and make arrangements for the completion of missed work and/or tests.

In the case of all other short-term health problems, including those treated by Health Services, it remains the student's responsibility to contact his or her instructors to explain the absence and make arrangements for the completion of missed work or tests. Faculty members may contact Health Services for verification that a student was seen at Health Services on a particular day.

In the event of a death in a student's family: The student (or a member of the immediate family) is asked to contact the Office of Campus Ministry at 445-4110 before leaving campus or shortly thereafter to communicate the reason for the absence and date of expected return. When offices are closed, a message may be left on campus ministry's voicemail. Campus ministry will forward this information to the Registrar who will notify the student's instructors and advisor.

Upon returning to campus, it is the student's responsibility to contact their instructors and advisors to explain their absence and make arrangements for the completion of missed work and/or tests.

Academic Advisement

Advisement is a progressive, collaborative process that provides for the exchange of confidential information in an atmosphere of safety, respect and privacy. All matriculated nursing students are assigned a full-time faculty member in the Department of Nursing for academic advisement. To be cleared for course registration, students must meet with the assigned academic advisor *each semester* prior to registering for courses for the next semester. Availability of advisors is by posted office hours or by appointment.

Attendance

It is the expectation of the nursing faculty that students will attend all didactic classes, labs and clinical practicum experiences. Should circumstances arise that require a student be absent, it is the student's responsibility to contact the course faculty member (prior to the missed class or immediately thereafter) and to make up the content that was covered in the missed experience. Grading for attendance and class participation is at the discretion of the individual course faculty and policies will be specified in the syllabus of each course.

Clinical Practicum Experiences

Two undergraduate courses, Management/Leadership (NSG 410) and Community Health (NSG 440), require the student to complete clinical practicum experiences. The student will be assigned an appropriate clinical placement at the beginning of each course. The student must achieve satisfactory completion of both the clinical practicum portion and didactic component of these courses (according to specific criteria outlined in each course syllabus) to receive a passing grade. Students must comply with all clinical agency regulations regarding conduct and dress codes. Also, they must be in compliance with agency and college health and safety policies (see minimum standards described below under Health Clearance).

Students can register for NSG 410 and NSG 440 only after all health and safety information has been submitted and approved.

Five graduate courses, the Teaching Practicum (NSG 701), the Administrative Practicum (NSG 703), the Gerontology Clinical Practicum (NSG 704), the Palliative Care Clinical Practicum (NSG 702), and the Informatics Practicum (NSG 707) require the student to complete three credits of a practicum experience in their chosen functional track. The student, in conjunction with the instructor, select an appropriate agency or institutional placement prior to the beginning of the semester to fulfill learning requirements. The graduate student is responsible for identifying a preceptor in advance of the semester in which the practicum experience will occur.

Policy on Student Incidents in the Clinical/Laboratory Setting:

Any student involved in an incident related to clinical/practicum experiences must adhere to the following:

1. Any incident must be reported immediately to the clinical preceptor at the facility, to the Clinical Coordinator, and to the course faculty member.
2. A Student Incident Report Form must be completed and signed by the student, clinical preceptor, Clinical Coordinator, and course instructor. If referral for treatment is indicated, the treatment facility should provide appropriate intervention. Students who are unable to obtain appropriate follow-up at the facility when the incident occurred should call the campus Wellness Center for Health and Counseling at 445-4400 or Campus Security at 445-4444.
3. The completed incident form should be returned to the Clinical Coordinator within seven (7) days of the incident. The Clinical Coordinator will file all completed incident report forms with the Chairperson of the Department of Nursing. The Department of Nursing will maintain a file of completed incident forms for a period of seven (7) years.

Code of Conduct

Every student is expected to display appropriate behavior in the classroom, laboratory, clinical and service learning settings according to the accepted professional nursing standards of the American Nurses Association's social contract (*Nursing's Social Policy Statement*, 2010), practice standards (*Scope and Standards of Practice*, 2010), and ethical code (*Code of Ethics for Nurses with Interpretive Statements*, 2010).

Students are referred to the policies and procedures in the Le Moyne College *Student Handbook* and the Le Moyne College *Catalog*, in particular the Academic Standards section in the campus *Student Handbook*, for specific components related to academic honesty, plagiarism, respect, ethical ideals, and conduct.

Also, students are responsible for adhering to all standards of behavior contained in this document. Students are also expected to comply with expectations of the Department of Nursing as well as with clinical agency policies regarding behavior and dress codes when at practicum sites.

An initial act of plagiarism in any written assignment in an undergraduate or graduate course will result in lowering the score on the paper by at least 2 letter grades. A repeat violation in the same course or any other course is an automatic grade of "F". All acts of plagiarism will be reported to the Dean of Graduate and Professional Studies and could result in dismissal from the college.

Behavioral Probation

The hallmarks of a nursing professional are to exhibit at all times the behaviors that represent the practice standards and norms of ethical conduct expected of undergraduate and graduate nursing students. A violation of these expected behaviors may result in a decision by the Chair of Nursing and the Dean of Graduate and Professional Studies, in conjunction with the campus Student Conduct Committee, to place a student on behavioral probation for a minimum of at least one semester.

Examples of professional behaviors include, but are not limited to, demonstrating the following:

- caring, sensitivity, compassion, tact, integrity, and tolerance towards others
- written, verbal, and nonverbal communication that conveys respect for clients, self, peers, and faculty
- responsibility and accountability for all actions, including timeliness to classroom, laboratory, and clinical experiences as well as prompt reporting to meetings with administrators, faculty, advisors, and preceptors
- appropriate use of technology to maintain client privacy and confidentiality of medical information and to avoid disruptions in learning environments (class, lab, and clinical) as well as in meetings with students, faculty, staff, and colleagues
- appearance, dress codes, and conduct that conveys professional demeanor and adheres to institutional policies and procedures
- remaining free of chemical dependency or substance abuse in academic and clinical settings
- using discretion when posting information, comments, and pictures on social media sites

Degree Audit

In the semester prior to graduation, students will be notified by the Registrar to make an appointment to review their transcripts to be sure they have met all degree requirements. By Department of Nursing policy, it is mandatory that you meet with the Registrar to have this degree audit completed.

Disability Rights

Students who have any disability that may affect their performance in a course are encouraged to speak with the professor at the beginning of the course so that appropriate accommodations may be made. A letter is required from the Director of Disability Support Services in the Academic Support Center that documents this disability in compliance with the Americans with Disabilities Act (ADA) and must be presented to the faculty member during the first week of classes each semester for the required accommodations to be made.

Electronic Device Use in the Classroom

Cell phones/PDAs are recognized as portable methods of digital communication. While they are useful tools, they can be a source of distraction in the learning environment. Clinical practicum is a requirement of several nursing courses and consequently is an extension of the classroom. For these reasons ***cell phones/PDAs are to be turned off or silenced and out of site while in the classroom, laboratory, and when attending clinical.*** If you have an emergency situation that requires you to be available by phone, see your preceptor and/or course or lab instructor. Use of other electronic devices, such as laptop computers and tape recorders, may be used if documented by the Academic Support Center as an accommodation to facilitate student success in the course, or with the permission of individual course faculty. Electronic devices may not be accessible to the student during quizzes and exams.

Evaluation of Course and Faculty

In addition to institutional evaluations, students in the nursing programs are given the opportunity to complete course and faculty evaluations developed by the Department of Nursing and distributed during the last two weeks of each semester in every course in the nursing major. Also, students are responsible for completing preceptor and clinical site evaluations before their final course grades in practicum courses are submitted. Furthermore, during the last semester prior to graduation from their program of study, students are invited to complete a self-evaluation exit survey of core competencies and are expected to participate in an exit interview with a faculty member.

Grading

Final grades that are calculated to a decimal place are rounded to the nearest whole number. Course grade distribution at the undergraduate level and graduate level is as follows, unless otherwise specified by an instructor in a course syllabus:

Letter	A	A-	B+	B	B-	C+	C	C-	D	F	I
Percentage	95-100	90-94	87-89	84-86	80-83	77-79	74-76	70-73	60-69	<60	Incomplete

A grade of “C” or better must be achieved in undergraduate nursing courses and in courses supporting the nursing major (BSC 345: Pathophysiology, BSC 435: Epidemiology, MTH 110/111 Statistics, and selected elective) for successful completion of a course. A course in which a student has earned a grade below “C” may be repeated only once to achieve a passing grade for

progression in the bachelor's program and only two courses may be repeated. Withdrawal from a course in the DDPN or RN-BS curriculum for academic reasons will count as having taken the course and been unsuccessful in it. Graduate students may achieve a "B-" in only two courses, and must earn at minimum grade of "B" in all other courses for successful completion of the program of study. A course may be repeated only once to earn a passing grade for progression in the master's program and only one course may be repeated. Withdrawal from a course in the MS curriculum for academic reasons will count as having taken the course and been unsuccessful in it. The Department of Nursing adheres to college policy on assignment and resolution of a grade of "I".

Graduation Requirements

RN - BS students must earn a total of 64 credits in the program of study and maintain a GPA of 2.0 to be eligible for graduation. Students are allowed 6 years from the date of matriculation to complete the bachelor's degree requirements.

Dual Degree Partnership in Nursing (DDPN) students must complete a total of 132 credits in the program of study (68 credits for the AAS degree from St. Joseph's College of Nursing and 64 credits for the BS degree from Le Moyne College). Students must achieve a cumulative GPA of 2.75 by the end of the Spring semester prior to progressing to the Fall semester at St. Joseph's. Thereafter, they must maintain a GPA of 2.0 in years II, III, and IV to be eligible for graduation. Students are expected to pursue the DDPN on a full-time basis and complete the two degrees within four years. However, students are allowed up to 6 years from the date of matriculation at Le Moyne to complete the associate's and bachelor's degree requirements in the DDPN curriculum plan.

BS to MS Bridge students must take a total of 64 credits in the BS program of study, must earn a minimum grade of B in the three courses taken at the 500-level (NSG 561: Principles of Teaching and Learning, NSG 535: Epidemiology, and the selected elective), and maintain a cumulative GPA of 3.0 to progress to the MS program of study. Students who find themselves in academic jeopardy in a 500-level course must request to be lowered to a 400-level no later than mid-term of the semester enrolled. In the MS program, they must take 30 credits of graduate-level course work and have a cumulative GPA of 3.0 to complete master's degree requirements.

Master of Science students must earn a total of 39 credits in the program of study and maintain a GPA of 3.0 to be eligible for graduation. Students are allowed 5 years from the date of matriculation to complete the master's degree requirements.

Grievance Procedure

Students are referred to the Le Moyne College *Student Handbook* for grievance and appeals procedures and the judicial system process.

Health Clearance

Matriculated and non-matriculated students taking 6 credits or more of study must complete and return health forms required by the Le Moyne College Student Health Services and New York State Health Department to maintain enrollment in course work.

Every student must be in compliance with the health requirements of any institution or agency in which they practice for the purpose of fulfilling the clinical/practicum component of their course work.

To engage in clinical/practicum experiences, the student is responsible for the following:

1. Documentation of current New York State RN Licensure.
2. Documentation of health and safety clearance. This is to include evidence of:
 - annual physical exam
 - annual tuberculin skin test (chest x-ray if skin test positive)
 - rubella vaccine or positive titer results
 - rubeola vaccines (2) or positive titer if born after 1/1/1957
 - current CPR for health care providers (Supervised skills demonstration must be included in the class. Some online CPR courses do not have a skills demonstration and, therefore, are not acceptable to meet CPR certification requirements.)
 - annual blood borne pathogen training

The documentation noted above must be on file in the Department of Nursing **before** the student registers for a clinical course. Students who fail to comply with health and safety regulations will not be allowed to register for a course with a clinical/practicum requirement.

Honor Society

The Le Moyne College Honor Society of Nursing was established in May 2007. Undergraduate students are considered for induction if they meet the following eligibility criteria:

- have completed ½ of the bachelor's nursing curriculum (12 credits of courses with a NSG prefix. Transfer courses do not count toward total credits.
- have at least a GPA of 3.0
- rank in the upper 35% of the class (class is defined by the first 2 bullets)
- meet the expectation of leadership and academic integrity

Graduate students are considered for induction if they meet the following criteria:

- have completed ¼ of the nursing curriculum (10 credits of course work ~ transfer courses do not count toward total credits)
- have at least a GPA of 3.5
- meet the expectations of leadership and academic integrity

Information Literacy

Nursing students are expected to have knowledge of how to use a computer and possess basic information literacy skills. Each student is responsible for seeking out resources to ensure this minimum level of competence. The Department of Nursing adheres to the writing guidelines of The American Psychological Association (APA) as described in the most current edition of *The Publication Manual of the American Psychological Association*. All assignments must be written in APA format. The manual is a required text for all nursing courses and is available in the campus library.

Students also are expected to check campus email at least weekly to remain current on campus activities and academic communication and to receive Department of Nursing notices frequently sent throughout the year.

Laboratory Experiences

Students in NSG 315: Health Assessment are required to sign a statement prior to beginning the course indicating and understanding that they will be participating in physical examination in the laboratory portion of this course. Although rare, positive physical findings may be discovered in the course of student lab practice. If the lab faculty feels a positive finding requires follow-up for diagnosis and treatment, the student will be referred to the Wellness Center for Health & Counseling or to their personal health care provider for further evaluation. The student must submit proof of an evaluation that states the student is fit to resume classroom, lab, and/or clinical activities. This proof must be on file before the student can participate in any College sponsored activity.

Leave of Absence

Matriculated undergraduate and graduate students who do not intend to take any courses during a given semester must sign a Leave of Absence (LOA) form available from the Registrar's Office to avoid automatic administrative withdrawal from the College. Students are requested to notify their advisor of their intent to take a LOA.

Licensure

A current unencumbered New York State Registered Professional Nurse Licensure or eligibility for this licensure is required for admission to the bachelor's and master's programs. A student not yet licensed as a registered nurse, but eligible for New York State licensure, may be conditionally accepted into the degree program pending successful completion of the NCLEX examination no later than the end of the first semester of matriculation in the program of study. If the student is licensed in another state, evidence of New York State licensure must be obtained by the end of the first semester of matriculation. If a student is not successful at passing the licensing exam or obtaining a reciprocal New York State license by that time, s/he must take a leave of absence from the program until licensure is granted.

Students must be licensed to practice nursing in New York and be matriculated in the nursing program before taking NSG 440: Community Health, which has a clinical component. Students may not enroll in NSG 440 until they produce a valid RN license.

Major Support Courses

Four courses in the BS degree program do not carry an NSG prefix but are considered part of the nursing major. They are MTH 110/111 (Statistics), BSC 345 (Pathophysiology), a Selected Elective, and BSC 435 (Epidemiology). A student must earn a minimum grade of “C” in these courses to satisfy BS degree requirements.

Non-matriculated Students

Students not yet officially enrolled in a program of study are allowed to take up to 18 credits at the undergraduate level and up to 9 credits at the graduate level pending space availability in courses. Applicants to the post-master’s certificate program may take one course (up to 3 credits) prior to or while in the process of applying for matriculation pending space availability in the course of choice.

Plagiarism – See Code of Conduct

Progression

If progress in a student’s program is interrupted due to failure of a course or withdrawal from a course, the student should notify his/her advisor to revise their program plan. If a DDPN student has a progression issue at SJCON, the student must see their advisor at Le Moyne for a back-up plan to complete program requirements, which may result in extending their academic program of study beyond the original anticipated date of graduation.

Residency Requirements

Undergraduate students in the 64-credit RN-BS program must take a minimum of 33 credits at Le Moyne College to satisfy degree requirements. Up to 31 credits of course work taken at another college or university may be transferred if the course content is deemed equivalent to one or more courses in the curriculum and if taken within ten (10) years of matriculation.

Graduate students in the 39-credit MS program must take 27 credits at Le Moyne College to satisfy degree requirements. Up to 12 credits of course work may be transferred if equivalent to one or more courses in the curriculum. Courses for transfer must have been taken within seven (7) years of matriculation. A request for transfer credit must be made prior to the date of matriculation. To be granted transfer credit, a minimum grade of “B-“ must have been earned in the course. Only two courses may be transferred to meet specialty track requirements.

Graduate students who want to take courses outside of Le Moyne College after they are matriculated must request a post-matriculated transfer approval through a waiver process.

Scholarships

The Department offers scholarships every semester to part-time RN-BS and part-time or full-time MS students who apply for tuition assistance. Monetary support is made possible by the generous donations from professional colleagues to the Chair's Discretionary Fund and from annual contributions by the Allyn Foundation. In addition, competitive external scholarships for undergraduates and graduates are available every year from a variety of local, state, and national organizations. Please visit our website at www.lemoyne.edu/nursing for information about additional scholarship opportunities.

Graduate students in the Educator Track are eligible to apply for the Nurse Faculty Loan Program (NFLP) to cover 85% of their entire tuition costs. For specific criteria on this loan program, see the graduate section of our Le Moyne Nursing website

The Office of Financial Aid at Le Moyne assists DDPN students and their families to identify financial aid resources available through the College as well as through state grants, federal grants, and federal loans. It is important to note the following information in pursuing this curriculum plan:

- If awarded a Le Moyne Scholarship (eg. Presidential, Dean, Loyola, Founders etc.), the scholarship will only apply for Years I and IV while the DDPN student is full-time at Le Moyne.
- National Collegiate Athletic Association (NCAA) scholarships do not apply during Years II and III while the DDPN student is enrolled at SJCON. Given the rigor of the curriculum, students who choose to become involved in athletics at Le Moyne may join a club sports team.

Service Learning

In the Jesuit tradition, it is the expectation that students enrolled in the BS program will fulfill a 15-hour service learning component in NSG 440: Community Health. Service learning is a graduation and course requirement. Service learning hours must be satisfactorily completed to pass NSG 440 and to graduate with a BS degree in nursing. Students in the Dual Degree Partnership in Nursing (DDPN) may also participate in service learning as a part of their Nursing Learning Community experience.

Transfer Credit for Courses in the Nursing Major

Courses from previous college work taken more than ten (10) years prior to the date of matriculation to the upper-division BS program or more than seven (7) years prior to the date of matriculation to the MS program may be considered for transfer credit to meet degree requirements *only* with the approval of the course instructor and the Chair of the Department of Nursing.

Transfer credit will be granted for equivalent undergraduate courses carrying a minimum grade of "C" and equivalent graduate courses carrying a minimum grade of "B-".

Courses for transfer credit must carry a letter grade, but are not calculated into the student's cumulative grade point average at Le Moyne. Courses taken for Pass/Fail credit are not accepted for transfer unless the student is able to secure a statement on institutional letterhead from a college or university indicating that the course or exam achievement is equivalent to a particular letter grade.

A matriculated student who intends to take a course at another institution to meet degree requirements in the nursing major must seek prior permission from the instructor and complete a Transfer of Credit form to be signed by the Chair of the Department of Nursing. If a student intends to take a course at another institution to meet core requirements, prior permission and signature must be sought from the Registrar.

Transition to Graduate Study

Undergraduate students (those not enrolled in the BS-MS Bridge Program) are allowed to take up to 6 credits of graduate-level course work toward the master's degree in nursing during the last two semesters prior to graduation from the BS degree program.

Current RN - BS undergraduate students and Le Moyne alumni from the BS degree nursing program who are applying to the MS program will be required to meet the following application criteria:

1. an interview
2. 2 letters of recommendation: preferably one academic reference (other than from faculty in the Department of Nursing), and one work/clinical reference
3. a writing sample

Website

Students are responsible for being familiar with information posted on the Department of Nursing website and for reviewing this information on a regular basis for any changes or new information that is posted throughout the year.

Technical Standards

Each student must be able to meet the basic technical standards of performance necessary for the practice of nursing (provided at the time of application) for admission and progression in the program of study.

Technical Standards at the Bachelor's Level

The bachelor's degree program curriculum is designed to provide the education necessary for the practice of nursing as a generalist. Students build on the fundamental principles of nursing, acquire skills of critical judgment based on education and experience, and develop an ability to use principles and skills wisely in decision-making and problem solving pertaining to the delivery of safe, high quality nursing services. Undergraduate students are expected to fulfill the following technical standards:

- Acquire information from demonstrations and experiences in the basic and applied sciences, including but not limited to information conveyed through lecture, group seminar, small group activities and physical demonstrations.
- Acquire information from written documents and computer-information systems (including literature searches and data retrieval), and identify information presented in images from paper, videos, transparencies and slides.
- Use and interpret information from diagnostic maneuvers (e.g. sphygmomanometer, otoscope, ophthalmoscope, etc.), and other diagnostic representations of physiological phenomena during the course of conducting a comprehensive physical assessment of a client.
- Accurately elicit information, including a medical history and other information required to adequately and effectively evaluate a client's condition.
- Synthesize information to develop a plan of care.
- Problem solve and think critically to judge which theory and/or strategy of assessment and intervention is most appropriate.
- Use intellectual ability, exercise proper judgment, timely and accurately complete responsibilities attendant to the delivery of care to clients.
- Maintain effective, mature, and sensitive relationships with clients, students, faculty, staff and other professionals under all circumstances.
- Perform specific procedures and interventions (e.g. Basic Life Support techniques) sufficient to provide safe and effective nursing care according to prescribed therapeutic regimens.
- Communicate effectively and efficiently with faculty, patients, families and all members of the health care team about a patient's condition as called for under the circumstances.
- Practice in a safe manner and respond appropriately to emergencies and urgencies.
- Possess emotional stability to function effectively under stress and adapt to changing environments inherent in the clinical practice of nursing.

- Practice universal precautions against contamination and cross contamination with infectious pathogens (e.g. wearing personal protective equipment, working with sharp objects and hazardous chemicals, treating clients with infectious diseases).
- Demonstrate manual dexterity and motor skills in performing nursing procedures such as giving a bed bath, making an occupied or unoccupied bed, and positioning and transferring clients safely.

Technical Standards at the Master's Level

The master's degree program curriculum is designed to provide the education necessary for the advanced practice of nursing. Students build on the fundamental principles of nursing, acquire skills of critical judgment based on education and experience, and develop an ability to use principles and skills wisely in decision-making and problem solving pertaining to their role as direct or indirect care providers. Students in the Master of Science programs are expected to fulfill the following technical standards:

- Acquire information from demonstrations and experiences in the nursing and elective courses, including but not limited to, information conveyed through lecture, group seminar, small group activities and physical demonstrations.
- Acquire information from written documents and computer-information systems (including literature searches and data retrieval), and identify information presented in images from paper, videos, transparencies and slides.
- Use and interpret information from diagnostic maneuvers (e.g., sphygmomanometer, otoscope, ophthalmoscope, etc.), and other diagnostic representations of physiological phenomena during the course of conducting a comprehensive physical assessment of a client.
- Accurately elicit information, including a medical history and other information required to adequately and effectively evaluate a client's condition.
- Synthesize information, problem solve and think critically to judge which theory and/or strategy of assessment and intervention is most appropriate.
- Use intellectual ability, exercise proper judgment, timely and accurately complete responsibilities attendant to the advanced practice role.
- Maintain effective, mature and sensitive relationships with clients, students, faculty, staff, preceptors and other professionals under all circumstances.

- Communicate effectively and efficiently with faculty, colleagues, preceptors and all members of the health care team during practicum and other learning experiences.
- Possess emotional stability to function effectively under stress and adapt to changing environments inherent in the classroom and practice settings.

Technical Standards at the Post Master's Level

The post-master's degree program curriculum is designed to provide the education necessary for nurses to assume a role as direct or indirect care providers. Students in the post-master's degree program are expected to fulfill the following technical standards:

- Acquire information from demonstrations and experiences in the nursing courses, including but not limited to, information conveyed through lecture, group seminar, small group activities and physical demonstrations.
- Acquire information from written documents and computer-information systems (including literature searches and data retrieval), and identify information presented in images from paper, videos, transparencies and slides.
- Synthesize information, problem solve and think critically to judge which theory and/or strategy of assessment and intervention is most appropriate.
- Use intellectual ability, exercise proper judgment, timely and accurately complete responsibilities attendant to the advanced practice role.
- Maintain effective, mature and sensitive relationships with clients, students, faculty, staff, preceptors and other professionals under all circumstances.
- Communicate effectively and efficiently with faculty, colleagues, preceptors and all members of the health care team during practicum and other learning experiences.
- Possess emotional stability to function effectively under stress and adapt to changing environments inherent in the classroom and practice settings.

Upon admission, a candidate in any nursing program who discloses a disability and requests accommodation will be asked to provide documentation of his or her disability for the purpose of determining appropriate accommodations, including modification to the program of study. The College will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature or requirements of a program or provide auxiliary aids that present an undue burden to the College. To matriculate or continue in the curriculum, the candidate must be able to perform all the essential functions outlined in the Technical Standards either with or without accommodation.

Core Competencies Inherent in RN-BS Program Outcomes

Definition of Core Competencies	BS Program Outcomes
<p>Critical Thinking: is an intellectual process of decision making that involves using data from multiple sources to question assumptions, reason inductively and deductively, problem solve intuitively and creatively, analyze, synthesize, and apply evidence from research, and evaluate outcomes when dealing with complex and dynamic situations.</p>	<p>BS graduates integrate information from nursing and the liberal arts and sciences to make decisions in the delivery of quality and safe care.</p>
<p>Communication: is a complex process of sharing information, ideas, and perceptions through the use of listening, verbal and non-verbal interactions, written skills, and literacy in multi-media technology to convey intended messages in a manner that is logical, clear, accurate, therapeutic, and relevant to individuals, families, groups, communities, and populations.</p>	<p>BS graduates incorporate principles of effective communication using a variety of techniques to interact with and convey information to clients, peers (intraprofessional), other health care providers (interprofessional), and communities of interest to improve health outcomes.</p>
<p>Assessment: is a multidimensional process to gather information about physical, psychosocial, cognitive, spiritual, and environmental needs of individuals, families, groups, communities, and populations for the purpose of diagnosing, planning, implementing, and evaluating client care outcomes based on the findings.</p>	<p>BS graduates apply assessment skills to determine the health status and needs of the client for the prevention of disease, promotion of wellness, reduction of risk, and maintenance of optimal well-being</p>
<p>Caring: is an expression of respect for the dignity, well-being (physical, psychological, and spiritual), and self-worth of others, honoring the client's ethical right to self-determination, confidentiality, and truth telling, and to safety and fairness in treatment regardless of race, ethnicity, creed, sexual orientation, socioeconomic status, or cultural differences.</p>	<p>BS graduates integrate principles of caring in the delivery of health services to clients.</p>
<p>Professional Role Development: is an integrative process whereby the individual assumes characteristics, values, and behaviors associated with a commitment to professional nursing practice which includes assessing, designing, managing, coordinating, and evaluating initiatives using the best available evidence to promote quality and safety in care.</p>	<p>BS graduates demonstrate competencies associated with professional nursing practice in the multidimensional role as generalists.</p>
<p>Leadership: is the ability to gather and synthesize information from multiple sources regarding health policy, regulations, systems functioning, and organizational needs to make appropriate, creative, and innovative decisions in achieving quality and safety in the delivery of patient-centered care and in supporting a positive environment conducive for practice.</p>	<p>BS graduates incorporate information management, use of evidence, application of technology, and recognition of policy, finance, and regulatory requirements based on theoretical and conceptual frameworks.</p>

BS Program Objectives

It is an expectation that upon successful completion of the baccalaureate degree in nursing at Le Moyne College, the graduates will:

1. practice in the multidimensional role of a generalist in the provision of health care to individuals, families, groups, communities, and populations.
2. synthesize knowledge from the liberal arts and sciences and nursing for application to professional nursing practice.
3. communicate effectively with clients, colleagues (intraprofessional), and other health professionals (interprofessional) through proficient use of listening, verbal, non-verbal, and written skills as well as through demonstrating literacy and use of patient care technology for information management.
4. integrate principles of altruism, ethical decision-making, cultural diversity, and caring in the delivery of health services to clients.
5. critically evaluate research-based findings as evidence to change practice.
6. apply critical thinking skills when assessing, designing, managing, implementing, and evaluating outcomes of nursing interventions.
7. demonstrate evidence of professional development and growth by engaging in activities to promote the advancement of the profession.
8. apply principles of teaching and learning in health promotion and protection, risk reduction, disease management, and rehabilitation activities for the improvement of health outcomes.
9. incorporate principles of leadership to effectively and efficiently use resources and interpret policies and regulations for enhancing the practice environment and improving quality and safety in practice.

Clinical Experience Guidelines for BS Program

Two courses in the undergraduate nursing curriculum include a clinical experience. These courses are Management and Leadership in Nursing (NSG 410) and Community Health Nursing (NSG 440). These experiences allow the student to apply concepts and principles covered in the undergraduate curriculum to the practice area.

Student Qualifications: Each student registered in NSG 410 must be a matriculated student in the undergraduate nursing program. Each student registered for NSG 440 must be a registered nurse licensed to practice in New York and be matriculated in the undergraduate nursing program.

Clinical Sites: The health care agencies and institutions for the clinical experience are identified by the Clinical Coordinator and approved by the Department faculty based on the ability of the agency to provide the experiences necessary for the student to meet the course objectives. A Clinical Agency Agreement between Le Moyne College and the agency must be in place before the student begins the experience. Student assignments are made by the Clinical Coordinator and approved by the course faculty.

Preceptor Qualifications: The agency will identify the primary preceptor to the Clinical Coordinator. The Clinical Coordinator will present this preceptor to the course faculty for approval. During the experience the primary preceptor may assign the student to other professionals within the agency with the purpose of maximizing the student's experience.

The primary preceptor must:

- Be a registered nurse with a minimum of a BS degree.
- Be employed full-time by the clinical agency in which the agency agreement with Le Moyne has been executed.
- Demonstrate expertise in the designated area of nursing practice (management/leadership or community health).

Student Responsibilities: Once agency agreement and preceptor qualifications have been verified by the Clinical Coordinator and placement has been approved by the course faculty, the student must:

1. initiate contact with the primary preceptor to arrange the practicum experience.
2. develop a learning contract including individual objectives to guide the practicum experience.
3. have the learning contract signed by the course faculty and primary preceptor prior to starting the practicum experience.
4. secure health and safety clearance (see *Health Clearance* under *Nursing Academic Policies* in this Handbook) including any specific agency requirements prior to being registered for the course or beginning the practicum experience.
5. provide the primary preceptor with a copy of the signed learning contract, course objectives, and the Preceptor Evaluation of the Student document and ensure its completion prior to the last day of classes for the semester.
6. complete the student evaluation of the preceptor and the evaluation of the clinical site documents and submit these documents to the course faculty by the last scheduled day of class for the semester.

Students failing to submit the evaluation documents (see 5 and 6 above) will be assigned a grade of “F” (unsatisfactory) for the practicum experience and a failing grade for the course.

Course Faculty Responsibilities:

1. work collaboratively with the Clinical Coordinator to identify appropriate sites and preceptors for the practicum experience.
2. review student learning contracts and assist students to develop appropriate objectives.
3. ensure that learning contracts are approved before the student begins the practicum experience.
4. assign grades to students upon completion of the practicum experience.

Clinical Coordinator Responsibilities:

1. work collaboratively with the course faculty to identify appropriate sites and preceptors for the practicum experience.
2. ensure that valid agency agreements are in place or initiated.
3. assist agencies to identify preceptors and experiences to meet the course objectives and needs of the individual student.
4. request that preceptors submit vitae or biographical data forms to be kept on file.
5. provide the preceptors with all necessary evaluation forms.
6. ensure that students are in compliance with health and safety guidelines including any agency specific requirements.
7. solicit and compile student feedback on placements to be used in making decisions for future placements.
8. make at least one site visit per student at mid-semester to evaluate the site, preceptor, and student progress toward meeting the objectives.

Grading of the Clinical Experience: Students will be assigned a letter grade for the course. Grading is based on meeting course objectives as outlined in the individual course syllabi. The grade assigned for clinical experience is Satisfactory (S) or Unsatisfactory (U). Students with a clinical grade of “U” will receive a failing grade in the course. Students must achieve a minimum grade of C in the didactic portion of the course to pass.

Core Competencies Inherent in MS and Post-MS Program Outcomes

Definition of Core Competencies	MS and Post-MS Program Outcomes
<p>Professional Role Development: an integrative process whereby the individual assumes the characteristics, values, and behaviors associated with a commitment to advanced nursing practice when working collaboratively with the health care team, serving as an advocate for the consumer, and functioning within the health care system.</p>	<p>MS graduates demonstrate competencies consistent with advanced professional nursing practice in assuming the multiple dimensions of the specialty focus/functional role as direct or indirect care providers in nursing education, nursing administration, gerontology, palliative care, or informatics.</p>
<p>Caring: expressions of respect for the dignity and self-worth of individuals by honoring the ethical rights of others and demonstrating sensitivity, equitability, and cultural appropriateness in providing services consistent with advanced professional nursing practice.</p>	<p>MS graduates apply the principles of ethical and transcultural care in the delivery of advanced level nursing services to others.</p>
<p>Critical Thinking: the cognitive process of decision making that involves collecting, synthesizing, analyzing, and interpreting data from multiple sources to question assumptions, reason inductively and deductively, problem solve creatively, and evaluate outcomes when dealing with complex and dynamic situations.</p>	<p>MS graduates integrate theoretical information from nursing, other disciplines, and the liberal arts and sciences to make complex decisions independently and collaboratively when practicing at an advanced level.</p>
<p>Communication: a complex process of sharing information, ideas, and perceptions through the use of advanced skills in listening, verbal and non-verbal interactions, writing, and multi-media technology to convey logical, organized, clear, accurate, therapeutic, and relevant messages to individuals, families, groups, communities, and populations.</p>	<p>MS graduates incorporate principles of effective communication by using a variety of advanced techniques in a proficient manner when interacting with consumers, peers, other health care providers, policy makers, and communities of interest.</p>
<p>Research: the process of identifying new and existing knowledge for application of relevant evidence to improve outcomes.</p>	<p>Ms graduates demonstrate advanced research skills to initiate change in professional nursing practice.</p>

MS Program Objectives

It is the expectation that the master's program will enhance the graduate's professional growth and development as outlined in the program objectives. These objectives are derived from, elaborated on, and congruent with the program outcomes and reflect expectations of what the students are able to do after graduation. Upon successful completion of the master's degree in nursing at Le Moyne College, the graduates will be prepared to:

1. practice in the multi-dimensional role in nursing education, nursing administration, gerontology, palliative care, or informatics to provide direct or indirect care to promote health and prevent disease in individuals, families, groups, communities, and populations.
2. synthesize knowledge from nursing, related disciplines, and the liberal arts and sciences for application to practice at the advanced level.
3. communicate effectively with clients, colleagues, and other health professionals through advanced listening, verbal, non-verbal, and written skills and the proficient use of information technology.
4. integrate the principles of compassion, ethical decision making, advocacy, and cultural diversity when practicing in direct or indirect care provider roles.
5. integrate research-based findings in professional nursing practice to improve the delivery of health care.
6. apply advanced critical thinking skills when assessing, designing, implementing, and evaluating outcomes of nursing interventions.
7. demonstrate a high level of decision-making and the ability to formulate policies and regulations for the effective and efficient use of resources in the delivery of services.
8. assume accountability for professional growth and development and improved practice outcomes through scholarship, continuing education, and participation in professional organizations.
9. apply advanced principles and concepts inherent in the direct or indirect care provider role to offer leadership and service for the enhancement of continuous quality improvement in health care.

Clinical Practicum Experience Guidelines for MS Program

Five courses (one in each track) in the graduate nursing curriculum include 120-180 hours of clinical practicum experiences. These courses are the Teaching Practicum (NSG 701), Administrative Practicum (NSG 703), Geriatric Clinical Practicum (NSG 704), Palliative Care Clinical Practicum (NSG 702), and Informatics Practicum (NSG 707). These practica serve as capstone graduate experiences in which the student applies concepts and principles covered in the selected specialty focus/functional tract to the practice area.

Student Qualifications: Each student registered in a course with a practicum component must be a registered nurse licensed to practice in New York, be matriculated in the graduate nursing program, and have satisfied pre-requisites to the course.

Clinical Practicum Sites: Graduate students are responsible for securing the preceptor with whom they would like to work and identifying the agency in which they would like to do the practicum experience prior to the semester the course begins. The health care agencies and institutions for the practicum experience are approved by the Department faculty based on the ability of the agency to provide the experiences necessary for the student to meet the course objectives.* A Clinical Agency Agreement between Le Moyne College and the practicum site must be in place before the student begins the experience.

Preceptor Qualifications: The student will identify the primary preceptor and present this preceptor to the faculty. During the experience the primary preceptor may assign the student to other professionals within the agency with the purpose of maximizing the student's experience.

The primary preceptor must:

- Be a registered nurse with a minimum of a MS degree
- Be employed full-time by the clinical agency in which the agency agreement with Le Moyne has been executed.
- Demonstrate expertise in the specialty area (nursing education or nursing administration).

Student Responsibilities: Once agency agreement and preceptor qualifications have been verified by the Clinical Coordinator and placement has been approved by the course faculty, the student must:

1. initiate contact with the primary preceptor to arrange the practicum experience
2. develop a learning contract including individual objectives to guide the practicum experience
3. have the learning contract signed by the course faculty and primary preceptor prior to starting the practicum experience
4. secure health and safety clearance (see *Health Clearance* under *Nursing Academic Policies* in this Handbook) including any specific agency requirements prior to being registered for the course or beginning the practicum experience
5. provide the primary preceptor with a copy of the signed learning contract, course objectives, and the Preceptor Evaluation of the Student document and ensure its completion prior to the last day of classes for the semester.
6. complete the student evaluation of the preceptor and the evaluation of the clinical site documents and submit these documents to the course faculty by the last scheduled day of class for the semester.

Students failing to submit the evaluation documents (see 5 and 6 above) will be assigned a grade of “F” (unsatisfactory) for the practicum experience and a failing grade for the course.

Course Faculty Responsibilities:

1. work collaboratively with students and the Clinical Coordinator to identify appropriate sites and preceptors for the practicum experience.
2. review student learning contracts and assist students to develop appropriate objectives.
3. ensure that learning contracts are approved before the student begins the practicum experience.
4. assign grades to students upon completion of the practicum experience.

Clinical Coordinator Responsibilities:

1. work collaboratively with students and the course faculty to identify appropriate sites and preceptors for the practicum experience.
2. ensure that valid agency agreements are in place or initiated.
3. assist students and agencies to identify preceptors and experiences to meet the course objectives and needs of the individual student.
4. request that preceptors submit vitae or biographical data forms to be kept on file.
5. provide the preceptors with all necessary evaluation forms.
6. ensure that students are in compliance with health and safety guidelines including any agency specific requirements.
7. solicit and compile student feedback on placements to be used in making decisions for future placements.
8. make at least one site visit per student at mid-semester to evaluate the site, preceptor, and student progress toward meeting the objectives.

Grading of the Clinical Practicum Experience: Students earn a letter grade for the practicum course based on attendance and participation in seminar sessions and completion of the practicum experience. The grade assigned for the practicum is Satisfactory (S) or Unsatisfactory (U). Students with a practicum grade of “U” will receive a failing grade in the course. Students must achieve a minimum grade of B to pass a practicum course.

* Students in the educator track may complete their clinical experience within the Department of Nursing at Le Moyne College if the student can prove by resume and a letter of reference from a current or previous employer and he/she has a minimum of 2 years of employment experience in academic nursing or staff development which includes classroom teaching and content development. The student’s experience can be completed in the undergraduate nursing program only. The student must request placement with a particular faculty member who would assume the role of preceptor for that particular student. Faculty members may opt to limit or refuse student requests based on individual workload.

Students are STRONGLY discouraged from seeking preceptorships within their place of employment. If a student feels that completing the practicum at his/her place of employment would provide the best learning opportunity, the student may petition the faculty for permission. Petitions for exceptions to this policy are reviewed by a faculty committee. Decisions are made on a case-by-case basis.

NSG 710 (1 credit): Format for Scholarly Project Proposal (All elements must be included.)

1. Introduction
2. Review of literature (minimum of 5 articles reviewed)
3. Needs Assessment/Justification for Project
4. Theoretical Foundation
5. Relationship of topic to the Jesuit Mission of Social Justice
6. Description of Project or Intervention
7. References

Student Policies

To initiate the process to take NSG 710, the student must submit a one-page idea paper outlining the proposed topic of their project and a brief overview of how it will be conducted. This paper is to be submitted to the Department of Nursing where it will be read by the faculty. Contact information must be provided.

A decision will be made as to which faculty member would most appropriately be able to work with the student on the proposed project. This is determined by faculty area of expertise and/or interest. Once this decision is made, the faculty member will contact the student. This will be done within two weeks of the idea paper submission. The faculty member will then meet with the student to provide guidance for writing the draft proposal. Due dates for the topic paper and the proposal vary by semester. Please refer to the chart below.

	Fall	Spring
Idea Paper	June 1st	November 1st
Draft Proposal and Draft IRB Application	Second Class Meeting	Second Class Meeting

NSG 711 (2 credits): Format for Scholarly Project

1. Abstract
2. Introduction
3. Review of Literature
4. Needs Assessment/Justification
5. Theoretical Foundation
6. Relationship of Topic to Jesuit Mission of Social Justice
7. Implementation
8. Evaluation
9. Future Direction/Impact/Significance
10. References

Student Policies

Due dates for project paper revisions are negotiated by the student and faculty sponsor. Students are expected to adhere to all agreed upon due dates, including bi-weekly meetings with the faculty, and inform the course faculty of any delays. Failure to do so will result in a recommendation to withdraw from the course.

Students should be prepared to submit a final draft of their completed project paper by the following schedule:

For Spring semester NSG 711 projects: the first week of April

For Fall semester NSG 711 projects: the first week of November

Final project paper completion and approval by the first as well as a second reader must take place prior to the student's public presentation of the project. The culmination of this scholarly project experience is a presentation to the faculty, peers, and other interested members of the college community. Final project presentations are scheduled by the Department of Nursing for the last week of classes or during the exam week for the semester. The presentation is considered a part of the grade for the course and a project is considered incomplete until presented.

The final project paper and presentation must be fully completed and signed off by the faculty advisor no later than the end of the semester (day semester grades are due). If this is not possible, the student will be given a "No Grade" (NG) for NSG 711 and must register for NSG 706: Scholarly Project Continuation. NSG 706 is a non-credit bearing course and is designed for students who are not able to complete NSG 711 within one semester.

All written work is to be submitted in APA format, including title page and table of contents. The final copy is to be bound (the Department of Nursing will assist with locating a vendor who will bind) for archiving by the college Library.