

ST. FRANCIS COLLEGE
Department of Nursing



4-Year Traditional Pre-Licensure Program
RN to BS Program

Student Handbook

2019-2020

Revised 12/3/2019

ST. FRANCIS COLLEGE
Department of Nursing

Verification of Receipt of Nursing Student Handbook

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

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

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

This document is revised and updated on a regular basis. The most recent version of the document is always available on the worldwide web at:

<https://www.sfc.edu/uploaded/documents/academics/UndergraduatePrograms/NursingStudentHandbook.pdf>

Signature/Date

Print Name

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**ST. FRANCIS COLLEGE
DEPARTMENT OF NURSING
2019-2020**

INTRODUCTION

Welcome

The faculty and staff of the Department of Nursing welcome you to St. Francis College. It is our hope that your time in this learning community is enriching and challenging.

Given the complexity of today's health care, the need for a quality education in the nursing profession is greater than ever before in history. We hope that your days as a member of this learning community will be rewarding. We hope your enthusiasm for the profession will outweigh the challenges and that you will walk with faculty and other professional nurses in the mutual exploration of truth, caring, and compassion.

The Department of Nursing follows the policies and procedures outlined in the undergraduate student handbook, The Cord: https://www.sfc.edu/uploaded/documents/student_life/TheCord.pdf

This Nursing Student Handbook is your guide to expectations of the faculty in the Department of Nursing and includes those areas of concern specific to the program which are not included in the undergraduate student handbook. This Handbook also provides information that you will need as you proceed through the program. Faculty members and staff are available to answer any questions you may have. Faculty post office hours outside their office door.

The Department Chair, faculty, and staff are available to meet with any student. We welcome you and hope your years of study in the program will be enjoyable, challenging, and immensely rewarding!

Good luck as you set out on this most important journey.

Program Accreditation

St. Francis College is chartered by the New York State Legislature and is accredited by the Regents of the University of the State of New York and the Middle States Association of Colleges and Schools.

The Department of Nursing is fully accredited by the New York State Department of Education. The Department is also a member of the American Association of Colleges of Nursing, and the New York State Council of Deans of Nursing of Colleges and Universities. The baccalaureate degree program in nursing at St. Francis College, Department of Nursing is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, (202) 887-6791.

Department of Nursing

St. Francis College Department of Nursing confers the Bachelor of Science Degree with a major in Nursing upon successful completion of the curricula described in this handbook. Under leadership of the Chairperson, the faculty develops and implements the educational program of the department. The Department of Nursing Advisory Board, serves as a liaison between the college and the community.

Department of Nursing Faculty and Staff

Ms. Adenike Akinduyi Clinical Adjunct Instructor
Ms. Donna Marie Agoncillo Clinical Lecturer
Dr. Colleen A. Carmody Chair, Associate Professor
Dr. Anne D'Antuono Assistant Professor
Ms. Andrea Beckford Clinical Adjunct Instructor
Ms. Kathleen Boyd Academic Advisor, Student Support Specialist
Ms. Daphne Bramble Clinical Adjunct Instructor
Ms. Cassandra Brooks Clinical Adjunct Instructor
Ms. Candace Byrd Administrative Assistant
Ms. Marie Clerge Clinical Adjunct Instructor
Mr. Adama Forgah Clinical Adjunct Instructor
Ms. Charlyn Habeeb Clinical Lecturer
Ms. Blossom Jackson Clinical Adjunct Instructor
Ms. Gemma John Clinical Adjunct Instructor
Ms. Mary Kate Kasler Adjunct Instructor
Ms. Emma Kontzamanis Clinical Adjunct Instructor
Ms. Antoinette Manning Clinical Adjunct Instructor
Dr. Kathleen Marsala-Cervasio Assistant Professor
Ms. Mary Lou Martin Clinical Adjunct Instructor
Ms. Doreen McIntosh Clinical Adjunct Instructor
Ms. Katrina McMahon Nursing Simulation Lab Facilitator
Ms. Henrietta Noicely Clinical Adjunct Instructor
Mr. Gyasi Okourba Clinical Adjunct Instructor
Ms. Frederika Pierre Clinical Adjunct Instructor
Ms. Jean Straker Clinical Adjunct Instructor
Dr. Theresa Sweeny Assistant Professor
Ms. Dornalee Walker Clinical Adjunct Instructor

Department of Nursing Mission

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

Department of Nursing Philosophy

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

Department of Nursing Philosophy of Teaching

The departmental philosophy, which was created by the nursing faculty, views nursing as an art and a science consistent with the Franciscan tradition of St. Francis College. Nursing provides care and nurturance within the context of the Franciscan tradition that includes service, equality, aesthetics, freedom, honor, dignity, justice, and truth. The Franciscan education provides a solid foundation for intellectual, spiritual, and professional growth. The nursing program, as part of the college, is committed to intellectual growth along with the development of an ethical and moral code of conduct. The nursing philosophy is an open systems perspective that views individuals, where each person is unique and deserving of respect. Preserving one's individuality and providing the catalyst for maximum growth are primary functions. The energy created by faculty and students provides an enriching experience that responds to societal needs. The climate at St. Francis College stimulates self-motivation to produce nurse leaders who are prepared to reach their highest potential personally and professionally within the broadest definition of community.

The nine components of the AACN Baccalaureate Essentials form the framework for the nursing curriculum, which is designed to prepare nurses to practice in complex healthcare systems. At the completion of the baccalaureate nursing education, the graduate is prepared for practice in generalist nursing practice and prepared for admission to graduate programs in nursing.

Nursing, as a practice discipline, involves direct service to people. Individuals' strive for integration of their physiological, psychological, spiritual, and sociocultural dimensions, also known as wellness. Despite race, religious affiliation, or disease prognosis, each person has the right to receive quality healthcare. Nursing provides care and nurturance in this endeavor. The concept of health is broad and progresses along a continuum throughout one's lifetime. Nursing focuses on promoting a healthy life progression. The primary goal of nursing is to focus on health promotion, maintenance, and disease prevention among diverse populations.

Nursing is a discipline that evolves through evidence-based practice. Research is vital for the fundamental growth and advancement of a nursing knowledge base. Research and other methods of

knowledge acquisition are integral to the improvement of this practice. Independently and in collaboration with various disciplines, professional nursing guides individuals, families, and societies to utilize the complex health care system. People, health, and evidence-based practice are fundamental concepts of the program designed to prepare nurses for the rigors of an increasingly technological and globalized marketplace and society.

Department of Nursing Learning Outcomes

In accordance with the mission of the Department of Nursing and the undergraduate program goals and the nine essentials from the Executive Summary of AACN (2008), the baccalaureate curriculum for both the pre-licensure students and registered nurse students provides educational opportunities that enable the graduate to successfully complete the program and is able to:

1. Apply knowledge from the arts and sciences to the care of individuals and families throughout the health-illness continuum;
2. apply knowledge and skills in leadership, quality improvement, and patient safety to provide quality health care;
3. translate current evidence into clinical decision making and professional nursing care;
4. utilize technology and informatics appropriately in professional nursing settings;
5. apply knowledge of health care policy, finance, and regulatory environments both directly and indirectly to influence the function of the health care system;
6. collaborate and communicate effectively among health professionals to promote quality and safe patient care in a variety of health care settings;
7. apply health promotion and disease prevention at the individual and population level to improve health;
8. demonstrate autonomy, integrity, self-assessment, and social justice as part of developing the professional nursing role;
9. provide culturally competent nursing care to individuals, families, groups, communities and populations across the lifespan across a variety of health care environments.

Overview of the Department of Nursing

The Department of Nursing is one of five departments comprising the Division of Math and Science. The College awards undergraduate baccalaureate degrees, BA/BS, in 43 major fields of study, one of which is nursing. The College also awards associate degrees in Business Administration, Criminal Justice, and Liberal Arts. The college also has four master's degree programs. The Chairperson, Colleen Carmody, EdD CNS, RN, administers the Department of Nursing.

St. Francis College proposed a nursing program for registered nurses in 1999. The New York State Education Department, in July 2000, granted approval for the program. The first class of 25 students

was admitted to the program in the summer of 2001. In May 2002 the first class of seven registered nurses graduated.

The SFC RN to BS nursing program was accredited for the first time with CCNE in 2005. In 2009 the nursing program was accredited for a ten- year period with the next visit scheduled for 2019. The Department of Nursing is now offering a four-year pre-licensure component BS program. In 2013 the College applied to NYSED for a generic RN Baccalaureate and was approved. A substantive change was submitted to the CCNE because of the addition of this new four-year traditional pre-licensure program. At that time, we stated that the program met the AACN Baccalaureate Essential 2008 and had been approved and registered with the New York State Education Department Office of the Professions. We submitted the CIPR to the CCNE. The CCNE responded with a list of questions to which we responded on November 13, 2015. The Nursing Program is registered with the New York State Education Department and is accredited by the Commission on Collegiate Nursing Education (CCNE), the accrediting arm of the American Association of Colleges of Nursing (AACN).

Program Requirements, Major in Nursing

The Nursing major offers a Bachelor of Science degree to candidates who complete the requirements. The program requires that students demonstrate knowledge and skills in the Liberal Arts and Sciences, including Mathematics, Natural Sciences, Social Sciences, History, the Arts, and basic communication, and also in the use of information technology.

Please note that the traditional 4-year program is a licensure qualifying program open to applicants with good moral character who have demonstrated academic ability.

Please see St. Francis College 2018-2020 Catalogue for the prelicensure and RN to BS programs course schedule and sequencing: <https://www.sfc.edu/academics/undergraduate>

ADMISSION AND PROGRESSION POLICIES

Admission decisions are made on a competitive basis; meeting minimum admission criteria does not guarantee admission. Upon acceptance to the Department of Nursing, a health screening is required to complete the acceptance process. Applicants must be eligible to practice as a registered nurse in New York State upon passing the NCLEX-RN Exam.

Academic Requirements for the Undergraduate Pre-Licensure Program

Direct Admission for Incoming Freshmen

- Eligibility for a Registered Nurse license in New York State.
- High School Diploma with a GPA > 80%
- SAT \geq 1050 (New); \geq 1000 (Old); or ACT \geq 21
- Must maintain a GPA of 2.75 while in the Nursing major.
- May fail and retake a science, math or nursing course once.
- Total number of retakes allowed:
 - Two science courses or
 - One science and one nursing course or
 - Two nursing courses.

Direct Admission for Transfer Students

- Eligibility for a Registered Nurse license in New York State.
- GPA \geq 3.0
- SAT \geq 1050 (New); \geq 1000 (Old); or ACT \geq 21
- C in all science and math prerequisites:
 - MAT-1105 (College Algebra) or MAT-2301 (Statistics)
 - BIO-1140 (Anatomy & Physiology I)
 - BIO-1141 (Anatomy & Physiology II)
 - CHE-1101 (Chemistry & Life I)
 - BIO-3300 (Microbiology)
- Must maintain a GPA of 2.75 while in the Nursing major.
- May fail and retake a science, math or nursing course once.
- Total number of retakes allowed:
 - Two science courses or
 - One science and one nursing course or
 - Two nursing courses.

Academic Requirements for the RN to BS Program

- This program is available to qualified transfer students with a valid New York State registered nurse (RN) license.
- Registered nurse candidates must show evidence of current employment as a registered nurse.
- A total of up to 92 credits completed with grades of C or higher may be transferred, including up to 25 pre-licensure credits in Nursing.
- All students must complete a minimum of 30 credits in residence at St. Francis College.
- Part-time students must complete a minimum of 12 credits per year.
- The program must be completed within a 5-year period.

Nursing Academic Probation

- Students admitted to either the pre-licensure or RN to BS programs must maintain a cumulative GPA of 2.75.
- Students unable to maintain a cumulative GPA of 2.75 will be put on Nursing academic probation for a period of one year, while working to raise their GPA.
- At the discretion of the Department of Nursing, failure to remove probationary status within the specified time frame may result in dismissal from the program.

Background Checks

Employment background checks, FBI background checks and New York State Child Abuse background checks are required by each clinical agency for all students registered in clinical courses. This is a requirement that agencies must fulfill in order to comply with regulatory bodies. In the event that a student fails a background check and is unacceptable to the agency, the student will be removed from the learning experience. Every effort will be made to find another placement for the student to allow him/her to meet the course objectives. However, should there be no clinical site willing to accept the student, he/she will be administratively withdrawn from the course. This could affect the student's progression in the program.

Drug Testing

Drug tests are required for placement in clinical courses as part of the annual physical exam to detect the presence of illegal drugs.

ATI POLICY

The Department of Nursing has partnered with Assessment Technologies Institute (ATI) to provide students with a comprehensive academic support program that begins in the first nursing course and ends with success on the NCLEX-RN. Students are provided with an abundance of resources throughout the program of study.

These resources include but are not limited to:

- An online tutorial system to assist new students with mastering test-taking skill, classroom skill, and preparation for the clinical experience.
- E-books to help improve academic performance
- A series of practice assessments that break content areas into smaller sections.
- Proctored assessments to compare baseline and end of program critical thinking capabilities.
- Self-assessment inventory to help students identify their learning style
- An online, multisensory tutorial that teaches students how to “think like a nurse”.
- Content Mastery Series.

All students will have access to all the E-books listed below:

- Fundamentals of Nursing
- Adult Medical-Surgical Nursing
- Care of Children
- Maternal-Newborn
- Community Health
- Pharmacology
- Leadership
- Nutrition for Nursing

ATI also provides focused reviews through online study guides that are linked to a variety of resources, such as safe medication administration and skill acquisition and professional development modules. Students will learn more about ATI Complete as they progress through the semester and the curriculum. ATI non-proctored practice assessments and proctored examinations will be incorporated into specific clinical courses. Capstone content review, customized live review and Virtual –ATI are incorporated into the curriculum and will continue post-graduation as students prepare for the NCLEX-RN. In addition to course examinations and quizzes, ATI assessments and examinations are incorporated into the course grade.

CONTENT MASTERY SERIES GRADING RUBRIC
 (Using a combination of the CMS practice and proctored assessments to achieve
 10% of the course grade.)

**** Handwritten (ALTs) active learning templates are preferable.**

PRACTICE ASSESSMENT	
4 points	
<p align="center">Complete Practice Assessment A.</p> <p align="center"><i>Remediation:</i></p> <ul style="list-style-type: none"> • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete an active learning template. ** 	<p align="center">Complete Practice Assessment B.</p> <p align="center"><i>Remediation:</i></p> <ul style="list-style-type: none"> • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete an active learning template. **

STANDARDIZED PROCTORED ASSESSMENT			
6 points			
Level 3 = 4 points	Level 2 = 3 points	Level 1 = 1 points	Below Level 1 = 0 points
<p>Remediation = 2 points:</p> <ul style="list-style-type: none"> • Minimum 1-hour Focused Review • For each topic missed, complete an active learning template. ** 	<p>Remediation = 2 points:</p> <ul style="list-style-type: none"> • Minimum 2-hour Focused Review • For each topic missed, complete an active learning template. ** 	<p>Remediation = 2 points:</p> <ul style="list-style-type: none"> • Minimum 3-hour Focused Review • For each topic missed, complete an active learning template. ** 	<p>Remediation = 2 points:</p> <ul style="list-style-type: none"> • Minimum 4-hour Focused Review • For each topic missed, complete an active learning template. **
10/10 points	9/10 points	7/10 points	6/10 points
Proctored Assessment Retake*			
No retake required	No retake required	Retake required/recommended	Retake required/recommended

SFC testing policies are aligned with NLN Fair Testing Guidelines, that there is strong psychometric support for using tests in fair and effective ways, and that testing policy, like other components of the overall assessment plan, considers the input of a variety of constituents, including students, faculty, and program leaders.

ACADEMIC POLICIES AND SUPPORT SERVICES

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

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

Statement of Diversity and Inclusion

St. Francis College is an organization that values diversity, advocates inclusive and equitable practices and prides itself on a culture that is welcoming and supportive to all. This philosophy of inclusiveness is in concert with the College's commitment to affirmative action; taking positive and proactive steps to eliminate existing and continuing discrimination, remedy lingering effects of past discrimination, and champion systems and procedures to prevent future discrimination.

The primary goal of the Office of Multicultural Affairs is to bring awareness to a campus environment that is diverse, inclusive and provides student support. Their goal is to create programming and educational opportunities in the areas of appreciation of cultural competency, social justice, leadership development, and student success. Additionally, to create programs, events and educational opportunities that celebrate SFC's rich multicultural community. The Office of Multicultural Affairs is aspiring to continue creating an atmosphere that promotes diversity, inclusion and support for our students. <https://www.sfc.edu/studentlife/multicultural>

International Student Programs and Services

Our international students come from over 50 different countries representing six continents. <https://www.sfc.edu/studentlife/isps>

Accessibility and Accommodations

The Office of Accessibility and Accommodations was created to ensure the delivery of accommodations and auxiliary aids to all students with documented disabilities at St. Francis College. The mission of Accessibility and Accommodations is to provide reasonable and appropriate accommodations to students with documented disabilities to ensure equal access to programs, activities, and opportunities. The Office is also committed to promoting awareness of disabilities and access, and serving as a resource to all members of the college and community. The records you provide to St. Francis College in relation to your disability are confidential. Disability-specific information is confidential and will only be revealed to the student's academic team when there is an educational need to know. Accommodation letters do not contain disability specific information unless it is essential to the delivery of appropriate accommodations. <https://www.sfc.edu/studentlife/accessibility>

Center for Student Success

The mission of the Center for Student Success (CSS) is to provide advisement and guidance to all incoming students, including freshmen and transfer students. Working closely with the Academic

Enhancement Center, the Center for Student Success strives to meet the changing needs of incoming students. <https://www.sfc.edu/studentlife/cfss>

Health and Counseling

Primary health care and counseling services are available for all St. Francis students.

<https://www.sfc.edu/studentlife/studenthealth/counseling>

Computer Labs

There are four computer teaching labs that are available for student use when class is not in session. One of these labs is an Apple Macintosh-based lab, while the remaining three labs are equipped with Windows-based computers. All of the labs are “Smart” classrooms with appropriate software installed: Microsoft Office, Adobe Suite (Acrobat, Fireworks, Media Encoder, Bridge, Photoshop, Illustrator, InDesign, Dreamweaver, and Flash), ArcView mapping software, Maya 7, SPSS, Mathematica, @Risk, Stattools, and Precision Tree software. The labs also have access to ADAM anatomical software that is server based.

Professional Nursing Skills Lab

All students enrolled in a nursing clinical course will have access to the Skills Lab at pre-determined hours. There is no access if the lab is being used by faculty for class instruction. Students should use their own nursing kit supplies to practice skills, but some general supplies will be kept in the lab. Only nursing students are allowed in lab, and students are expected to be there for the purpose of practicing skills, watching videos, or studying nursing content. Students are expected to clean up after themselves and ensure all beds are made. Supplies should be put away and surfaces clean. There is no eating or drinking allowed in lab.

Please note that the lab is equipped with cameras that are on 24 hours a day/seven days a week. Activities in the lab may be recorded at any time, including lab hours, open lab hours or during class.

Scholarships and Grants

There are a number of scholarships available to nursing majors from both external and internal sources. Scholarship announcements are posted on the bulletin board outside the Department of Nursing office (4413). These posting are updated regularly. Information is also available from the Office of Financial Aid: <https://www.sfc.edu/studentlife/finaid>

PROFESSIONAL BEHAVIOR AND EXPECTATIONS

American Nurses Association Code of Ethics

Provision 1

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

Provision 2

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

Provision 3

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

Provision 4

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

Provision 5

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

Provision 6

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

Provision 7

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

Provision 8

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

Provision 9

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

To access the ANA Code of Ethics with Interpretive Statements:

<http://Nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>

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

National Student Nurses Association

The Department of Nursing has sponsored membership in the National Student Nurses' Association for all students enrolled in upper level nursing courses.

The National Student Nurses' Association (NSNA), Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006).

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, life style, disability, or economic status.
5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.
8. The student should have the right to have a responsible voice in the determination of his/her curriculum.
9. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
11. Students should be allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.
13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.

14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.
15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.
16. Students have the right to belong or refuse to belong to any organization of their choice.
17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.
18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.
19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.
20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.
21. Students should have a clear mechanism for input into the evaluation of Nursing faculty.
22. Students in the Department of Nursing are responsible for adherence to the *American Nurses Association's (ANA) Code of Ethics* and the principles articulated in the *ANA Nursing's Social Policy Statement: The essence of the profession (2010)*.

Civility

All students are responsible for creating a positive learning environment in the classroom and clinical. You are expected to demonstrate civility and professionalism according to the following guidelines:

Take responsibility for your education

Instructors are here to create a learning environment and facilitate learning. Whether or not you learn depends on your willingness to listen, ask appropriate questions, and do the work necessary to pass the course. Students are advised to limit employment hours to fewer than fifteen (15) hours a week and to make their coursework their priority.

Accept that instructors' policies, procedures, and teaching styles vary

Some instructors enforce attendance policies vigorously; others are more lenient. Assignments and learning activities are at the discretion of the instructor. Each instructor has the freedom and authority to set his or her course policies and guidelines.

Attend class/lab

Students who attend all scheduled learning experiences, listen to the instructor, ask questions, and take good notes are more likely to pass with a higher grade. If you must miss a class/lab, contact your course faculty ahead of time to let him or her know that you will be absent.

Attend clinical

Attendance at clinical is mandatory for successful completion of the course. The only acceptable clinical absences are for illness or family emergencies/losses. These hours will be made up prior to the end of the semester during the clinical makeup days and will incur a makeup fee.

Be on time

The instructor will start class/clinical/lab on time and dismiss you when appropriate. Walking in late disturbs everyone. At St. Francis College and at many places of employment, tardiness communicates lack of interest and lack of dependability. If you know you will be late, discuss this with your instructor ahead of time. Lateness greater than 30 minutes to a clinical site is not acceptable, and you may be dismissed, need to make up the clinical, and pay the required fee.

Come to class/clinic/lab prepared. Turn your work in on time

Complete assigned readings and learning activities ahead of coming to class/clinic/lab. Be an active participant in your learning, come prepared.

Practice common courtesy

- Remember that, in college as in every other area of life, it is important to be polite and respectful at all time. Please follow the following guidelines:
- Do not have private conversations with your neighbors during class/clinical/lab.
- Turn off cellphones and electronic devices. The noise is distracting to other students. If a necessary communication needs to occur during a class/lab/clinical, please discuss with the faculty prior to the start of class and step out to be respectful of your classmates and the learning environment.
- Do not send text messages during class/clinical/lab.
- Respect all opinions. Others may have different ideas and opinions from yours, and they may ask questions that you perceive to be irrelevant or inaccurate. However, they deserve the same level of respect from you as you wish from them.

If you are struggling with your coursework, get help. Your instructors are willing to assist you.

However, there are many other ways to get help. Tutoring and writing assistance is available through the Academic Enhancement Center. This is the link to use:

<https://www.sfc.edu/admissions/sfcmobile/academicsupport>

Students are expected to demonstrate appropriate and civil patterns of behavior consistent with safe and ethical professional nursing practice in the classroom, various clinical settings, and in the community. Students who are not appropriate and civil are subject to immediate removal from the classroom, office, or clinical setting, which may result in failure of a nursing course and dismissal from the program. The student will be referred to the judicial process of St. Francis College.

Academic Advisement and Registration

All matriculated students in the nursing major have an assigned advisor. Students should make an appointment to meet with their advisor during the designated timeframe each semester, prior to registration, to ensure placement in subsequent courses.

E-mail Policy

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

For communications with students, faculty are expected to use St. Francis email only for communication. Students can expect to receive a response to an e-mail to nursing faculty within 24-48 hours during normal business hours from Monday at 8:30 a.m. to Friday 4:30 p.m.

Criminal Background Checks

A health-related facility or agency may require a criminal background check on students prior to nursing clinical. Students should be prepared to pass such a check at any point during the nursing program. The New York State Education Department asks the St. Francis Department of Nursing to verify the moral integrity of graduating nursing students. The New York State Education Department may not grant a nursing license if moral integrity is found to be lacking, even if degree requirements are met at an institution of higher education.

Governance and Student Involvement

Governance Opportunities within the College

It is a central belief of the St. Francis College Board of Trustees, Administration and Faculty that students have both the right and the obligation to share in academic governance at all levels. All undergraduates are members of the the Student Government Association (SGA) which is the voice and advocate of every student at St. Francis College. The SGA is committed to enhancing the entire student experience and promoting the image of the College. The SGA is comprised of four executive officers; President, Vice-President, Speaker of SACOR and Treasurer, and the senators. A Speaker of the senate is appointed by the SGA to assist with the planning of meetings, events and daily responsibilities. The Senate is a group of selected individuals who help deliver student problems and issues to the executives and administration and assist the SGA executive officers.

Shared Governance within the Department

There are multiple ways for nursing students to share in the decisions affecting their nursing education. Each semester, surveys are distributed, data collected and analyzed presented at Town Hall Meetings, at which time there is also an open microphone opportunity. A student suggestion box is available in the office of the Department of Nursing. Student representatives are invited to attend select faculty and committee meetings.

St. Francis College Nursing Club/National Student Nurses Association

The Nursing Club is a St. Francis College Undergraduate Association supported club. All nursing majors are encouraged to join and participate in club activities. The undergraduate association is called the Student Government Association (SGA). <https://www.sfc.edu/studentlife/studentactivities/sga>

The SGA, in addition to being the liaison for the student body, is responsible for organizing and promoting events on campus and providing assistance, guidance, and funding to clubs and organizations. It also participates in meetings on campus affairs in order to implement policy changes that determine how the institution is run. <https://www.sfc.edu/studentlife/studentactivities/clubs>

ACADEMIC POLICIES IN THE NURSING MAJOR

Cumulative Grade Point Average

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

Grading System

The following grading system is recognized by the Department of Nursing:

Letter Grade	Percentage	Quality Points
A	95 - 100	4.0
A-	90 - 94%	3.7
B+	88 - 89%	3.3
B	85 - 87%	3.0
B-	80 - 84%	2.7
C+	78 - 79%	2.3
C	75 - 77%	2.0
C-	70 - 74%	1.7
D+	68 - 69%	1.5
D	65 - 67%	1.0
D-	60 - 64%	0.7
F	59 – or below; Fail	0
P	Pass	
W	Withdraw	
X	Never Attended	

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

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

An “X” is assigned to those students who register but never attend a course.

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

Test Taking Procedures

This policy applies to students taking examinations administered by the faculty in the Department of Nursing. If there are greater than twenty students in your class, it may be necessary for you to take your examination in an alternate room with a proctor. Proctors are available through the Academic Enhancement Center, Room 3002, and phone (718) 489-5226.

At the time of the exam, all personal belongings should be placed in a secure area outside the room or in an area designated by the instructor/proctor. Only items required by the instructors/proctors should be in sight on the desk or table.

During the exam; 1) brimmed hats (baseball hats) will be worn backwards; 2) any other hat or headgear worn will allow for observation of the ears, no hoodies or scarves, unless worn for religious purposes; 3) no sunglasses or mirrored glasses may be worn; 4) any electronic devices, including cell phones and Smart watches unless used for medical purposes, must be left with personal belongings and must be set to operate in "silent" mode; 5) only instructor-approved calculators (without covers) may be used for exams; only water bottles approved by the instructor/proctor will be allowed during exams; hands must be above the desk/table at all times; no ear pods are allowed during exams. The instructor/proctor should provide verbal warnings prior to moving a student to another seat if: 1) a student appears to be gazing at another student's work; 2) a student appears to be talking or signaling answers; 3) a student neglects to protect his/her answer sheet from view of other students; or 4) a student is sitting near a student who is gazing at their work. To avoid such interventions, all students are required to keep their eyes on their own work, shield their work from the view of others, and otherwise avoid any appearance of academic dishonesty.

The policy and procedures surrounding academic integrity can be found on page 41 in THE CORD Student Handbook and Academic Planner or on the website: <https://www.sfc.edu/academics> and can be accessed from its homepage under Academic Affairs. Allegations related to the Academic Integrity Policy will be submitted to the Department of Nursing Chair and the Course Instructor for investigation in accordance with THE CORD.

All students must complete timed exams within the allotted time period for the exam. Students must turn in all exam materials, including scratch paper before leaving the exam room. No pictures, notetaking or audio recording will be allowed during the review of a completed exam.

Test Format

Standard items for tests are in multiple choice format with four response options: one correct (or best) answer and three distracters (incorrect answers). Alternate item formats may include multiple choice (wherein more than one or up to five choices may be correct), fill in the blank, select all that apply, and short answer.

Time Allotment

In accordance with NCLEX standards, 90 seconds per test question will be given, with no extra time allocated. Psychometric evaluation is available for faculty.

Testing will take place during the first part of the class. A student who is tardy for a test/quiz day may be admitted to the test but will not be permitted any extra time to complete the test/quiz. Once the first student leaves the testing room no more exams will be handed out to students.

Testing Environment

- Faculty or designee will monitor all exams.
- No SMART watches may be worn during the exam.
- No talking is permitted.
- Faculty members have the right to move students.
- Students may not leave the room once the exam has begun. If the student leaves the room, the instructor will pick up the exam and the student will receive score accordingly.
- After completing an exam, students will leave the classroom and not return until instructed by Faculty.
- Students who are observed to violate the above criteria will be asked to leave the exam, given no credit, and reported for a violation of conduct as detailed in the Department of Nursing Handbook.

Review of Exam

Exams may be reviewed in class. Focus is on questions selected based on item analysis and response frequency. If a student wishes to discuss additional questions, he/she may make an appointment with the faculty member.

Make-Up Tests/Exams/Assignments

If a student misses an exam, the faculty who taught the course content will arrange for the student to take a make-up exam. The faculty member may ask for proof of an illness or other matter. The make-up exam may be an alternative version of the original exam. Makeup quizzes/exams may be subject to the 10% grade reduction for late assignments. If the student can make-up a quiz or exam, the quiz or exam must be taken prior to the next scheduled class.

Assignments are to be turned in on time. Failure to do so will result in a penalty consistent with the policy stated in course syllabi. A penalty of 10% may be deducted for each calendar day late for a total of three days. If a student fails to submit the assignment after the three-day period, it will result in a 0 (zero) grade. No points will be given for assignments submitted three days past due date, but submission is still required. Graded assignments may not be resubmitted for a better grade. An exception may be made at the discretion of clinical faculty for clinical courses.

Dean's List

Students who earned a 3.5 or greater cumulative grade point average for the semester, are honored by being placed on the Dean's List. Indication of this honor will be made on the official transcript.

Warning

A student whose work is below passing in any course receives notification of failure at mid-term or at any point thereafter. The student will be advised to meet with his or her instructor and advisor for counseling and suggestions for improvement at that time.

Academic Progression Policy

Academic requirements include a grade of "C" in all nursing courses and a grade of "C" in all science, math and general education courses. Failure to achieve the required "C" in all courses in the major, including required science and math courses, may interrupt progression in the Nursing program.

BIO-4450 Pharmacology is a prerequisite to NUR-4448 Nursing Care of the Child & Family Lecture, NUR-4447 Nursing Care of the Child & Family Clinical, NUR-4446 Psychiatric Nursing Lecture, and NUR-4446C Psychiatric Nursing Clinical. Students must pass BIO-4450 Pharmacology with a grade of "C" or 75%, according to the Nursing major grading system.

Failure in a repeated or subsequent

A student may be dismissed from the Nursing program at any time, if, by consensus of the Nursing faculty, the performance of the student is considered unsafe.

Nursing, Science or Math Course Failure

- Students may fail and retake a science, math or nursing course once.
- Total number of retakes allowed:
 - Two science courses or
 - One science and one nursing course or
 - Two nursing courses.

Nursing Academic Probation

- Students admitted to either the pre-licensure or RN to BS programs must maintain a cumulative GPA of 2.75.
- Students unable to maintain a cumulative GPA of 2.75 will be put on Nursing academic probation for a period of one year, while working to raise their GPA.
- At the discretion of the Department of Nursing, failure to remove probationary status within the specified time frame may result in dismissal from the program.

Maintenance of Matriculation

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

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

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

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

in writing by the student within one month of the last day of the semester. Requests should be addressed to the Chairperson of the Department.

The Department of Nursing may stipulate conditions that have to be met by the student prior to his/her return to the designated course. Such stipulations may include remediation, completion of courses, or removal of academic probation.

When a student's Maintenance of Matriculation status is approved by the Department of Nursing, a letter of agreement will be forwarded to him/her. The student is to sign the form and return it by the indicated date. Re-enrollment also depends on the following:

- 1) Seat availability in that course; 2) completion of general registration procedures established by the Office of the Registrar; and 3) fulfillment of health requirements.

Maintenance of Matriculation may be officially withdrawn or forfeited if:

- The conditions, as outlined in the original agreement, are not met.
- The student fails an additional course.
- The student does not register for the designated course, as specified in the agreement.

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

Dismissal

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

1. Academic failure.
 - Failure of more than two courses required for the major.
 - Failure to pass a course on the second attempt.
 - Failure to raise GPA to a 2.75 or higher after a one-year probationary period.
2. All episodes of lateness will be recorded on the clinical evaluation form and will be reviewed individually by the faculty. Absence from clinical can result in failure of the nursing course.
3. Failure to remove probationary status within the specified time frame.
4. Violation of student behavior code; professional misconduct.
5. A student may be dismissed if their clinical performance is unsafe.

Readmission

Readmission to the program is granted on an individual basis and cannot be assumed. An application is required for a student seeking readmission.

An individual seeking readmission must comply with admission criteria presently in effect and submit all required application materials to the Office of Admissions before the requested readmission. The decision to readmit, made by the Department of Nursing, is final and subject to seat availability. In the event a student is readmitted to the nursing program, the student is readmitted into the current curriculum and is responsible for all requirements thereof.

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

Graduation

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

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

- fulfilled all academic requirements
- maintained a 2.75 cumulative grade point average
- accumulated the 133 required credits
- meet all financial obligations

Students graduating with honors are identified and acknowledged at commencement exercises. The honors designation appears on the student transcript and diploma.

To be in good academic standing, a student must maintain a cumulative grade point average (GPA) of at least 2.75 and pass all required courses.

Notification of Grades and Exam Review

Grades

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

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

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

Clinical Grades

Students are apprised of their clinical progress throughout a given semester. Students at risk of failure will receive a formal warning at the mid-semester. Students are expected to schedule appointments with their clinical instructor at designated evaluation times.

Leave of Absence

(Consult The Cord.)

Withdrawal

(Consult The Cord.)

Student Records

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

Only those in the Department of Nursing with a legitimate educational interest have access to student records. Information from student records is denied to outside persons without the student's written permission.

The Department of Nursing's educational records are stored and safeguarded in the Office of the Registrar.

Policies and procedures regarding student records are further detailed in the St. Francis College Catalogue.

The Department of Nursing complies fully with the Family Educational Rights and Privacy Act of 1974, as amended. This Act, also known as the Buckley Amendment, protects the privacy of student records, establishes student rights to inspect and review his/her educational records, and provides guidelines for the correction of inaccurate or misleading data.

Change of Address

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

PROGRAM HEALTH AND CLINICAL REQUIREMENTS

Initial Health Clearance

All nursing students must comply with health clearance requirements of St. Francis College upon admission.

Annual Health Clearance

Nursing students must undergo a comprehensive physical examination by a health care provider by November 1 of the semester prior to starting NUR 2221L and then annually, i.e., each fall. The costs of physical examinations and laboratory studies are the responsibility of the student.

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

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

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

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

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

Student Health Requirements for Clinical Courses

Nursing students who are registered for the following nursing courses must meet program health requirements:

- NUR 2221
- NUR 3323
- NUR 3335
- NUR 4447
- NUR 4446C
- NUR 4423
- NUR 4449
- NUR 4323
- NUR 4421

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

Students must submit the health requirement paperwork directly to the Department of Nursing by the stated deadline. If you encounter any difficulties, contact the Department of Nursing at (718) 489-5497 or Candace Byrd, Senior Administrative Assistant, at cbyrd@sfc.edu.

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

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

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

Please review the following requirements:

HIPAA Compliance

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

Basic Life Support (BLS) Certification

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

Malpractice Insurance

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

Influenza Vaccine Compliance

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

PPD (Mantoux)

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

Infection Control Policies

- HIPAA, OSHA Blood-borne Pathogens Standard, and Infection Control Training will be provided for all students.
- Students are expected to follow the specific infection control policies and procedures of the agency or institution to which they are assigned.
- The faculty and students will practice appropriate infection control procedures at all times and teach infection control procedures to ancillary health care workers (e.g., PCA, HHA, Homemaker), the client, primary caregivers, and others, as needed.
- Appropriate supplies and personal protective equipment for students and faculty are supplied by the Department of Nursing.

Student Health

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

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

Absence Due to Illness

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

Emergency Treatment

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

Health Insurance

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

Latex Allergy

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

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

Professional Appearance/Behavior

At the beginning of clinical courses, any specific uniform requirements will be explained.

Professional attire, including the official white lab coat, is to be worn at clinical agencies for clinical assignments, including pre-and post-conference. The student must have their SFC Identification card.

Personal grooming requires meticulous hygiene. Hair should be neat and off the face and collar. Beards and mustaches are permitted but must be neatly trimmed to one inch or less from the face.

Practice good body and dental hygiene. Any make-up should be subdued or natural in appearance. No perfume, cologne, after-shave, heavily scented hair products, or other offensive odors including tobacco products should be detectable. Nails should be short, no more than $\frac{1}{4}$ inch length, and no acrylic nails are permitted. Only clear nail polish may be worn. No gum chewing is allowed.

Jewelry is limited to a plain wedding band and one pair of earrings no larger than a dime. Body-piercing jewelry other than earrings may not be visible. Tongue bars, brow, or nose jewelry may not be worn during clinical experiences. Body art such as tattoos should be covered per agency policy.

Special needs for religious dress requirements will be honored to the extent that these do not conflict with guidelines of the Occupational Safety and Health Administration (OSHA) or the Centers for Disease Control (CDC). All requests to modify the clinical dress code are made to the faculty member assigned to the course.

Uniform

The St. Francis College Nursing student uniform must be purchased directly from Flynn & O'Hara.

The SFC page on the Flynn & O'Hara website is <http://flynnohara.com/school/ny262>. Students should select a navy top with SFC logo and navy scrub pants.

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

For fall semesters, the deadline to order uniforms is July 15. For the spring semester, the deadline to order and pay is January 15.

Equipment

- Wrist watch with second-hand
- Pens: black ink, ballpoint only (no gel pens)
- Pen light
- Bandage scissors
- Stethoscope: Students are required to purchase a stethoscope for use in the physical assessment and clinical courses at St. Francis College. This is a long-term investment and a high-quality piece of equipment is recommended.

Use of beepers, cellular phones, iPods, and MP3 players is not permitted in the clinical area.

STUDENT LIFE

Orientation

Each fall the college holds an orientation for all new students. Students meet faculty and staff and are given the opportunity to socialize in a congenial atmosphere and to familiarize themselves with the program of study. During orientation the students are required to complete mandated training in fire safety, infection control and other policies, if they have registered for clinical nursing courses.

Social Life

Students are encouraged to participate in social activities, sports and community projects sponsored by the College.

Library

The St. Francis College Library is the center of academic pursuit at the College. The Library is housed in a state of the art “green” building that opened its doors to the college community in 2006. Student accommodations consisting of study carrels, tables for groups and private rooms for individual or group study are spread throughout the Library. A sky lit mezzanine level provides additional space for student use. Wireless internet access is available at all locations. Printing and photocopying are also available. A microfilm section equipped with reader/printers is also available.

Library Collection

Spread out over three floors, the Library houses over 115,000 books in its reference and circulating collections, a media collection of over 2,000 items and over 476 print journal and newspaper subscriptions. Access is provided to numerous subject-specific and multidisciplinary databases. The OVID database allows access to full-text nursing journals with remote access. Cochrane Database of Systematic Reviews and PsychARTICLES are just a few of the databases that are available. All databases as well as the Library’s portal are available to students off campus as well.

Computer Labs

Two computer labs within the Library provide internet access as well as access to programs of use to students such as SPSS and Microsoft Office Suite. These labs also provide printing services, a scanner and computers set aside for viewing of videos and DVDs. Additional computers are located near the Reference desk for students who desire a Librarians assistance with research. In total, the Library provides seating at over 75 computer terminals.

Information Literacy

Librarians offer one-on-one and group instruction on the use of library resources as well as reference assistance to students for research projects. Library instruction classes are held in the Library's state-of-the-art instructional technology classroom. Librarians provide basic orientation for nursing students including instruction in the use of subject-specific resources for more advanced students. Individual consultation for students who are working on term papers, theses, and other projects is available.

Interlibrary Loan and Resource Sharing

The Library provides traditional Interlibrary Loan services to students. Students may request books or articles in person or through the Library's website. The Library also belongs to two local Library consortia. As a member of the Metropolitan New York Library Council (METRO) the Library provides St.

Francis students with onsite access to the resources of academic, special, and public libraries throughout New York City and Westchester County. Academic Libraries of Brooklyn (ALB) allows students borrowing privileges at member libraries as well as onsite access.

Librarians

The library is staffed by a Director, an Assistant Director, 2.5 FTE public services librarians, one technical services Librarian, and three part-time Librarians. All Librarians have appropriate master's degrees from schools accredited by the American Library Association, and many most full time Librarians have additional graduate degrees. Under St. Francis College's Library Liaison program, a designated Librarian is assigned to the nursing department.

This formal arrangement facilitates communication between the Librarians and the members of the faculty and leads to greater cooperation in such areas as collection development and maintenance, and Library Instruction. Because the Library Liaisons also provide library instruction for the students in their respective disciplines, they are both aware of the curriculum and are familiar with the students. This supports access to materials requested by nursing students.

A Librarian is available to assist students during all Library hours either in person, by phone or by email. A librarian is also available thru online chat during the evening hours.

Library Hours

When fall term, spring term, and January Intersession classes are in session, Library hours are: Sunday 1:00-5:00, Monday – Thursday 8:00 a.m. – 10:00 p.m., Friday 8:00 a.m. – 7:00 p.m., Saturday 10:00 a.m. – 6:00 p.m. Hours are extended to midnight during the week before and the week of Fall- and Spring-term final examinations. During Summer Sessions, Monday – Thursday closing is changed to 9:00 p.m. The Library is open 9:00 a.m. – 5:00 p.m., Monday through Friday, when no classes are in session.

Sports

St. Francis College is categorized as a Division I competitive athletic program by the National Collegiate Athletic Association (NCAA). Nursing students are encouraged to participate as a team member or fan.

See the St. Francis College Catalogue for information concerning use of athletic facilities, pool and weight-training room by non-athletes.

Minors on Campus

Students are responsible for arranging appropriate childcare. Young children may not accompany their parents to classes or public areas while classes are in session.

Alumni Association

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

REGISTRATIONS, ACCREDITATION AND AFFILIATIONS

The College is a member of the Commission of Independent Colleges and Universities and an agency member of the American Association of College of Nursing. St. Francis College is registered by The University of the State of New York, State Education Department and accredited by the Middle States Association of Colleges and Secondary Schools. The New York State Education Department, Professional Education Office of the Professions is located at 89 Washington Avenue, Albany, NY 12234.

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

ATTENDANCE POLICY

Students are expected to be present at all class and clinical sessions. Excessive lateness and absence can result in failure of the nursing course.

Classroom Attendance

1. Students are responsible for course content missed due to absence.
2. In nursing courses with a seminar and/or discussion format, classroom participation may be an integral component of the course requirements. Absences from the class, therefore, may affect the final course grade. If applicable, this is specifically noted in the course requirements at the beginning of each nursing course.

Classroom and Clinical Laboratory Attendance

2. Students, who are absent from classroom or clinical, must notify the clinical instructor, according to the procedure defined for the course. Students are responsible for familiarizing themselves with and following this procedure. The faculty will review student's absence records individually. Lateness and absence can result in failure for a nursing course.

3. Returning to the School following an absence of more than two days due to illness requires a nurse practitioner's written permission with clearance to return to full activity. The physician's note must be submitted to the instructor of the class or clinical to which the student is returning.
4. Readmission to the School following a leave of absence due to medical leave requires written clearance in order to return to full-student status. This entails submission of written clearance from the student's private physician or nurse practitioner to the Chairperson of the Department of Nursing, stating that the student can return to full-time student responsibilities.

Absence from Exams

1. Faculty must be notified of a student's absence prior to a scheduled exam.
2. A written communication from a healthcare provider must be submitted to the Department of Nursing on the day that the student returns to school.
3. Make-up exams are not given for quizzes.
4. Final exams, when given, must be taken for the student to pass the course.

Absence due to Religious Observance

When religious observance necessitates absence from the class or clinical component of a course, students will be provided with the opportunity to make up the experience. Students must notify faculty at the time of registration of the specific days involved.

Lateness

Students are expected to be punctual for all classroom, laboratory, clinical, and field trip assignments. If you anticipate being late, notify your instructor via text, email or phone.

1. Classroom/Lecture
 - a. Students arriving to a class in progress should avoid any disruptions.
 - b. Lateness in courses, where class participation is a course expectation, may negatively affect the final course grade.
2. Clinical
 - a. Students are required to be punctual for clinical experiences. Students who are late 30 minutes or more for clinical experiences or who miss the clinical pre-conference entirely, will not be permitted to remain for the remainder of the clinical day. An absence will be recorded. Students with two or more clinical absences will be referred to the Chairperson of the Department for departmental review.
 - b. All episodes of lateness will be recorded and will be reviewed individually by the faculty. Absence from clinical can result in failure of the nursing course.

STUDENT SERVICES

Academic Advisement

Once each semester, during the advisement period, students are required to meet with their assigned advisors for pre-registration program planning. Failure to meet with an advisor for advisement will result in the student being unable to register until the advisement “hold” is removed by the advisor. This may result in inability to register for desired section or courses.

Department of Nursing Faculty Mentorship

Faculty Mentoring is available during posted open-office hours, when no appointment is necessary, or by arranged appointment. Individual faculty office hours are posted outside faculty office doors and on course syllabi. Academic advisement by appointment and as needed is done by Ms. Kathy Boyd, kboyd@sfc.edu Student Advisor, in the Department of Nursing room 4311.

Counseling Services

Counseling services are available through the Student Health Service at (718) 489-5366 and the Student Counseling Center at (718) 489-5335.

Textbooks

Students order textbooks online through an agency called Akademos. www.akademos.com

Library

The St. Francis College Library is a key player in the pursuit of student academic excellence and success. The Library’s collections and research services have been developed to support student research needs and academic department curricula. The Library continuously assesses and enhances our selection of digital and traditional resources in order to provide support to all academic programs.

Collection

The resources include a circulating collection of over 250,000 books (105,000 print books and 150,000 eBooks) as well as over 2,500 DVDs. Media equipment (iPads, laptops and headphones) is also available for loan in the library. The Library provides access to over 100 major academic databases. These databases contain a wealth of scholarly journals and articles that support both faculty and student research in all subject areas. The Library’s databases also include reference resources, newspaper and popular magazine collections, and streaming video services. In addition, all students and faculty have full access to our Rosetta Stone language learning program and free digital subscriptions to New York Times and the Chronicle of Higher Education. Faculty and students can access the Library’s digital resources at any time, whether at the college or working off-campus. In order to support research across the institution, the Library leverages the subject-area expertise of its librarians in order to create subject-specific research guides covering all major disciplines. The Library provides support to both students and faculty through information literacy instruction on an individual basis or in group settings that focuses on teaching information research skills as defined by the Association of College and Research Libraries and the many services and resources available through the Library to support conducting research for academic purposes. Periodic special workshops are also conducted. Reference support is available in person, by email or through an online chat service twenty-four hours a day, seven days a week. Our students and faculty can access research resources owned by other libraries through

several resources sharing networks (for example, Academic Libraries of Brooklyn) that the Library is a member of.

Library Services

Students may receive one-on-one or group instruction on the use of Library resources for their class papers and research projects. Reference help is available in person, by phone (718-489-5307), by email (library@sfc.edu) or by text messaging (347-329-2275) during the hours the library is open. When a librarian is not available students needing assistance may consult the Library's collection of video tutorials. The tutorials can be accessed from the Library's homepage (<http://library.sfc.edu>), Facebook or YouTube. Library news can also be found on Twitter and Instagram. The Library's hours of operation vary during the academic year. When classes are in session, the Library is open 63 hours per week. During the week prior to finals and the week of finals, hours are extended to meet students' needs. Current hours are always posted on the Library's homepage (<http://library.sfc.edu>).

Phones and Phone Messages

Cell phones are to be turned off during lectures and while in clinicals. Because St. Francis College is a wireless environment, students may make use of computers located throughout the college campus to access e-mail. Cell phones are also used to contact faculty in the event of a delay or absence from a clinical day. Every effort will be made to contact the student with urgent messages from family.

SECURITY

Safety

The safety of students is of primary importance. St. Francis College Security maintains a presence in the College. Any individual or situation considered to be a possible threat to security should be reported immediately to the Security Office (718) 489-5222.

Personal Property

No facilities are available at the Department of Nursing or the cooperating affiliating agencies to secure valuable personal belongings. Students are strongly advised to leave valuables at home. Essential money or other valuables must be carried on the person. The College cannot be responsible for lost or stolen valuables. Lockers are available on a limited basis.

Identification Badges

Each student is provided with an official St. Francis College I.D. badge upon registration for the first course. The I.D. permits the student to use the school cafeteria and the library and must be shown at the request of any authorized official. Loss of an I.D. should be reported promptly to Security. It must be surrendered to the Security Department when the student leaves the program for any reason.

Cooperating Academic and Clinical Agencies

Agency identification cards may also be required by a cooperating institution. Details concerning procedures are included in the student's orientation to the specific agency.

COMMUNICATION WITHIN THE DEPARTMENT OF NURSING

Canvas Course Management System

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

Bulletin Boards and Mail Folders

The official Bulletin Board is located outside the Department of Nursing. It is used for posting of any general information for the Department of Nursing. Students are individually responsible for information posted on official bulletin boards.

E-mail

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

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

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

EVENTS AND ACTIVITIES

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

RESPONSIBILITIES OF THE STUDENT

Accountability

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

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

Standards of Written Work

All written assignments submitted in all courses to the Department of Nursing should meet APA standards of written work (American Psychological Association. Publication manual of the American Psychological Association, Washington, DC). If a paper does not meet these standards, the instructor may affect a penalty in grading the paper.

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

Plagiarized or Fraudulent Work

Documentation

Citation of source is expected for the following:

- all direct quotations;
- borrowed charts, diagrams, and other figures;

- borrowed ideas, opinions, conclusions and interpretations, even if these are not in the exact language of the source;
- any statements of fact, statistics, or scientific data that are not considered common knowledge.
- information obtained from the internet.

The APA Style Guide should be followed. Failure to document the work of others constitutes plagiarism. This includes all clinical and classroom papers submitted during nursing courses. At the discretion of the faculty, any work that is found to be plagiarized from any source, or found to be fraudulent, may invoke the sanction of course failure or dismissal from the Nursing Program. Students are referred to *The Chord* for a complete discussion of policies, procedures and sanctions.

Penalty for Late Submission of Papers

All papers must be submitted via the course management system to faculty on the due date at the time specified. Extensions may be granted in extraordinary circumstances, if requested and discussed with the faculty member before the due date and/or before final grades are filed with the registrar, 48 hours after the final exam. A penalty for papers submitted after the due date (either the original due date, or, in certain circumstances, the negotiated extended due date) will be imposed.

All course requirements must be completed before the end of the course. Failure to comply will result in an “F” (Failure) for the course and the student will not be able to progress in the nursing sequence or to graduate. There is no provision for Incomplete or “I” grades at St. Francis College.

Student Behavior Code

The student is expected to behave responsibly when representing the School. This includes speaking, dressing, grooming and conducting oneself in a way that reflects positively on the student, the College and the nursing community.

Drug, Alcohol and Smoke Free School Environment

St. Francis College maintains a drug, alcohol and smoke free environment. The use of alcohol, tobacco and/or controlled substance is strictly prohibited within the school area and affiliating agencies. Smoking is not permitted anywhere within the building. All who violate this rule will be subject to disciplinary action that may lead to dismissal. Possession, sale, or use of illegal drugs is a criminal offense and subject to legal action.

Control of Firearms

St. Francis College students who are licensed to carry a firearm for their police, court, or corrections department duties are not permitted to bring their firearm onto the campus or to clinical facilities where they are assigned for learning.

It is the student’s responsibility to secure his/her firearm at the Security Department; contact the Director or the local police department.

Maintenance of Public Order

Rules and regulations for the maintenance of public order pursuant to Article 129A of the Education Act:

The Chairperson or a designee with respect to the educational unit, pursuant to the maintenance of public order shall:

Have the affirmative responsibility of conserving and enhancing the educational standards of the Department of Nursing.

Be the advisor and executive agent of the Department of Nursing and, as such, have the immediate supervision with full discretionary power in carrying into effect the bylaws, resolutions and policies of the Board of Regents, the lawful resolutions of any of its committees and the policies, programs and lawful resolutions of the faculty.

Exercise general superintendence over the concerns, officers, employees, and students of his/her educational unit.

Rules of Public Order Policy

1. Disorderly or indecent conduct on College owned or controlled property is prohibited.
2. Unauthorized possession or consumption of alcoholic beverages or controlled drugs and/or the possession or consumption of illegal substances on College- owned or controlled property is prohibited.
3. No person shall be asked, be required, or be expected to consume alcoholic beverages of any kind, or be asked, be required or be expected to use any illegal and/or controlled drugs for the purpose of becoming a member of the College activities, clubs or committees.
4. No situation or action that recklessly or intentionally endangers the mental or physical health of any person shall be permitted.
5. All forms of hazing by an individual, group or organization are expressly prohibited.
6. No member of the academic community shall intentionally obstruct and/or forcibly prevent others from the exercise of their rights or otherwise interfere with the educational process.
7. No individual may refuse to comply with the lawful directive of a College representative.
8. Theft or intentional damage to School property, including individual property, is expressly prohibited. This includes inappropriate use of computer technology for other than school-related activities.
9. Unauthorized occupancy of College facilities or blocking access to or from such areas is prohibited. Permission for the extra-curricular use of the College facilities must be obtained in writing from the Dean. Theft or intentional damage to the College or individual property is expressly prohibited.

RIGHTS OF THE STUDENTS

Academic Grievances

The faculty of the Department of Nursing believes that the student-instructor relationship is an integral part of the educational process. The responsibility to evaluate students and assign grades rests exclusively with the faculty. The following procedure has been developed to examine problems that arise in the student-instructor relationship while preserving the academic rights of both parties. Students are referred to the CORD for a description of the St. Francis College grievance mechanism.

COMPLAINT PROCEDURES

Complaint Procedures, New York State Education Department

Section 494C(j) of the Higher Education Act of 1965, as amended, provides that a student, faculty member, or any other person who believes he or she has been aggrieved by an institution of higher education has the right to file a written complaint.

In New York State, a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution's instructional programs or the general welfare of its students. Any person who believes he or she has been aggrieved by an institution on or after May 4, 1994, may file a written complaint with the Department within three (3) years of the alleged incident.

APPENDIX I

Health Form Cover Letter

Attention Nursing Students:

Enclosed is the required Health Form that you must complete and return to the Department of Nursing in the semester prior to beginning your nursing courses.

The Health Form must be filled out completely. A licensed provider must carefully document all items of the physical exam, required lab tests and immunizations. Health Forms that are incomplete or that have insufficient documentation of immunity (serum titer levels) will prevent you from attending the clinical experience. Your completed Health Form will serve as a reference in case of illness or accident and as documentation of compliance with the hospital and regulatory agency requirements.

You should receive an email from Kathleen Boyd, Academic Advisor/Student Support Specialist, with information to assist you in completing all of the required documentation.

Please note that your admission to the nursing program and participation in clinical courses depends on you completing and returning the enclosed form, required supporting documentation, and proof of influenza vaccine, proof of malpractice insurance, background check, drug screen and BLS certification.

If you encounter any difficulties, contact the Department of Nursing at (718) 489-5497 or Candace Byrd, Senior Administrative Assistant, at cbyrd@sfc.edu.

Sincerely,

Colleen A. Carmody, EdD, CNS, RN
Chair, Department of Nursing

St. Francis College Department of Nursing Health Form

Part I: To Be Completed by the Student. Please Print.

Identifying Information

Name: _____

D.O.B _____ / _____ / _____ Age: _____

Home Address: _____

Home Telephone Number: _____

Cell phone and/or work Number: _____

Emergency Contact Information:

Name: _____

Relationship: _____

Address: _____

Home number: _____

Cell number: _____

Part II: To Be Completed by the Healthcare Provider

Annual Physical Exam

Physical assessment by a qualified medical provider (e.g. a physician, physician assistant or nurse practitioner), performed within the past 12 months (and annually thereafter) must be submitted to the Department of Nursing at least 45 days prior to the Fall semester.

Height: _____ Weight: _____ BMI: _____ Blood Pressure: _____

Temperature: _____ Pulse: _____ Respiration: _____

Review of Systems:

System	Satisfactory	Unsatisfactory	Provide Details for Unsatisfactory
HEENT			
Respiratory			
Cardiovascular			
Abdominal			
Genitourinary			
Musculoskeletal			
Mental Status			
Skin			
Neurovascular			

Immunization Record

Immunization	Date
TDaP (booster required every 10 years) <i>Make sure that the booster will not expire during the school year.</i>	____/____/____
MMR	#1 ____/____/____ #2 ____/____/____
Varicella	#1 ____/____/____ #2 ____/____/____
Hepatitis B Series	#1 ____/____/____ #2 ____/____/____ #3 ____/____/____
Annual Influenza Flu Vaccine	____/____/____

Hepatitis C

Students must be tested for HCV infection. If the test result is nonreactive, no further action is required. If the result is reactive, student must follow up with his/her healthcare provider. *Original laboratory report must be attached.*

Date Drawn	Reactive	Nonreactive

Part III: To Be Completed by the Healthcare Provider

Tuberculosis Testing

The healthcare provider must perform one of the following tests to screen for TB annually.

If any abnormal signs suggesting TB are present (positive PPD, positive Quantiferon blood screening or history of TB), a copy of the impression summary of a chest X-ray within the last 3 years is required.

A. PPD (TST Mantoux)

Site Placed: _____

Date Placed: _____ Signature: _____

Date Read: _____ Signature: _____

(must be 48-72 hours later)

Induration (must be read in MM): _____

Negative Positive

B. Quantiferon/Gold blood test screening (must attach copy of official lab report)

Date Drawn _____

Result: Negative Positive

Part IV: To Be Completed by the Healthcare Provider

Healthcare Provider's Recommendation for Admission

Based upon my assessment of the data contained in this admission Health Form, I believe that the applicant is physically capable of undertaking a full nursing educational program. I find him/her to be in good physical and mental health. He/she is free from any health impairment that is a potential risk to patients, personnel, students or faculty and that might interfere with the performance of his/her nursing student responsibilities, with or without a reasonable accommodation.

Signature of Examining Nurse Practitioner/ Physician:

(Stamp is **not** acceptable in place of signature.)

Date of Physical Exam: _____

Name: _____

Office: _____

Address: _____

Phone Number: _____

License # _____

Place Office Stamp Here:

Part V: To Be Reviewed by a Registered Nurse in the Department of Nursing

Required Proof of Immunity

Each student/on-site faculty member must provide documented evidence of the following:

1. Rubella titers or proof of vaccination.
2. Rubeola titers or proof of vaccination total of two times (not required if born before January 1, 1957).
3. Mumps titers or proof of vaccination total two times (not required if born before January 1, 1957).
4. Varicella titers or proof of vaccination two times (may opt to decline vaccination but need to know status).
5. Hepatitis B surface antigen and surface antibody, or proof of vaccination three times (may opt to decline vaccination but need to know status).
6. Evidence of Forensic Urine toxicology. Performed within the past 12 months prior to start of assignment and annually thereafter. Completed via an agency identified by St. Francis College Department of Nursing.
7. TB screening via TST implant or via Quantiferon as an alternative, performed within the past 12 months prior to the start of the assignment and again during the entire clinical rotation as necessary; if positive, negative chest X-ray report and documentation of prophylaxis treatment if received.
8. History of a diphtheria/tetanus (Td) or diphtheria, tetanus and pertussis (Tdap) within 10 years prior to the assignment start date.
9. Evidence of annual influenza vaccination during flu season or be approved for a medical or religious exemption. Individuals who are approved for an exemption will be required to wear a surgical or procedure mask in accordance with the clinical facility. A separate attestation form may be required to be completed at each individual clinical facility in addition to this form.
10. Each individual must be tested for HCV infection. If the test result is nonreactive, no further action is required. If the result is reactive, student must follow up with his/her healthcare provider and the Nursing Department chair.
11. Evidence of non-reactive Hepatitis C test.

*Original laboratory reports with numerical findings and reference ranges **must be attached.***

Part VI: To Be Completed by the Applicant

Statement of Declination Transmission of Blood Borne Pathogens

I understand that due to my educational exposure to blood or other potentially infectious materials that due to my Hep B titer status, I may be at risk for acquiring Hepatitis B Virus (HBV) infection. I have been apprised of the advisability of being vaccinated with the Hepatitis B Vaccine, but I decline to take the Hepatitis B vaccine at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

Signature: _____

Date: _____

Part VII: To Be Completed by the Applicant

Financial Responsibility Statement

Please complete the following form regarding any Health Insurance Coverage you may have. This information will be kept as proof of coverage in the event of a necessary hospitalization while you are a student at St. Francis College Department of Nursing. This form should be completed by whoever will be assuming responsibility for your health coverage whether it is yourself, your spouse or your parent/parents.

This form **MUST** be completed and **NOTARIZED** even if you have no health insurance. If you do not have health insurance, simply write “NONE” for the name of the insurance company in the space provided below.

I am willing to assume all financial responsibility in the event that
(print student name) _____
requires hospitalization while a student at St. Francis College Department of Nursing.

Name of Insurance Carrier: _____

Insurance/Group ID Number: _____

Print Name: _____

Signature: _____

Relationship to the student: _____

Notary Signature: _____

Date: _____

Stamp:

Department of Nursing Directory

During the Academic Year, administrative offices are open during the following hours:
Monday – Friday from 9:00 a.m. – 5:00 p.m.

Department of Nursing Main Office: Room 4311
Telephone: (718) 489-5497
Fax: (718) 489-5408

FACULTY	TELEPHONE
<i>Full-Time Faculty</i>	
Colleen A. Carmody, EdD, CNS, RN Chairperson, Department of Nursing	(718) 489-5267
Donna Marie Agoncillo, RN, MSN Clinical Lecturer	(718) 489-5497
Anne D'Antuono, PhD, RN, NPP Assistant Professor	(718) 489-2043
Charlyn Habeeb, MSN, RN, CMSRN Clinical Lecturer	(718) 489-2028
Kathleen Marsala-Cervasio, PhD, EdD, ACNS-BC, CCRN, RN Assistant Professor	(718) 489-2030
Theresa Sweeny, RN, DrPH, CEN Assistant Professor	(718) 489-2021
LABORATORY FACILITATOR Katrina McMahan	(718) 489-2018
ADMINISTRATIVE STAFF Kathleen Boyd Academic Advisor/Student Support Specialist	(718) 489-5474
Candace Byrd Administrative Assistant	(718) 489-5497

APPENDIX II

SFC 2019 Library Holdings For Nursing

To search all our databases at once you can always use our library search. You can also search each database individually. This is sometimes quicker and more accurate because you are searching one collection at a time and only looking through medical or science journals. Think of it as searching for a sock in a sock drawer instead of rooting through an entire closet.

This is a list of databases with nursing-specific journals. They are listed by size so if you want to begin with the biggest collection, start with Healthsource: Nursing/Academic. If you want to know which database contains a specific journal, search the Journals A-Z List.

Nursing and Medical Databases and Journals

The Library subscribes to a number of Databases that are Nursing and Healthcare related examples are:

Healthsource: Nursing/Academic

- nursing & medical
 - 550 full-text scholarly journals
 - includes AHFS Consumer Medication Information, which covers 1,300 generic drug patient education sheets with more than 4,700 brand names
- CINAHL nursing & allied health, 70 full-text scholarly journals

Ovid (Nursing @ Ovid) nursing & allied health, 27 full-text scholarly journals includes 3 ebooks including "Guide to the Code of Ethics for Nurses"

Academic Search Complete science and has 5,890 full-text scholarly journals

PubMed life sciences & biomedical

Cochrane Database of Systematic Review 4,800 records that include full-text articles, systematic review and protocols which summarize and interpret the results of medical researchnData is evidence-based medicine combined with meta-analysis

Health Reference Series Online

Health Reference Series are online reference books designed for lay readers—consumers with no specific medical knowledge. The volumes are organized in a logical way, with a detailed Table of Contents that shows exactly where to find the information readers need.

General Science Full Text (H.W. Wilson)

Full-text access to more than 100 periodicals covering astronomy, biology, botany, chemistry, conservation, health & medicine, oceanography, physics and zoology dating back to 1995.

Health Management

800 healthcare management journals covering topics that include hospitals, insurance, law, statistics, business management, personnel management, ethics, health economics and public health administration. Includes over 4,500 doctoral dissertations and theses.

Health Source: Nursing/Academic Edition

-nursing & medical, 550 full-text scholarly journals, includes AHFS Consumer Medication Information, which covers 1,300 generic drug patient education sheets with more than 4,700 brand names

Natural Medicines

An authoritative resource on dietary supplements, natural medicines, and complementary, alternative, and integrative therapies.

Ovid (Nursing@Ovid)

Nursing and allied health database with full-text access to 27 essential nursing and healthcare journals and 3 ebooks including the "Guide to the Code of Ethics for Nurses".

ScienceDirect

Full-text access to over 1,000 peer-reviewed journals in the physical sciences, life sciences, and health sciences.

Trip Database

Best Bet

Trip is a clinical search engine designed to allow users to quickly and easily find and use high-quality medical research evidence.

Academic Search Complete

Offers scholarly peer-reviewed full-text journals for STEM (science, technology, engineering and mathematics) research, as well as for the social sciences and humanities. Nearly 6,550 active full-text periodicals including 5,890 active full-text peer-reviewed journals. meta-analysis.

Credo Reference

A reliable scholarly alternative to Wikipedia. Credo Reference contains encyclopedias, subject-specific dictionaries, atlases and handbooks

EBSCOhost Web A family of databases with articles in all major subject areas.

Gale Databases

Access to all 38 Gale databases including New York Newspapers and Academic OneFile.

Oxford Reference Online: Premium

A scholarly alternative to Wikipedia. Definitions and explanations from over 175 general and subject-specific dictionaries, encyclopedias and handbooks.

ProQuest includes 16 individual databases with articles on all major subjects.

ProQuest Ebook Central

Direct access to the library's entire eBook collection. Over 150,000 eBooks covering all subject areas as well as popular titles. Read titles online or download to a laptop or mobile device.

Nursing Journals The library also subscribes to several nursing journals in print. These include

The American Journal of Nursing

Advances in Nursing (ANS)

Family & Community Health

Health Care Management Review

Health Care Manager

Hospitals & Health Networks

Inquiry

Journal of the American Medical Association (JAMA)

Journal of Ambulatory Care Management

Journal of Drug Education

Journal of Nursing Research (JNR)

Journal of Nutrition Education and Behavior

Journal of Urban Health

New England Journal of Medicine

Nursing Education Perspectives

Nursing Management

Nutrition Reviews

OMEGA: Journal of Death and Dying

212 journals found in OVID Essential Collection and Health & Biological Sciences: Nursing

AANA journal (0094-6354)

from 02/01/2001 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

ABNF journal (1046-7041)

from 01/01/2002 to 11/01/2004 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)
from 11/01/2002 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Accident and emergency nursing (0965-2302)

from 01/01/1995 to 10/31/2007 in [ScienceDirect Health & Life Sciences College Edition](#)
from 01/01/2005 to 07/01/2006 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

[Advances in nursing science \(0161-9268\)](#)

from current yr. + 4 yrs. to present in [SFC LIBRARY'S PRINT HOLDINGS](#)
from 03/01/1999 to 10/31/2005 in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

[Alabama nurse \(0002-4317\)](#)

from 2001 to present in [CINAHL](#)

[Alaska nurse \(0002-4546\)](#)

from 1995 to present in [CINAHL](#)

[Alberta RN \(1481-9988\)](#)

from 1999 to present in [CINAHL](#)
from 01/01/2003 to present in [LexisNexis Academic](#)

[American journal of critical care \(1062-3264\)](#)

from 01/01/2002 to 07/01/2008 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

[American journal of nursing \(0002-936X\)](#)

from current yr. + 4 yrs. to present in [SFC LIBRARY'S PRINT HOLDINGS](#)

[American nurse \(0098-1486\)](#)

from 01/01/2001 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

[ANNA journal \(8750-0779\)](#)

from 12/01/1995 to 12/01/1999 in [Health Reference Center Academic](#)
from 12/01/1997 to 12/31/1999 in [ProQuest Research Library](#)

[AORN journal \(0001-2092\)](#)

from 01/01/1996 to 07/01/2008 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)
from 01/01/1998 to present in [ProQuest Research Library](#)

Applied nursing research (0897-1897)

from 01/01/1995 to present in [ScienceDirect Health & Life Sciences College Edition](#)

Archives of psychiatric nursing (0883-9417)

from 01/01/1995 to present in [ScienceDirect Health & Life Sciences College Edition](#)

Arkansas nursing news (1539-8528)

from 1995 to present in [CINAHL](#)

Australasian emergency nursing journal (1574-6267)

from 09/01/2005 to present in [ScienceDirect Health & Life Sciences College Edition](#)

Australian and New Zealand journal of mental health nursing (1324-3780)

from 03/01/1998 to 12/31/2001 in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Australian emergency nursing journal (1328-2743)

from 10/01/1996 to 2004 in [ScienceDirect Health & Life Sciences College Edition](#)

Australian journal of advanced nursing (0813-0531)

from 09/22/2005 to present in [Health Reference Center Academic](#)

Australian journal of rural health (1038-5282)

from 08/01/1998 to 1 year ago in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Australian nursing journal (July 1993) (1320-3185)

from 02/01/1995 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)
from 02/01/1998 to present in [ProQuest Research Library](#)
from 11/01/2001 to present in [Health Reference Center Academic](#)

Bariatric nursing and surgical patient care (1557-1459)

from 12/01/2007 to present in [Health Reference Center Academic](#)

BRN report

from 1998 to 2003 in [CINAHL](#)

California nurse (0008-1310)

from 06/01/2002 to 04/30/2006 in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Cancer nursing practice (1475-4266)

from 04/01/2003 to 3 months ago in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

Chart (Chicago. 1956) (0069-2778)

from 1995 to present in [CINAHL](#)

Clinical advisor (1524-7317)

from 12/01/2005 to present in [Health Reference Center Academic](#)

Clinical effectiveness in nursing (1361-9004)

from 03/01/1997 to 2006 in [ScienceDirect Health & Life Sciences College Edition](#)

Clinical journal of oncology nursing (1092-1095)

from 01/01/2000 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)
from 12/01/2006 to present in [Health Reference Center Academic](#)

Clinical nursing research (1054-7738)

from 02/01/1996 to 08/01/1998 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

Colorado nurse (1985) (8750-846X)

from 2004 to present in [CINAHL](#)
from 03/01/2007 to present in [Health Reference Center Academic](#)

Community practitioner: the journal of the Community Practitioners' & Health Visitors' Association (1462-2815)

from 04/01/2007 to present in [Health Reference Center Academic](#)

Complementary therapies in nursing & midwifery (1353-6117)

from 02/01/1995 to 11/30/2004 in [ScienceDirect Health & Life Sciences College Edition](#)

Connect (London, England: 2001)

from 01/01/2006 to present in [Health Reference Center Academic](#)

Connecticut nursing news (1980) (0278-4092)

from 1995 to present in [CINAHL](#)

Contemporary nurse: a journal for the Australian nursing profession (1037-6178)

from 04/01/2005 to present in [Health Reference Center Academic](#)

Coronary health care (1362-3265)

from 02/01/1997 to 11/30/2001 in [ScienceDirect Health & Life Sciences College Edition](#)

Creative nursing (1078-4535)

from 09/01/1994 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Critical care nurse (0279-5442)

from 04/01/2002 to 04/01/2008 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

from 10/01/2002 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Critical care nursing quarterly (0887-9303)

from 02/01/1999 to 10/31/2005 in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Dermatology nursing (1060-3441)

from 02/01/1996 to present in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

from 02/01/1999 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Diabetic medicine (0742-3071)

from 01/01/1999 to 1 year ago in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Dimensions of critical care nursing (0730-4625)

from 01/01/2001 to 07/31/2007 in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Disaster management & response (1540-2487)

from 01/01/2003 to 12/31/2007 in [ScienceDirect Health & Life Sciences College Edition](#)

Dynamics (Pembroke) (1497-3715)

from 12/22/2006 to present in [Health Reference Center Academic](#)

ED nursing (1096-4304)

from 11/01/2001 to present in [Health Reference Center Academic](#)

Emergency nurse: the journal of the RCN Accident and Emergency Nursing Association (1354-5752)

from 02/01/2002 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)
from 05/01/2003 to 3 months ago in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

European journal of cardiovascular nursing: journal of the Working Group on Cardiovascular Nursing of the European Society of Cardiology (1474-5151)

from 02/01/2002 to present in [ScienceDirect Health & Life Sciences College Edition](#)

European journal of oncology nursing: the official journal of European Oncology Nursing Society (1462-3889)

from 03/01/1998 to present in [ScienceDirect Health & Life Sciences College Edition](#)

Evidence-based nursing (1367-6539)

from 01/01/2001 to 10/01/2003 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

Florida nurse (0015-4199)

from 09/01/2004 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Georgia nursing (0016-8335)

from 1995 to present in [CINAHL](#)
from 11/01/2005 to present in [Health Reference Center Academic](#)

Geriatric nursing (New York) (0197-4572)

from 1983 to Dec. 1999 in [SFC LIBRARY'S MICROFILM HOLDINGS](#)
from 01/01/1995 to present in [ScienceDirect Health & Life Sciences College Edition](#)

Hawaii nurse (Honolulu, Hawaii: 1994) (1047-4749)

from 1995 to 2000 in [CINAHL](#)

Health care manager (1525-5794)

from Sept. 1999 to present in [SFC LIBRARY'S PRINT HOLDINGS](#)

Health informatics journal (1460-4582)

from 03/01/2005 to 09/01/2008 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

Heart & lung (0147-9563)

from 01/01/1995 to present in [ScienceDirect Health & Life Sciences College Edition](#)

Holistic nursing practice (0887-9311)

from 01/01/1999 to 11/30/2005 in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Home care provider (1084-628X)

from 01/01/1996 to 12/31/2001 in [ScienceDirect Health & Life Sciences College Edition](#)

Homecare magazine (1529-1715)

from 07/19/1999 to present in [LexisNexis Academic](#)
from 03/01/2001 to present in [Business & Company Resource Center](#)
from 01/01/2002 to present in [Wilson OmniFile: Full Text Mega Edition](#)
from 04/01/2005 to present in [Business & Company Resource Center](#)

Image: the journal of nursing scholarship (0743-5150)

from 03/22/1996 to 12/22/1999 in [Health Reference Center Academic](#)

Intensive & critical care nursing (0964-3397)

from 01/01/1995 to present in [ScienceDirect Health & Life Sciences College Edition](#)
from 02/01/2005 to 04/01/2006 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

Interaction (Independence, Ohio) (1066-1441)

from 07/01/2006 to present in [Health Reference Center Academic](#)

International journal of mental health nursing (1445-8330)

from 03/01/2002 to 1 year ago in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

International journal of nursing practice (1322-7114)

from 03/01/1998 to 1 year ago in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

International journal of nursing studies (0020-7489)

from 01/01/1995 to present in [ScienceDirect Health & Life Sciences College Edition](#)
from 01/01/2005 to 01/01/2007 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

International journal of nursing terminologies and classifications (1541-5147)

from 07/01/2002 to present in [Academic Search Elite](#), [Health Source: Nursing/Academic Edition](#) and [ProQuest Research Library](#)
from 10/01/2002 to 10/01/2004 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

International journal of trauma nursing (1075-4210)

from 01/01/1995 to 07/31/2002 in [ScienceDirect Health & Life Sciences College Edition](#)

International midwifery (1560-3296)

from 11/01/2002 to present in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

International nursing review (0020-8132)

from 1981 to Dec. 2000 in [SFC LIBRARY'S MICROFILM HOLDINGS](#)
from 03/01/2000 to 1 year ago in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Internet journal of advanced nursing practice

from 01/01/2002 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)
from 01/01/2005 to present in [Health Reference Center Academic](#)

Investigación y educación en enfermería (0120-5307)

from 03/01/2005 to present in [Health Reference Center Academic](#) and [Informe Revistas en Espanol](#)

ISNA bulletin : an official publication of the Indiana State Nurses' Association

from 1995 to present in [CINAHL](#)

from 11/01/2006 to present in [Health Reference Center Academic](#)

Issues in comprehensive pediatric nursing (0146-0862)

from 02/01/1998 to 1 year ago in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Issues in mental health nursing (0161-2840)

from 01/01/1998 to 1 year ago in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Journal for nurse practitioners (1555-4155)

in [ScienceDirect Health & Life Sciences College Edition](#)

Journal for specialists in pediatric nursing (1539-0136)

from 01/01/2002 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

from 04/01/2002 to 10/01/2004 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

Journal of advanced nursing (0309-2402)

from 01/01/1989 to 1 year ago in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Journal of cancer nursing (1364-9825)

from 03/01/1997 to 12/31/1997 in [ScienceDirect Health & Life Sciences College Edition](#)

Journal of cardiovascular nursing (0889-4655)

from 01/01/1999 to 11/30/2005 in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Journal of child and adolescent psychiatric nursing (1073-6077)

from 01/01/1996 to 10/01/2004 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

from 01/01/1998 to present in [ProQuest Research Library](#)
from 07/01/1998 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

[Journal of clinical nursing \(0962-1067\)](#)

from 01/01/1998 to 1 year ago in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

[Journal of community health nursing \(0737-0016\)](#)

from 03/01/1984 to 1 year ago in [Health Source: Nursing/Academic Edition](#)
from 03/01/1985 to 1 year ago in [Academic Search Elite](#)

[Journal of community nursing \(0263-4465\)](#)

from 05/01/2004 to present in [ProQuest Research Library](#)
from 01/01/2008 to present in [Health Reference Center Academic](#)

[Journal of continuing education in nursing \(0022-0124\)](#)

from 01/01/1996 to present in [Wilson OmniFile: Full Text Mega Edition](#)

[Journal of cultural diversity \(1071-5568\)](#)

from 03/22/2002 to 09/22/2004 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)
from 03/01/2003 to present in [Academic Search Elite](#)

[Journal of diabetes nursing \(1368-1109\)](#)

from 01/01/2002 to present in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

[Journal of emergency nursing \(0099-1767\)](#)

from 02/01/1995 to present in [ScienceDirect Health & Life Sciences College Edition](#)

[Journal of gynecologic oncology nursing \(1536-9935\)](#)

from 09/22/2007 to present in [Health Reference Center Academic](#)

[Journal of hospice and palliative nursing \(1522-2179\)](#)

from 01/01/1999 to 08/24/2007 in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Journal of midwifery & women's health (1526-9523)

from 01/01/2000 to present in [ScienceDirect Health & Life Sciences College Edition](#)

Journal of multicultural nursing & health (1526-8233)

from 10/01/1998 to 04/01/2007 in [ProQuest Research Library](#)

Journal of neonatal nursing : JNN (1355-1841)

from 06/01/2005 to present in [ScienceDirect Health & Life Sciences College Edition](#)

Journal of neuroscience nursing (0888-0395)

from 04/01/1996 to present in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

Journal of nursing administration (0002-0443)

from Sept. 2004 to present in [SFC LIBRARY'S PRINT HOLDINGS](#)

Journal of nursing care quality (1057-3631)

from 04/01/1999 to 09/30/2007 in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Journal of nursing education (0148-4834)

from 01/01/1996 to present in [Wilson OmniFile: Full Text Mega Edition](#)
from 05/01/1997 to present in [ProQuest Research Library](#)

Journal of nursing management (0966-0429)

from 01/01/1998 to 1 year ago in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Journal of nursing scholarship (1527-6546)

from 03/22/2000 to present in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)
from 03/01/2003 to present in [Health Source: Nursing/Academic Edition](#)

Journal of orthopaedic nursing (1361-3111)

from 02/01/1997 to present in [ScienceDirect Health & Life Sciences College Edition](#)

from 02/01/2005 to 11/01/2006 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

[Journal of pediatric health care \(0891-5245\)](#)

from 01/01/1995 to present in [ScienceDirect Health & Life Sciences College Edition](#)

[Journal of pediatric nursing \(0882-5963\)](#)

from 02/01/1995 to present in [ScienceDirect Health & Life Sciences College Edition](#)

[Journal of pediatric oncology nursing \(1043-4542\)](#)

from 01/01/2005 to 05/01/2008 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

[Journal of perianesthesia nursing \(1089-9472\)](#)

from 02/01/1996 to present in [ScienceDirect Health & Life Sciences College Edition](#)

[Journal of perinatal & neonatal nursing \(0893-2190\)](#)

from 03/01/1999 to 10/31/2005 in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

[Journal of professional nursing \(8755-7223\)](#)

from 01/01/1995 to present in [ScienceDirect Health & Life Sciences College Edition](#)

[Journal of psychiatric and mental health nursing \(1351-0126\)](#)

from 02/01/1998 to 1 year ago in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

[Journal of psychosocial nursing and mental health services \(0279-3695\)](#)

from 01/01/1998 to present in [ProQuest Research Library](#)

[Journal of radiology nursing \(1546-0843\)](#)

from 03/01/2004 to present in [ScienceDirect Health & Life Sciences College Edition](#)

[Journal of the American Academy of Nurse Practitioners \(1041-2972\)](#)

from 01/01/2000 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Journal of the American Psychiatric Nurses Association (1078-3903)

from 02/01/2005 to 08/01/2008 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

Journal of the Association of Nurses in AIDS Care (1055-3290)

from 01/01/1995 to present in [ScienceDirect Health & Life Sciences College Edition](#)
from 01/01/1996 to 11/01/1998 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

Journal of the New York State Nurses Association (0028-7644)

from 1997 to present in [CINAHL](#)
from 03/22/2006 to present in [Health Reference Center Academic](#)

Journal of the Society of Pediatric Nurses (1088-145X)

from 04/01/1996 to 10/01/2001 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)
from 01/01/1999 to 10/31/2001 in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Journal of theory construction & testing (1086-4431)

from 03/22/2002 to 09/22/2003 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)
from 12/01/2002 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Journal of vascular nursing (1062-0303)

from 03/01/1995 to present in [ScienceDirect Health & Life Sciences College Edition](#)

Kansas nurse (0022-8710)

from 1995 to present in [CINAHL](#)

Legislative network for nurses (8756-0054)

from 01/12/2004 to present in [Health Reference Center Academic](#)

Maryland nurse (0047-6080)

from 1995 to 1999 in [CINAHL](#)

from 11/01/2007 to present in [Health Reference Center Academic](#)
Maryland nurse (Linthicum Heights, Md. : 1999)

from 2000 to present in [CINAHL](#)

Massachusetts nurse (0163-0784)

from 1995 to present in [CINAHL](#)

from 03/01/2003 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Medsurg nursing (1092-0811)

from 02/01/1996 to present in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

from 02/01/1999 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Michigan nurse (0026-2366)

from 1995 to present in [CINAHL](#)

Midwifery (0266-6138)

from 01/01/1995 to present in [ScienceDirect Health & Life Sciences College Edition](#)

Midwifery today and childbirth education with international midwife (1522-2888)

from 03/22/2000 to 03/22/2003 in [Health Reference Center Academic](#)

Minnesota nursing accent (0026-5586)

from 1995 to present in [CINAHL](#)

Minority nurse newsletter (1071-9946)

from 01/01/2002 to 09/22/2003 in [Health Reference Center Academic](#)

from 11/01/2002 to 09/30/2004 in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Mississippi RN (0026-6388)

from 1995 to present in [CINAHL](#)

Missouri nurse (0026-6655)

from 04/01/2007 to present in [Health Reference Center Academic](#)

[N&HC, perspectives on community \(1081-8731\)](#)

from 01/01/1996 to 03/01/1997 in [Health Reference Center Academic](#)

[Nebraska nurse \(0028-1921\)](#)

from 1995 to present in [CINAHL](#)

[Nephrology nursing journal : journal of the American Nephrology Nurses' Association \(1526-744X\)](#)

from 01/01/2000 to present in [ProQuest Research Library](#)

from 02/01/2000 to present in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

from 08/01/2001 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

[Nevada RNformation \(0273-4117\)](#)

from 1995 to present in [CINAHL](#)

from 11/01/2006 to present in [Health Reference Center Academic](#)

[New Jersey nurse \(1978\) \(0196-4895\)](#)

from 1995 to present in [CINAHL](#)

[New Mexico nurse \(0028-6273\)](#)

from 1995 to present in [CINAHL](#)

from 04/01/2007 to present in [Health Reference Center Academic](#)

[Newborn and infant nursing reviews \(1527-3369\)](#)

from 03/01/2001 to present in [ScienceDirect Health & Life Sciences College Edition](#)

[Nurse author & editor \(1054-2353\)](#)

from 1991 to present in [CINAHL](#)

[Nurse education in practice \(1471-5953\)](#)

from 03/01/2001 to present in [ScienceDirect Health & Life Sciences College Edition](#)

Nurse education today (0260-6917)

from 01/01/1995 to present in [ScienceDirect Health & Life Sciences College Edition](#)
from 01/01/2005 to 05/01/2006 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

Nurse leader (1541-4612)

in [ScienceDirect Health & Life Sciences College Edition](#)

Nurse practitioner (0361-1817)

from current yr. + 4 yrs. to present in [SFC LIBRARY'S PRINT HOLDINGS](#)
from 04/01/1999 to 12/01/2004 in [ProQuest Research Library](#)
from 04/01/2001 to 08/31/2007 in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Nurse practitioners' prescribing reference (1074-3871)

from 03/22/2006 to present in [Health Reference Center Academic](#)

Nurse researcher (1351-5578)

from 03/01/2002 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)
from 09/01/2002 to present in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

Nursing (Jenkintown, Pa.) (0360-4039)

from 01/01/1975 to 08/31/2007 in [Health Source: Nursing/Academic Edition](#)
from 01/01/1985 to 08/31/2007 in [Academic Search Elite](#)
from 09/01/1995 to 12/01/2004 in [ProQuest Research Library](#)

Nursing administration quarterly (0363-9568)

from 01/01/1999 to 10/31/2005 in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Nursing and health care perspectives (1094-2831)

from 05/01/1997 to 11/01/2001 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

Nursing & health sciences (1441-0745)

from 03/01/1999 to 1 year ago in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Nursing BC (1185-3638)

from 2004 to present in [CINAHL](#)
from 02/01/2007 to present in [Health Reference Center Academic](#)

Nursing diagnosis (1046-7459)

from 01/01/1996 to 04/01/2002 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)
from 01/01/1998 to 06/30/2002 in [ProQuest Research Library](#)
from 01/01/1999 to 04/30/2002 in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Nursing economic\$ (0746-1739)

from 07/01/1983 to present in [Health Source: Nursing/Academic Edition](#)
from 01/01/1985 to present in [Academic Search Elite](#)
from 01/01/1996 to present in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)
from 01/01/1998 to present in [ProQuest Research Library](#)

Nursing education perspectives (1536-5026)

from current yr. + 4 yrs. to present in [SFC LIBRARY'S PRINT HOLDINGS](#)
from 03/01/2002 to present in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)
from 11/01/2002 to present in [Health Source: Nursing/Academic Edition](#)

Nursing ethics (0969-7330)

from 01/01/1997 to present in [Academic Search Elite](#), [Health Source: Nursing/Academic Edition](#) and [ProQuest Research Library](#)

Nursing forum (Hillsdale) (0029-6473)

from 1973 to Dec. 2000 in [SFC LIBRARY'S](#)
from 01/01/1996 to 10/01/2004 in [Expanded Center Academic](#)
from 10/01/1997 to present in [ProQuest Research Library](#)

Nursing/Academic Edition

Nursing history review (1062-8061)

from 01/01/2005 to present in [ProQuest Research Library](#)

Nursing homes (1991) (1061-4753)

from 01/01/1991 to 12/31/2001 in [ABI/INFORM Global](#) and [ProQuest Research Library](#)

from 01/01/1992 to 02/28/2008 in [Business & Company Resource Center](#)

from 01/01/1992 to 02/01/2008 in [Health Reference Center Academic](#)

from 05/01/1993 to 02/28/2008 in [Academic Search Elite](#), [Business Source Elite](#) and [Health Source: Nursing/Academic Edition](#)

from 01/01/2004 to 02/29/2008 in [ABI/INFORM Global](#) and [ProQuest Research Library](#)

Nursing inquiry (1320-7881)

from 12/01/1998 to 1 year ago in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Nursing law's Regan report (1528-848X)

from 05/01/2000 to present in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

Nursing management (0744-6314)

from current yr. + 4 yrs. to present in [SFC LIBRARY'S PRINT HOLDINGS](#)

from 02/01/1993 to 12/01/2004 in [ABI/INFORM Global](#) and [ProQuest Research Library](#)

from 01/01/1995 to 08/31/2007 in [Academic Search Elite](#), [Business Source Elite](#) and [Health Source: Nursing/Academic Edition](#)

Nursing management (Harrow, London, England) (1354-5760)

from 02/01/2002 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

from 10/01/2002 to present in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

Nursing New Zealand (Wellington, N.Z.: 1995) (1173-2032)

from 02/01/1999 to present in [Expanded Academic ASAP](#)

from 02/01/2003 to present in [Health Reference Center Academic](#)

Nursing news (Concord, N.H.) (0029-6538)

from 1995 to present in [CINAHL](#)

Nursing outlook (0029-6554)

from 1981 to Dec. 1991 in [SFC LIBRARY'S MICROFILM HOLDINGS](#)
from 01/01/1995 to present in [ScienceDirect Health & Life Sciences College Edition](#)

Nursing philosophy (1466-7681)

from 07/01/2000 to 1 year ago in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Nursing praxis in New Zealand inc. (0112-7438)

from 11/01/2005 to present in [Health Reference Center Academic](#)

Nursing research (New York) (0029-6562)

from May.-Jun. 2004 to present in [SFC LIBRARY'S PRINT HOLDINGS](#)

Nursing standard (0029-6570)

from 09/25/2002 to present in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)
from 01/07/2004 to present in [Academic Search Elite](#)

Office nurse (0893-6595)

from 09/01/1999 to 11/01/1999 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

Ohio nurses' review (0030-0993)

from 2003 to present in [CINAHL](#)

Oklahoma nurse (0030-1787)

from 09/01/2006 to present in [Health Reference Center Academic](#)

Oncology nursing forum (0190-535X)

from 01/01/2000 to present in [Academic Search Elite](#) and [Health Source:](#)

Nursing/Academic Edition
from 11/01/2006 to present in [Health Reference Center Academic](#)

Online journal of issues in nursing (1091-3734)

from 01/01/2003 to present in [Health Source: Nursing/Academic Edition](#)

Online journal of rural nursing and health care (1539-3399)

from 09/22/2006 to present in [Health Reference Center Academic](#)

ONS news (0890-5215)

from 01/01/2000 to 12/31/2006 in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)
from 12/01/2006 to 12/01/2006 in [Health Reference Center Academic](#)

Oregon nurse (0030-4751)

from 1995 to present in [CINAHL](#)

Orthopaedic nursing (0744-6020)

from 01/01/1998 to present in [ProQuest Research Library](#)
from 01/01/2000 to 07/31/2007 in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Paediatric nursing (0962-9513)

from 02/01/2002 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)
from 04/01/2003 to 3 months ago in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)

Pain management nursing (1524-9042)

from 03/01/2000 to present in [ScienceDirect Health & Life Sciences College Edition](#)

Patient care for the nurse practitioner (1524-4083)

from 11/01/2001 to 02/01/2007 in [Expanded Academic ASAP](#)

Patient care management (1532-8880)

from 01/01/2002 to 11/01/2003 in [Health Reference Center Academic](#)

Pediatric nursing (0097-9805)

from 01/01/1996 to present in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)
from 11/01/1997 to present in [ProQuest Research Library](#)
from 01/01/1999 to present in [Academic Search Elite](#), [Health Source: Nursing/Academic Edition](#) and [Professional Development](#)

Pelican news (0031-4161)

from 1995 to present in [CINAHL](#)

Pennsylvania nurse (0031-4617)

from 1995 to present in [CINAHL](#)

Perspectives in psychiatric care (0031-5990)

from 01/01/1996 to 10/01/2004 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)
from 10/01/1997 to present in [ProQuest Research Library](#)
from 07/01/1998 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Plastic surgical nursing (0741-5206)

from 01/01/1997 to 12/01/2003 in [ProQuest Research Library](#)
from 03/01/2001 to 07/31/2007 in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Practice nurse: the journal for nurses in general practice (0953-6612)

from 07/21/2000 to present in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)
from 06/01/2002 to present in [Wilson OmniFile: Full Text Mega Edition](#)
from 08/15/2003 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Primarily nursing (0739-4446)

from 03/01/1994 to 07/31/1994 in [Health Source: Nursing/Academic Edition](#)

Public health nursing (Boston, Mass.) (0737-1209)

from 02/01/1998 to 1 year ago in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

[Regan report on nursing law \(0034-3196\)](#)

from 01/01/1996 to 12/01/1999 in [Health Reference Center Academic](#)
from 01/01/1997 to 12/01/1999 in [Expanded Academic ASAP](#)

[Registered nurse \(1932-8966\)](#)

from 06/01/2006 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

[Revolution \(Staten Island, N.Y.\) \(1059-0927\)](#)

from 11/01/2002 to 01/31/2006 in [Health Source: Nursing/Academic Edition](#)

[RN \(0033-7021\)](#)

from current yr. + 4 yrs. to present in [SFC LIBRARY'S PRINT HOLDINGS](#)
from Jan. 1971 to 1987 in [SFC LIBRARY'S MICROFILM HOLDINGS](#)
from 08/01/1998 to 10/31/2003 in [Wilson OmniFile: Full Text Mega Edition](#)

[Scandinavian journal of caring sciences \(0283-9318\)](#)

from 04/02/1998 to 1 year ago in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

[Seminars in oncology nursing \(0749-2081\)](#)

from 01/01/1995 to present in [ScienceDirect Health & Life Sciences College Edition](#)

[Sentinel \(Oregon State Board of Nursing\)](#)

from 2001 to present in [CINAHL](#)
from 2003 to present in [CINAHL](#)

[South Carolina nurse \(Columbia, S.C.: 1994\) \(1046-7394\)](#)

from 10/01/2006 to 07/01/2007 in [Health Reference Center Academic](#)

[SRNA newsbulletin \(1494-7668\)](#)

from 1999 to present in [CINAHL](#)

[Stat \(0038-9986\)](#)

from 1995 to present in [CINAHL](#)
from 05/01/2007 to present in [Health Reference Center Academic](#)

Tar heel nurse (0039-9620)

from 1994 to present in [CINAHL](#)

Teaching and learning in nursing (1557-3087)

from 06/01/2006 to present in [ScienceDirect Health & Life Sciences College Edition](#)

Tennessee nurse (1055-3134)

from 1995 to present in [CINAHL](#)
from 03/22/2006 to present in [Health Reference Center Academic](#)

Texas nursing (0095-036X)

from 1995 to present in [CINAHL](#)

Turning points (Regina) (1209-4846)

from 1997 to 1999 in [CINAHL](#)

Urologic nursing (1053-816X)

from 03/01/1999 to 06/01/2004 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)
from 04/01/2001 to present in [Academic Search Elite](#) and [Health Source: Nursing/Academic Edition](#)

Vård i Norden (0107-4083)

from 09/22/2006 to present in [Health Reference Center Academic](#)

Vermont nurse connection (1529-4609)

from 1998 to present in [CINAHL](#)
from 02/01/2007 to present in [Health Reference Center Academic](#)

Vermont registered nurse (0191-1880)

from 1995 to 1999 in [CINAHL](#)

Virginia nurses today (1084-4740)

from 1995 to present in [CINAHL](#)

Visions (New York, N.Y.) (1072-4532)

from 01/01/2002 to present in [Health Reference Center Academic](#)
from 01/01/2003 to present in [Health Source: Nursing/Academic Edition](#)

Washington nurse (0734-5666)

from 1995 to present in [CINAHL](#)

West Virginia nurse (1074-8091)

from 1995 to present in [CINAHL](#)

Western journal of nursing research (0193-9459)

from 02/01/1996 to 12/01/1998 in [Expanded Academic ASAP](#) and [Health Reference Center Academic](#)