IONA UNIVERSITY

NEWYORK-PRESBYTERIAN
IONA SCHOOL of HEALTH SCIENCES

MS NURSING STUDENT HANDBOOK
AY 2024-2025

WELCOME TO THE IONA UNIVERSITY MS NURSING PROGRAM

Dear Students,

Welcome to the Department of Nursing at Iona University! You have chosen a rigorous and exciting program to continue your educational journey which will support your pursuit of your professional career goals. Today's professional nurse is at the forefront of health care, with the capacity to make authentic and lasting changes in the lives of individuals, families, communities, and agencies.

Nursing education is highly specialized. Department policies and procedures have been designed to ensure that Iona University's MS nursing program prepares intellectually prepared, clinically competent, empathetic, compassionate, morally reflective, and confident graduates. This handbook has been prepared to provide you with a guide to the graduate nursing program policies and procedures designed to promote student and patient safety and success. The Iona University Graduate Catalogue is the primary source for information about the University and NewYork-Presbyterian School of Health Sciences. Some nursing policies may have stricter expectations and guidelines, which will then supersede the University's policies related to the same matter.

The faculty and staff extend you our best wishes for success and utmost support while you pursue your graduate nursing education. Go GAELS!

Sincerely,

Sherylyn Watson, PhD, MSN, RN, CNE
Associate Professor
Director of Nursing
Associate Dean, NewYork-Presbyterian Iona School of Health Sciences

Notices

1. This handbook is subject to change without prior notice. Any policy changes will be communicated through email and posted on BlackBoard courses. The Director of Nursing of the Director's designee is responsible for distributing any changes in policy.
2. While every effort is made to ensure the accuracy of information provided in this Handbook, accuracy cannot be guaranteed. Iona University reserves the right to make changes at any time without prior notice. The University provides this information in this Guide solely for the convenience of the reader, who may not rely upon it as a promise or legal obligation. Iona University expressly disclaims any liability based on the contents. The information contained in this handbook applies for the 2024-2025 academic year, but its contents do not constitute a contract between the student and University.

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The Department of Nursing is committed to a policy of nondiscrimination based on race, color, creed, national origin, ethnicity, age, gender, marital status, sexual orientation, veteran status, disability, or economic status in the administration of its educational, recruitment, and admissions policies; scholarship and loan programs; and athletic or other university-administered programs. All institutional processes and policies are in compliance with Title IX of the 1972 Education Amendments and Section 504 of the Rehabilitation Act of 1973, respectively.

IONA DEPARTMENT OF NURSING

MISSION

The Department of Nursing will provide high-quality, accessible educational experiences that challenge and empower students to become nurse leaders working at the forefront of healthcare. We are committed to preparing students who are liberally educated, clinically competent, and will be compassionate, empathetic, and ethical professionals. Iona's nursing program, consistent with Iona University's mission, will provide an educational environment that embraces intellectual inquiry, commitment to excellence, service to others, and an appreciation for inclusion and diversity.

GOALS

The Department of Nursing's Goals are to:

- Prepare competent nurses who are morally reflective and critical thinking professionals who are contributing, collaborative members of the healthcare team.
- Promote excellence, innovation, and creativity in teaching, scholarship, and practice.
- Engage in service to the community and profession of nursing.
- Generate and disseminate knowledge through scholarly inquiry and research that advances nursing science.

NURSING GRADUATE PROGRAM STUDENT LEARNING OUTCOMES

The MS in Nursing graduate is prepared to provide leadership and comprehensive care across the healthcare continuum, including academic settings. Program emphasis includes leadership, clinical nursing practice, education, evidence-based practice and translation of scholarship, practical experiences, and appreciation for lifelong learning.

The graduate will be able to:

1. Integrate philosophical, theoretical, and ethical knowledge from nursing science and other disciplinary perspectives to translate evidence to advance nursing practice.

2. Lead collaboratively within the interprofessional team to plan, coordinate, and deliver evidence-based and holistic person-centered care that prioritizes a culture of the highest quality and safety principles in healthcare environments.

3. Collaborate with partners to advocate for and create health policies that promote equitable, culturally responsive, and sustainable population healthcare.

4. Lead within complex healthcare systems to recommend, design, and implement equitable solutions to improve health outcomes and system effectiveness.

5. Apply informatics and communication technologies in accordance with legal and professional practices to promote quality and safe healthcare in diverse populations across the continuum of care.

6. Portray a professional nursing identity that reflects moral courage, ethical principles, human dignity, and social justice, and upholds accountability to the individual, society, and the profession.

7. Model leadership within the nursing profession that embraces personal well-being, lifelong learning, advocacy, transformation, mentorship, and service.

Curriculum Plan

Students must have completed a pre-requisite of a graduate statistics course with a minimum grade of B or better within 5 years of the program by the completion of the first semester.

HealthCare Organizational Leadership Plan of Study

Health Care Organizational Leadership Plans of Studies Part-Time 3-year Plan Fall and Spring Start

Part-Time 3 years - Fall Start			
Fall I	Credits	Spring I	Credits
NUR 500 Role Development in Advanced Nursing Practice: Philosophical, Theoretical, & Ethical Basis	3	NUR 503 Translating Evidence into Nursing Practice 2.5/0.5 [30 hours practice]	3
NUR 502 Research & Evidence-Based Practice in Advanced Nursing Practice 2.5/0.5 [30 hours practice]	3	NUR 522 Principles and Application of Finance and Budget Planning 2.5/0.5 [30 hours practice]	3
Total Term Credits:	6	Total Term Credits:	6
Summer I		Fall II	
NUR 501 Leadership Competencies in Advanced Nursing Practice 2.5/0.5 [30 hours practice]	3	NUR 520 Foundations of Organizational Leadership	3
NUR 504 Health Care in a Global Society	2	NUR 631 Health Care Quality & Safety 2.5/0.5 [30 hours practice]	3
Total Term Credits:	5	Total Term Credits:	6
Spring II		Summer II	
NUR 521 Human Resources Management in Health Care 2.5/0.5 [30 hours practice]	3	NUR 700 Role Practicum: Strategic Leadership [60 hours clinical]	1
NUR 630 Role Practicum: Operations Leadership [120 hours clinical]	2		
Total Term Credits:	5	Total Term Credits:	1
Fall III		Spring III	
NUR 523 Health Care Economics & Strategic Planning 2.5/0.5 [30 hours practice]	3	NUR 701 Synthesis of Health Care Organizational Leader Role	2
NUR 632 Design Thinking for Institutional Change 2/1 [60 hours practice]	3	NUR 710 Role Practicum: Organizational Leadership [60 hours clinical]	1
Total Term Credits:	6	Total Term Credits:	3
Total Credits: 38		Clinical: 240 Practice: 270 Total Clinical/Practice hours: 510	

Part-Time 3 years - Spring Start			
SPRING I	Credits	Summer I	Credits
NUR 500 Role Development in Advanced Nursing Practice: Philosophical, Theoretical, & Ethical Basis	3	NUR 501 Leadership Competencies in Advanced Nursing Practice2.5/0.5 [30 hours practice]	3
NUR 502 Research & Evidence-Based Practice in Advanced Nursing Practice 2.5/0.5 [30 hours practice]	3	NUR 504 Health Care in a Global Society	2
Total Term Credits:	**6**	**Total Term Credits:**	**5**
Fall I		Spring II	
NUR 503 Translating Evidence into Nursing Practice 2.5/0.5 [30 hours practice]	3	NUR 522 Principles and Application of Finance and Budget Planning 2.5/0.5 [30 hours practice]	3
NUR 520 Foundations of Organizational Leadership	3	NUR 631 Health Care Quality & Safety 2.5/0.5 [30 hours practice]	3
Total Term Credits:	**6**	**Total Term Credits:**	**6**
Summer II		Fall II	
NUR 521 Human Resources Management in Health Care 2.5/0.5 [30 hours practice]	3	NUR 630 Role Practicum: Operations Leadership [120 hours clinical]	2
		NUR 632 Design Thinking for Institutional Change 2/1 [60 hours practice]	3
Total Term Credits:	**3**	**Total Term Credits:**	**5**
Spring III		Summer III	
NUR 523 Health Care Economics & Strategic Planning 2.5/0.5 [30 hours practice]	3	NUR 701 Synthesis of Health Care Organizational Leader Role	2
NUR 700 Role Practicum: Strategic Leadership [60 hours clinical]	1	NUR 710 Role Practicum: Organizational Leadership [60 hours clinical]	1
Total Term Credits:	**4**	**Total Term Credits:**	**3**
Total Credits: **38**		**Clinical: 240 Practice: 270 Total Clinical/Practice hours: 510**	

Nursing Education Plan of Study

MS degree in Nursing Education Plans of Study – Part-time Fall & Spring starts

Part-Time 3 years - Fall Start			
Fall I	Credits	Spring I	Credits
NUR 500 Role Development in Advanced Nursing Practice: Philosophical, Theoretical, & Ethical Basis	3	NUR 503 Translating Evidence into Nursing Practice 2.5/0.5 [30 hours practice]	3
NUR 502 Research & Evidence-Based Practice in Advanced Nursing Practice 2.5/0.5 [30 hours practice]	3	NUR 510 Advanced Pharmacology	2
Total Term Credits:	**6**	**Total Term Credits:**	**5**
Summer I		Fall II	
NUR 501 Leadership Competencies in Advanced Nursing Practice2.5/0.5 [30 hours practice]	3	NUR 505 Advanced Concepts of Health Assessment: Across the Lifespan 1.5/0.5 [30 hours practice]	2
NUR 504 Health Care in a Global Society	2	NUR 511 Advanced Concepts of Pathophysiology: Across the Lifespan	2
		NUR 702 Evolving Roles of Nurse Educators 2.5/0.5 [30 hours practice]	3
Total Term Credits:	**5**	**Total Term Credits:**	**7**
Spring II		Summer II	
NUR 720 Role Practicum: Clinical Nursing Practice [60 hours clinical]	1	NUR 602 Population Health Issues & Outcomes	2
NUR 721 Curriculum Development in Nursing Education (practice & academic focused projects) 2.5/.05 [30 hours practice]	3	NUR 640, NUR 650, NUR 660, NUR 670, NUR 680, or NUR 690 Role Practicum: Population Health (choose 1) [60 hours clinical]	1
Total Term Credits:	**4**	**Total Term Credits:**	**3**
Fall III		Spring III	
NUR 722 Facilitate Student Learning through Teaching Innovation 2.5/0.5 [30 hours practice]	3	NUR 735 Synthesis of the Nurse Educator Role	2
NUR 723 Assessment and Evaluation Strategies in Nursing Education 2/1 [60 hours practice]	3	NUR 740 Role Practicum: Nursing Education [60 hours clinical]	1
NUR 730 Role Practicum: Academic Nursing Practice [60 hours clinical]	1		
Total Term Credits:	**7**	**Total Term Credits:**	**3**
Total Credits: 40		**Clinical: 240 Practice: 270 Total Clinical/Practice hours: 510**	

Part-Time 3 years – Spring Start				
Spring I	Credits	Summer I	Credits
NUR 500 Role Development in Advanced Nursing Practice: Philosophical, Theoretical, & Ethical Basis	3	NUR 501 Leadership Competencies in Advanced Nursing Practice2.5/0.5 [30 hours practice]	3
NUR 502 Research & Evidence-Based Practice in Advanced Nursing Practice 2.5/0.5 [30 hours practice]	3	NUR 504 Health Care in a Global Society	2
Total Term Credits:	**6**	**Total Term Credits:**	**5**
Fall I		Spring II	
NUR 503 Translating Evidence into Nursing Practice 2.5/0.5 [30 hours practice]	3	NUR 505 Advanced Concepts of Health Assessment: Across the Lifespan 1.5/0.5 [30 hours practice]	2
NUR 511 Advanced Concepts of Pathophysiology: Across the Lifespan	2	NUR 510 Advanced Pharmacology	2
		NUR 702 Evolving Roles of Nurse Educators 2.5/0.5 [30 hours practice]	3
Total Term Credits:	**5**	**Total Term Credits:**	**7**
Summer II		Fall II	
NUR 602 Population Health Issues & Outcomes	2	NUR 720 Role Practicum: Clinical Nursing Practice [60 hours clinical]	1
NUR 640, NUR 650, NUR 660, NUR 670, NUR 680, or NUR 690 Role Practicum: Population Health (choose 1) [60 hours clinical]	1	NUR 721 Curriculum Development in Nursing Education (practice & academic focused projects) 2.5/.05 [30 hours practice]	3
Total Term Credits:	**3**	**Total Term Credits:**	**4**
Spring III		Summer III	
NUR 722 Facilitate Student Learning through Teaching Innovation 2.5/0.5 [30 hours practice]	3	NUR 735 Synthesis of the Nurse Educator Role	2
NUR 723 Assessment and Evaluation Strategies in Nursing Education 2/1 [60 hours practice]	3	NUR 740 Role Practicum: Nursing Education [60 hours clinical]	1
NUR 730 Role Practicum: Academic Nursing Practice [60 hours clinical]	1		
Total Term Credits:	**7**	**Total Term Credits:**	**3**
Total Credits: 40		**Clinical: 240 Practice: 270 Total Clinical/Practice hours: 510**	

Accreditation
- Iona University is accredited by the Middle State Commission on Higher Education (MSCHE) to award degrees at the baccalaureate and master's levels.
- The baccalaureate degree program in nursing at Iona University is accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org).
- The Iona University's Department of Nursing baccalaureate degree program in nursing is accredited by and registered with the New York State Department of Education, 89 Washington Ave, Albany, NY 12234

General Information & Policies

Admission

Students are admitted to a specific program cohort. If a student wishes to change to a different program track, the student must be in good academic and professional standing and seek approval from the Director of Nursing.

The admission requirements are:

1.. BS degree in Nursing or BSN degree from an accredited program with a minimum 3.000 GPA; or MSN with a non-nursing baccalaureate degree with a minimum 3.000 GPA

2. Graduate Statistics course within the past 5 years with a minimum grade of a B or taken within the first semester of the program prior to matriculation into the program.* (see section below)

3. Unencumbered RN New York State License or eligibility to obtain one by the start of the program

4. Upon acceptance, a comprehensive criminal background check with no violations to preclude clinical practice.

Graduate Statistics Course Requirement

A graduate statistics course within the past 5 years with a minimum grade of a B is required for admission. If a graduate statistics course requirement has not been met at the time of admission, the following two options (A or B) are offered to meet this requirement:

- Option A: Take a graduate statistics course from an accredited university or at Iona in the first semester. If taken at Iona, enroll in MBA 510 OL (online): Quantitative Tool for Management.
- Option B: Complete Your Stat Class - Free Online Statistics Course. There are 11 modules that focus on the application of basic principles of statistics and include textbook chapters and tests for each of the 11 modules. The website also has optional videos and homework assignments for additional practice on a particular topic.
- After completing these modules, students will take a Statistics Completion Final Exam in Blackboard by the end of Week 13 in the, first enrolled course, NUR 500.
- The student must achieve a grade of $\geq 80.00\%$ on the exam to pass. Each student may take the exam up to two times before the end of Week 13 to achieve a passing score.

- At the end of Week 13, a student who scores below 80% will be required to enroll in a graduate statistics course at Iona University or an approved accredited university in the winter session or the following semester.
- Students who do not meet the graduate statistics course requirement will be unable to register for NUR 503 Translating Evidence into Nursing Practice, which is offered in the second semester of the program and will delay their plan of study.
- The student must discuss which option they chose by the first day of the semester with their academic advisor.

Advisement and Registration
Academic advisors are designated nursing faculty members who will be assigned upon beginning the program to assist with course selections for each of the semesters and answer any questions or concerns regarding the program. The student should schedule at least 1 appointment per semester to discuss progress in the program and class schedules. Once a student has met with their advisor, clearance will be granted for registration.

Students are responsible for course registration and following up on lifting holds placed on accounts. No student will be permitted to attend class or clinical unless registered through the University's system.

Communication Practices
Iona University email is the official method of communication. Students are responsible for checking their Iona University email at a minimum every 24 hours. Students, faculty, and staff are expected to establish and maintain their email accounts so that they will receive important communications in a timely manner.
The Department of Nursing uses several communication strategies to promote information exchange and involvement.
Course-specific Blackboard sites where direct email messages to individuals and groups are frequently used to communicate important information to students.
Faculty schedule and post regular office hours each semester. Faculty will announce or post procedures for contacting and/or scheduling appointments. Course faculty office hours are posted on the syllabus and/or office door.

Students may request letters of reference from faculty by emailing the individual faculty member.

Faculty Availability
Each faculty member schedules weekly office hours for student conferences. Students are encouraged to make appointments with faculty members during their scheduled office hours. Electronic communication is also encouraged. Advising may occur in a face-to-face setting or virtually per the preference of the individual faculty member. All program leaders are available to meet with students by appointment. Although the administrators have an "open door" policy to meet with students, appointments are suggested so that adequate time is available to address student issues and concerns.

Student Representation
Student involvement in the governance of the Department of Nursing is important and valued. Students may participate in open forums for their respective programs.
The purpose of the student participation is to:
- Share nursing and program updates to the nursing student body enrolled in the nursing program in a timely manner, respective to the program.

- Receive student feedback and suggestions on current program offerings.
- Identify and discuss common issues among students in the program with nursing administration. Individual student issues should be addressed by following the department's chain of command.

There will be a minimum of one meeting per semester.

All students currently enrolled in nursing (NUR) graduate courses during the time of the meeting are eligible to participate. The chair is the Director of Nursing, and the department's administrative assistant will attend.

Chain of Command

1. Any student having course/clinical problems or issues must first approach the appropriate instructor. If the student feels the problem was not resolved appropriately, the student should then make an appointment to see the next individual in the chain of command, the course coordinator if clinical. If the matter remains unresolved, the student should then make an appointment to meet with the Director of Nursing.
2. Students should contact their academic advisor for guidance and support throughout this process.
3. Any student failing to follow this chain of command as stated will be sent back to the initial instructor until the procedure has been followed

Writing Policy

The American Psychological Association (APA) is the most commonly used set of writing standards in nursing professional literature. All nursing courses require the use of the most recent edition of APA standards for writing. In most cases, a number of grading points will be allocated to a style category; thus, failure to use APA standards will likely lower a student's grade on written assignments. All assignments must comply with the published University Academic Dishonesty Policy. Students are not allowed to resubmit personal work from a previous class or if repeating the course. The Department of Nursing enacts the academic dishonesty policy for any work submitted previously if done by the student themselves or by another person.

Academic Integrity

Iona Department of Nursing Faculty expects students to demonstrate integrity in the classroom and clinical setting. Submitting someone else's work as your own, using resources other than your own knowledge during examinations, and misrepresenting your performance in patient care areas are examples of dishonest behavior that will not be tolerated. The faculty expects all students to promote among themselves the highest standard of ethical behavior. Sanctions for academic dishonesty may also include but not be limited to re-doing an assignment, re-taking an examination, undertaking an additional assignment, receiving a reduced grade, warning, suspension, or expulsion. See the University's published policy.

All members of the nursing community- faculty, administrators, staff, and students have a responsibility to report any reasonable suspicion that academic dishonesty has occurred. A report is made to the faculty member if it relates to a specific course, if not to the Director of the Nursing program. All student reports of suspected academic dishonesty are kept confidential to the greatest extent possible. An investigation is completed and a decision on a sanction is rendered after collaboration between the Director of Nursing and the faculty member.

MS Nursing Program's Artificial Intelligence Policy

Writing, analytical, and critical thinking skills are requirements for students in the graduate nursing program. Students are expected to engage in original thinking, critical analysis, and independent work without reliance on AI technologies. Students are not allowed to use any AI tools (e.g. ChatGPT, Perplexity) at any stage of the work process unless identified by the instructor for a specific assignment. AI-generated submissions are not permitted and will be considered academic dishonesty.

Technology Policy

A laptop computer is needed for all nursing exams. Nursing students should purchase a laptop as all nursing exams are computerized. PCs and Mac computers are compatible with the testing platform. To date, Chrome books are incompatible with some applications. Students must have the Microsoft Works package on their laptops and can contact Iona's IT department for downloading if they do not have this package. It is the expectation that students will submit their work using Microsoft Word, PowerPoint, and Excel as appropriate for the assignment. Technology must meet standards and capabilities for required platforms utilized for purposes of testing and completion of course requirements, including but not limited to functional camera and microphone. Use of technology tools in the classroom may include YouTube, iTunes, ExamSoft, Case Studies, Zoom, and podcasts. All technology must be used appropriately. Students are prohibited from transferring course materials to electronic or social media websites without specific approval from the course faculty. Examplify, and Simulation platforms may be accessed only at times specified by the faculty in the classroom.

Electronic/Cell Phone Use Policy

1. Electronic technology including laptops, tablets, and cellular phones, and/or personal communication devices should only be used for academic purposes and MUST be on "silent" or "vibrate" to prevent disruptions. During class times, (lecture, laboratory, clinical) the use of electronic communication devices for the purpose of "text messaging" communication is prohibited. In case of an emergency and the use of a cellular phone is necessary, the student is expected to leave the class, lab, or clinical patient care area with permission. Any information missed during that period is the responsibility of the student. In the event a student is using the cellular device excessively, the student will be asked to leave the class/lab/clinical and marked as absent and incur a professional warning.

2. No student is to use cell phone cameras in any area of any clinical agency. It is a violation of the federal Health Insurance Portability and Accountability (HIPAA) law. Enforcement of HIPAA rests primarily with the United States Department of Health and Human Services' Office for Civil Rights and violations can result in various penalties. For further information on HIPAA, you may visit: https://www.hipaajournal.com/what-are-the-penalties-for-hipaa-violations-7096/

Social Networks

Professional conduct extends to all forms of social network platforms and other means of communication. Students must follow HIPAA guidelines when dealing with information about clients and patients within social networks; no pictures or sharing of protected patient information health information of any kind may be posted on social media. In addition, students must take into consideration professional conduct related to the organization. Students must practice ethical loyalty in a professional setting, which involves respecting and upholding a commitment to the organization's (University) values and goals. Students must follow all applicable University policies and privacy laws regarding information about other students, faculty, and staff met during their time at the Department of Nursing.

Video Policy

In addition to Iona's photo/video policy, this policy specifically addresses the use of video by the Nursing faculty and staff in the laboratory and simulation setting. The Department of Nursing uses video for educational and quality improvement purposes only. The videoing is conducted using Sim Capture and housed in a password-protected cloud storage system. Only Nursing faculty and staff related to the instructional environment have access to the videos. Refer to the University video policy for other uses.

Complaint and Grievance Procedure

Students are encouraged to raise issues and concerns regarding courses, policies, procedures, or other activities of the Department of Nursing. To achieve the best results and hasten the resolution process, students are asked to follow the chain of command (see second of chain of command).

If the topic of concern is a broader program or personal issue, students should first meet with their faculty advisor who will assist in resolving the issue and/or deciding upon appropriate next steps, including meeting with the Director of Nursing.

Grade grievance and academic decision appeals are addressed in the section of Academic Standards.

Student Complaint & Grievance Policy and Procedure

This policy is meant to address conduct toward a student that violates ethical or professional nursing standards. The following complaints and formal resolutions are not covered by this policy as other formal processes are available through the University and take precedence over this policy including:

- Academic standards (i.e. dismissals)
- Academic integrity issues
- Grade grievances
- Sexual harassment
- Disability issues
- Discrimination issues

If a student has a non-academic formal complaint against the University, a defined published policy is located in the University Student Handbook and website titled Student Complaint & Grievance Policy and Procedure. This policy and procedure should be followed.

Program Expectations, Requirements, and Policies

Code of Academic and Clinical Conduct*

Students of nursing have a responsibility to society to learn the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of healthcare environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust that society has placed in nurses and an expectation for the role of the professional nurse. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person. Some of the principles adopted by the American Nurses Association and the Iona University Department of Nursing Faculty are outlined below.

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

1. Advocate for the rights of all patients.
2. Maintain patient confidentiality.
3. Take appropriate action to ensure the safety of patients, ourselves, and others.
4. Provide care for the patient in a timely, compassionate, and professional manner.
5. Communicate with patients in a truthful, timely, and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for your own actions.

7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of patient care and excellence in nursing.
10. Use every opportunity to improve faculty and clinical staff's understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates an unnecessary risk of injury to the patient, ourselves, or others.
14. Abstain from the use of substances in the academic and clinical setting that impair judgment.
15. Strive to achieve and maintain an optimal level of personal health.
16. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
17. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Professional Behaviors

The actions expected of all nurses and nursing students reflect the values, rules, and practices of nursing. These must be demonstrated throughout each course and the program in the classroom, laboratory, and clinical settings. Deviations will result in a professional warning, and/or failing clinical grade, and/or dismissal from the program.

All students are expected to:

1. Follow the policies and guidelines of the University, Program, and the affiliating agency.
2. Be honest and demonstrate integrity in all situations.
3. Practice nursing using legal/ethical principles that demonstrate cultural sensitivity.
4. Provide patient care with the preceptor's approval. (applies to MS in Nursing Education program)
    a. Students will perform only those procedures and administer medications that are approved by the instructor.
    b. Students will adhere to accepted guidelines when performing any procedure.
    c. Students will assess the patient's condition and response to therapy.
    d. Students will ensure the safety and comfort of the patient during and after procedures.
5. Maintain personal appearance according to program policies.
6. Maintain confidentiality.
7. Be punctual and dependable.
8. Attend all clinical sessions.
9. Report to preceptor when coming on and leaving the clinical area.
10. Collaborate with others on the healthcare team with respect and professionalism.
11. Accept responsibility for assignment (e.g., complete assignment, complete own work, perform ongoing chart review for changes).
12. Apply knowledge from previous courses.
13. Support an inclusive learning environment that embraces diversity of peers, faculty, and patients
14. Present or discuss one's own views in a way that demonstrates respect for those with opposing viewpoints.

15. Pursue learning independently without being consistently dependent upon others or overutilizing any one set of resources in a way that might limit access to others.

16. Maintain appropriate body language and non-verbal cues that demonstrate respect for others.

17. Maintains professional and personal boundaries that are appropriate for the situation.

18. Voice criticism and negative perspectives in an appropriate way and at appropriate times.

19. Be attentive and respectful when others are speaking.

20. Respect those with opposing opinions.

21. Engage in self-assessment and reflection regularly to promote professional growth and development.

22. Respect and respond appropriately to criticism. Use critiques from faculty and preceptors positively by developing a success plan for improvement.

23. Demonstrate sensitivity for interpersonal differences, including cultural, racial, religious, gender, age, sexual orientation, and ability.

24. Utilize an appropriate level and type of language for the person, group, and/or situation.

25. Utilize a tone and attitude that demonstrates respect for others and their roles.

26. Use a volume and clarity of speech that is understandable to the listener or audience.

27. Utilize professional tone and language in all correspondences.

32. Identify themselves and explain their role to the patients and other members of the healthcare team.

 Failure to comply and demonstrate professionalism throughout the program may result in a professional warning. See the section on Academic Standards.

Civility Statement
Incivility is a critical issue in healthcare settings which may cause a breakdown in communication, impact patient safety, and lead to patient harm. The ANA *Code for Ethics of Nurses* (2015) requires nurses to treat colleagues, students, and patients with dignity and respect and state that any form of harassment, disrespect, or threatening action will not be tolerated. Civility includes behaviors acceptable to the profession. These behaviors are expected of both students and faculty members and include politeness, courtesy, and respect in interprofessional interactions, whether in clinical, lab, or classroom settings.

Patient Safety
The faculty recognizes that as a student you are a "learner." However, the physical and emotional safety of a patient cannot be compromised. The inability of a student to provide safe, consistent nursing care, or to follow the policies/procedures of the affiliating agency or the department, will require that the student be asked to leave the clinical/laboratory and may result in the student being placed on departmental probation or dismissal from the program. See the section on Academic Standards and Clinical Course Failure.

Just Culture
 "Just Culture" promotes a trusting environment in which students, preceptors, and faculty are encouraged to identify and report errors and near-misses without fear of retribution. It examines the behavior of students and the potential risks of their behavior in a clinical or simulated clinical setting and applies fair and consistent management of adverse events. The focus is on learning and designing safe nursing practices and providing opportunities for remediation and practice improvement.

Just Culture Policy
To create a culture that promotes learning from practice errors while properly assigning accountability for behaviors, consistently evaluating events, and complying with reporting requirements for the University and clinical setting.

Definitions

Human Error: Student inadvertently did something other than intended or other than what should have been done; a slip, lapse, an honest mistake.

Examples of Human Error Student Practice Events:

- One-time medication error (wrong dose, wrong route, wrong patient, wrong time)
- Failure to implement a treatment order due to oversight

At Risk Behavior: Student makes a behavioral choice that increases risk where risk is not recognized or is mistakenly believed to be justified; student does not appreciate risk; unintentional risk-taking. Generally, the student's performance does not indicate that his/her continuing practice poses a risk of harm to the client or other person.

Examples of At-Risk Behavior:

- Exceeding the scope of practice for which the student has been educated
- Fraudulent documentation such as documenting prior to the completion of a task
- Deviation from established procedure

Reckless Behavior: Student makes the behavioral choice to consciously disregard a substantial and unjustifiable risk.

Examples of Reckless Behavior:

- Leaving shift before completing all assigned care without proper notification or hand-off communication
- Student made a medication error, realized it, told no one, and falsified the medical record to conceal the error

Systems Issues: Events or event elements that are primarily the result of factors beyond the student's control.

Examples of Systems Issues:

- Malfunctioning equipment
- Interdepartmental delays
- Inadequate supplies

Behaviors not included in this policy

Academic cheating, inappropriate use of social media, confidentiality, fraud, theft, drug abuse, impairment, drug diversion, personal or professional boundary issues, sexual misconduct, and mental/physical impairment are not appropriate for evaluation with the Student Practice Event Evaluation Tool (SPEET). These are conduct and health-related issues, not practice events.

Just Culture Procedure

The Department of Nursing supports a trusting environment that facilitates learning and encourages the identification and reporting of errors with a focus on designing safe nursing practices. When a practice event (error, mistake, misunderstanding, or system failure resulting in harm, potential harm, near miss, or adverse outcome) occurs, students, clinical/lab faculty, course clinical coordinator, and director apply the "Just Culture" philosophy and principles and complete the Student Practice Event Evaluation Tool (SPEET). The SPEET was adopted from the North Carolina Board of Nursing with permission. See Appendix

Procedure
1. Identification of a practice issue or event
2. Complete the Student Incident Report
3. Complete the Student Practice Event Evaluation Tool (SPEET) to identify the category of the practice event and recommended action
4. Develop a Student Success Plan (if indicated)
5. Final action decision determined by the Director of Nursing

Categories of Practice Events and Outcomes

Human Error – The clinical/lab faculty/adviser and/or clinical course coordinator will complete the Student Practice Event Evaluation Tool (SPEET). Clinical/lab faculty and/or clinical course coordinator will support and console the student. If indicated, a Student Success Plan will be developed with the student. A Student Incident Report will be completed and forwarded to the Director of Nursing. The Director of Nursing will review repeated human errors to determine if further action is warranted.

At-Risk Behavior – The clinical/lab faculty/adviser and/or clinical course coordinator will complete the Student Practice Event Evaluation Tool (SPEET). A Student Success Plan will be developed with the student, as indicated to include coaching and counseling the student. A Student Incident Report will be completed and forwarded to the Director of Nursing. The Director of Nursing will review repeated at-risk behavior practice events to determine if further action is warranted.

Reckless Behavior – The clinical/lab faculty/adviser and/or clinical course coordinator will complete the Student Practice Event Evaluation Tool (SPEET). The clinical course coordinator and Director of Nursing will be notified and consider disciplinary action and/or remedial action in addressing the event with the student. A Student Incident Report will be completed and forwarded to the Director of Nursing. Disciplinary action will adhere to department, school, and university policies and directives.

Systems Issues

System Issues Contributing to the Event – The director of Nursing and clinical course coordinator will address system issues through established processes. The director of Nursing will address clinical setting system issues with appropriate clinical agency management and administrative staff.

Student involvement in the resolution of system issues will be encouraged as a learning opportunity.

Grading and Course Completion

The University's grading system is the established academic performance rating system used in graduate nursing programs.

Letter Grade	Grade Point and Grade Scale
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
F	0.00
P Passing	0.00
HP High Passing	0.00

U Unsatisfactory	0.00
FA Failure – Excessive Absence	0.00
I Incomplete	0.00
W Withdrawal	0.00
H Audit	0.00
SP Satisfactory Progress	0.00

1. For the graduate program. a minimum grade of "B-" or "P" has been established as a satisfactory level of academic achievement in the Program. Failure to achieve at least a B- or a "P" grade (which would equate to an 80 or higher grade) in a course will result in failure of the course.
2. If a final course grade "C+" or below or a "U" grade is obtained in any course, you will not be permitted progress in the plan of study. See Program Progression and Academic Standards Policy sections.
3. Evaluation measures with weighted percentage for each course are posted in the course syllabus.

Grade Rounding

Grades on course assignments and examinations are rounded at the end of the course to calculate the final course grade. Grades that are determined by percentages involving decimals are rounded up or down to the next whole number. A grade up 0.49 and lower is rounded down and a grade of 0.5 and above is rounded up. As an example: 86.7 is recorded as an 87 whereas 86.49 is recorded as an 86. This policy is strict and non-negotiable.

Program Progression Requirements

Students must progress through the curriculum in accordance with pre-requisite and co-requisite requirements.
1. For matriculation, students must have completed a graduate statistics course with a minimum grade of a B within 5 years of admission or completed a graduate statistics course with a minimum grade of a B within the first enrolled semester.
2. A cumulative GPA of ≥ 3.000 must be maintained throughout the program and be eligible for graduation.
3. Students must earn a minimum final course grade of B- or a P (that equates to a B- or better) in every nursing course.
4. If a final course grade of a C+ or below is awarded, see the academic standards section.
3. Receive a grade of "pass" on all end-of-semester nursing clinical evaluations.
4. Students who enroll in courses for which they are not eligible will be administratively withdrawn from those courses in the Department of Nursing.
5. In the event a student is unable to complete the requirements of a course due to extenuating circumstances, the student may be eligible for an *Incomplete* or *"I"* grade, which may impact progression and extend the time to graduation. See the incomplete policy section.
8. Students need prior approval from the nursing program before withdrawing from a nursing course. Students should email to the academic advisor and Director of Nursing for prior approval and discuss the impact the withdrawal will have on the student's plan of study and graduation. Only two-course withdrawals are allowed throughout the program. Note, even if approved, there is no guarantee there is an available seat the next time the course is offered in order to retake the course. Withdrawal without

Director of Nursing authorization from a nursing course will result in dismissal from the Department of Nursing. See withdrawal policy section.

9. A nursing course is only allowed to be attempted up to two times. A withdrawal is counted as one attempt.
10. Demonstrate maturity, integrity, and professionalism in all settings.
11. Meet the cognitive, affective, and physical qualifications of the program as outlined in the Performance Standards for Admissions and Progression for Clinical Coursework section.
12. Maintain compliance with all health and clinical agency requirements.

Incomplete "I" Policy

- The University has an established incomplete policy. The graduate nursing program has more stringent requirements in order to progress in the plan of study.
- If for a serious reason, students are unable to complete one or more requirements of a course, including the final examination, students may wish to apply for an incomplete. Students must have completed up to ¾ of the coursework at the time of the request. Students must submit a written request for review and approval to the course instructor in order for the course instructor to develop a plan in Gaels 360 per the University policy. Students must be in good academic standing prior to the incomplete.
- If the request is granted, the time to submit incomplete work from the previous semester is within the first week of the following semester in order to begin subsequent nursing courses. Students must have all final course grades prior to proceeding with the next course/semester if the courses are pre-requisites to the next semester. If the unfinished coursework is not completed within the designated time frame of one week of the next semester, the student will not progress in the plan of study and final course grade will be determined as date published in the academic calendar. The one-week rule only applies to courses that are pre-requisites for the next semester. Otherwise, the University policy timeline of 3 weeks may be applied.
- In all cases of incomplete grades, if the course requirements are not met within the extended period of time, the final grade will be recorded at the discretion of the instructor.

Leave of Absence Policy

A matriculated nursing student who wishes to temporarily take a leave of absence must receive approval from the Director of Nursing and then, NewYork-Presbyterian Iona School of Health Sciences (NYPISHS) Dean's office through their published process for one or two semesters. While on leave, the student remains as a matriculated graduate nursing student, although not registered for courses. Students will not be required to reapply at the time of their re-entry, provided it is within the initially requested timeframe. Students must register for the Maintain Matriculation status using the MMC code. There is a nominal fee associated with this status but allows for constant communication. Information is provided through the NYPISHS dean's office.

Students who take a leave of absence must contact the Director of Nursing the semester/term prior to their planned reentry to secure a space in the program. Students are not guaranteed a place in a specific semester/term; however, reasonable attempts will be made to honor their request. Returning students may be asked to demonstrate competency in prior nursing courses. If the leave of absence was in response to a medical condition, a medical provider's note, specific to the condition, must be provided to medically clear the student to return to clinical. These requirements are required in addition to the University reinstatement policies that must be adhered to in order to be reinstated.

Students who take a leave of absence will be expected to comply with any curricular or policy changes occurring within the degree program during their absence. Extensions to the requested leave of absence timeframe will be

considered on a case-by-case basis by the Director of Nursing. If a student's leave of absence extends more than two semesters without an approved extension, the student will be required to re-apply.

Withdrawal Policy

At times, students may need to withdraw from a nursing course due to extenuating circumstances. The Department of Nursing allows up to 2 withdrawals throughout the program plan of study. Any withdrawals may impact the student's progression and time to graduation. A withdrawal from a course counts as one attempt at the course. A student may repeat the course one time only.

If a student is considering a withdrawal, the student must adhere to the following steps:
1. Meet with the student's academic advisor to discuss the reason, options, and consequences for withdrawing.
2. Ensure that the time period has not passed the University's withdrawal period for that semester.
3. Students need prior approval from their Nursing Academic Advisor & Director of the Nursing program before withdrawing from a nursing course.
4. Students should email their Nursing Academic Advisor & Director of Nursing for prior approval and address the impact the withdrawal will have on the student's plan of study and graduation.
5. Note, that even if the withdrawal is approved, there is no guarantee there is an available seat the next time the course is offered to retake the course.
6. Withdrawal without Director of Nursing authorization from a nursing course will result in dismissal from the Department of Nursing.

Transfer Credit

Upon admission, a student in the NewYork-Presbyterian Iona School of Health Sciences may request evaluation of up to six hours of graduate credit for possible transfer into the Iona graduate program. The credit must have been awarded at an accredited institution within five years of the date the request was initiated, and have a grade of "B" or better. The evaluation will be completed by the department chair or program director with the approval of the dean. Pass/Fail courses are not eligible for such evaluation. Transfer credit will be granted if the course content is comparable to an appropriate course in the Iona degree program, and the course has not been used to meet the requirements of another degree or certificate. An official transcript and course syllabus must be submitted. Grades of transfer courses will not be included in the computation of the grade point average (GPA) at Iona and will not be listed on the Iona transcript.

After enrollment in the program, permission to take a course in another program at Iona or at another accredited institution must be approved in writing by the department director or dean of the School of Health Sciences before the course is taken. A limit of six (6) transfer credits is permitted in a program in the School of Health Sciences, inclusive of credits taken before entering the Iona program and while in the Iona program.

For students enrolled in the graduate nursing program, transfer credits may be considered for the core ordinarily. In exceptional cases, limited credit may be awarded for advanced courses.

A student who wishes to transfer to another graduate program at Iona must notify both graduate programs in writing and file an official application form with the appropriate dean's office to which the transfer is made. The number of courses to be transferred into the new program will be determined by

the department chair and approved by the appropriate dean. Grades from inter-school transfers will be computed in the cumulative grade point average.

Performance Standards for Admission and Progression for Clinical Coursework
Students admitted to the Department of Nursing must be able to meet the Performance Standards for Admission and Progression when entering the clinical courses. The Department of Nursing will collaborate with students on making reasonable accommodations for known physical and/or mental impairments through the Accessibility Services Office. Nursing is a physically and mentally demanding profession. Students must be able to continually meet core performance standards and functional abilities established to ensure that program objectives are met and safe, competent patient care is provided. During the student's annual physical, the healthcare provider is asked to attest to the below standards that the student is able to participate fully in clinical practice.

If an accommodation is required, the performance standards below assist in determining whether reasonable accommodations can be made. An accommodation will not result in lowering academic standards or requiring substantial program alteration. Students are responsible for notifying the Department of Nursing prior to the start of the program if accommodations are required and must work with Iona University's Accessibility Services Office to receive the appropriate accommodations. In addition, requests for accommodations for clinical practice must be reviewed and accepted by the clinical partnering agency providing clinical learning opportunities for the student. If the partnering agency is unable to offer the requested accommodation(s), then the student may be unable to complete a clinical course successfully or progress through the nursing program.

Students may not receive any accommodation unless they have been approved for those accommodations by Iona University's Accessibility Services Office. The cost of special equipment will be the responsibility of the student.

Essential Attributes and Functional Abilities for Graduate Nursing Programs

Functional Ability	Standard	Examples of Required Activities
Motor Abilities	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care.	Mobility to allow movement throughout the classroom/clinical site and stand for prolonged periods of time to carry out patient care procedures such as assisting with ambulation of clients, administering CPR without assistance, assisting with turning and lifting patients, and providing care in confined spaces such as treatment room or operating suite. Ability to manipulate devices used in providing care.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as insulin syringes, administer medications by all routes, perform tracheostomy suctioning, and insert a urinary catheter. Ability to use electronic health records or handwrite legible charting notes.
Perceptual/ Sensory Ability	Sensory/perceptual ability to monitor and assess clients.	Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc. Hears and differentiates tonal variances or does so with the assistance of technology such as an amplified stethoscope. Visual acuity to read calibrations on a syringe and differentiate and assess color (cyanosis, pallor, blue versus green) Sees and accurately reads print, computer screens and handwriting. Tactile ability to feel pulses, temperature, palpate veins, texture, and moisture, with or without gloves. Olfactory ability to detect smoke, odor, and bodily fluids.

Affective Skills and Behavioral/Interpersonal/ Emotional	Ability to relate to colleagues, staff, and patients with honesty, civility, integrity and non-discrimination. Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes. Capacity for the development of mature, sensitive, and effective therapeutic relationships. Interpersonal abilities are sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds. Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. Negotiate interpersonal conflict effectively. Ability to demonstrate cultural sensitivity and awareness.	Establishes professional rapport with patients/clients and colleagues. Works with teams and workgroups. Emotional skills sufficient to remain calm in an emergency situation. Behavioral skills sufficient to demonstrate good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of patients. Adapts rapidly to environmental changes and multiple task demands. Self-regulates their own behaviors and attitudes, to ensure professional practice, and delivery of care. Maintains sufficient mental/emotional stability to tolerate stressful situations, adapt to changes, respond to the unexpected, and maintain objectivity consistent with safe clinical practice. Sustains safe nursing practice without demonstrated behavior of addiction to, abuse of or dependence on alcohol or other drugs that may impair behavior or judgment. Continuously exhibits a functional state of alert, self-aware, and respectful behavior during classroom and clinical experiences. Tolerates the mental demands of differing shifts, body rhythm changes, increasingly difficult patient workloads, and fatigue. Demonstrates respect for individual differences such as cultural, ethnic, religious, gender, age and sexual orientation.

Communication	Ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language). Ability to communicate accurately with non-English speaking patients and their families using interpreters or appropriate technology. Possesses required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy. Communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors. Ability to listen attentively to individuals and groups.	Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in healthcare team discussions of patient care. Elicits and records information about health history, current health state and responses to treatment from patients or family members. Conveys information to clients and others to teach, direct and counsel individuals in an accurate, effective and timely manner. Establishes and maintains effective working relations with patients and co-workers. Recognizes and reports critical patient information to other caregivers. Ability to process non-verbal communication (i.e. body language/facial expressions) and how it pertains to current situation.

Cognitive/Conceptual/ Quantitative Abilities	Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis. Ability to gather data, develop a plan of action, establish priorities, and monitor and evaluate treatment plans and modalities. Ability to comprehend three-dimensional and spatial relationships. Ability to react effectively in an emergency situation. Exhibit sufficient knowledge and clarity of thinking to process the information and apply it appropriately to situations in the classroom and clinical experiences.	Calculates appropriate medication dosage given specific patient parameters, including applying ratio/proportion concepts, use of conversion tables, and calculation of drug doses and solutions. Analyzes and synthesizes data and develops an appropriate plan of care. Collects data, prioritizes needs, and anticipate reactions. Comprehends spatial relationships adequate to properly administer injections, start intravenous lines or assess wounds of varying depths. Recognizes an emergency situation and responds effectively to safeguard the patient. Ability to use a computer for long periods of time. Learns effectively through a variety of modalities including, but not limited to, classroom instruction, small group discussion, group assignments, individual study materials, preparation and presentation of written and oral reports, and use of computer-based technology.
Personal Behaviors	Ability to adhere to Iona University Nursing's policies, procedures and requirements as described in the Student Nurse Handbook, university catalog and student handbook and course syllabus. Ability to complete classroom and clinical assignments and submit assignments at the required time. Ability to adhere to classroom and clinical schedules.	Attends class and clinical/lab on time. Reads, understands and adheres to all policies related to classroom and clinical experiences. Contacts instructor in advance of any absence or late arrival. Understands and completes classroom and clinical assignments by due date and time.

Environment	Recognize the personal risk for exposure to health hazards.

Appropriately use equipment in laboratory or clinical settings needed to provide patient care.

Tolerate exposure to allergens (latex, chemical, etc.)

Tolerate wearing protective equipment (e.g. mask, gown, gloves) | Takes appropriate precautions for possible exposures such as communicable diseases, blood-borne pathogens, and latex.

Uses personal protective equipment (PPE) appropriately. |

Student Practice Requirements

All students are to achieve compliance with the health, safety, and legal requirements stipulated in contracts with our clinical partners. These requirements must be updated prior to the designated due date as well as the renewal date and maintained throughout student enrollment in the program. It is the sole responsibility of each student to have knowledge of their current clinical compliance standing. Currently, Exxat acts as the repository for student clinical compliance documents, background checks and drug screen reports. Students will be provided instructions for purchasing a clinical compliance package and how to order background checks and drug screens when needed. The Department of Nursing will review submitted documents to clear students for clinical through Exxat/Universal software programs. Students who are deemed not compliant will be unable to attend clinical until all compliance items are brought up to date. Any delay in starting clinical could impact the program of study and length to graduation. If a student is late to meet deadlines, a program warning will be issued (see section on program warnings).

Requirements

- **Iona Health Assessment Form** to be completed by a healthcare provider. This includes a physical exam and a clearance for participating in clinical, to be performed within the last 12 months. This is an annual requirement.

- **Vaccination and titer requirements include:**
    - **COVID-19** - proof of full primary vaccination (defined as two doses of Moderna or Pfizer COVID vaccine or one dose of J&J COVID vaccine). If full primary vaccination was not completed, the bivalent vaccination is required. The updated booster is recommended if full primary vaccination was received.
        - If an exemption from this requirement is granted, there is no guarantee of clinical placement, and the student may not be allowed to complete clinical hours at certain sites. If an exemption is granted and approved by Iona's clinical partnering agency, the student may be subject to weekly COVID testing and submit results to the Director of Nursing Clinical Partnerships. Any additional requirements by the clinical agency would need to be adhered to as well.
        - Due to the pandemic requirements mandated by Iona's clinical partnering agencies, further requirements may be needed, and a notification will be sent to students as quickly as possible.
    - **Influenza Vaccine is** required by October 15th annually.
    - **TDaP vaccine** must be within the last 10 years. Td or Dtap vaccine is NOT acceptable.

- o **Blood titers/tests** are required once during the program. A "positive/reactive" titers demonstrate immunity and only need to be provided once during the program.
  - **Measles, Mumps, Rubella (MMR) titers** that have a "Positive/reactive" result demonstrates immunity. Students who are not immune will need to receive boosters to gain immunity.
  - **Varicella titer** that has a "Positive/reactive" result demonstrates immunity. Students who are not immune will need to receive boosters to gain immunity.
  - **Hepatitis B Surface Antibody /Hepatitis B Surface Antigen status** has more options:
    - If your Hepatitis B surface antibody test result is "positive/reactive" result, you are considered immune.
    - If your Hepatitis B surface antibody is "negative/non-reactive" result, you are not considered immune so you must provide a negative **Hepatitis B Antigen test & Hep B waiver form**. The antigen test screens for active disease. *Please have both the Hep B surface antibody and Hep B surface antigen tests completed at the same time.*
    - You are encouraged to work with your healthcare provider to gain immunity to Hep B.
  - **Hepatitis C Antibody titer** uses the HCV antibody test as a baseline only. A "positive/reactive" result demonstrates that you have been infected at some point in time and does not necessarily mean you currently have Hepatitis C. Please follow up with your healthcare provider if you have a "positive or reactive" result. More information can be found here: Hepatitis C Testing - What to expect when getting tested (cdc.gov).
- o **TB Screening** is an annual requirement.
  - Negative Skin PPD test **OR** Quantiferon Gold blood assay
  - Only a positive or a previous positive result will require a chest X-ray and the TB Questionnaire to be completed and signed by your provider.

- **BLS for Healthcare Provider Certification** is required for the duration of the clinical program. A valid card only from the American Heart Association Basic Life Support for Healthcare Providers will be accepted.

- **Authorization for release of medical records form** is required once before beginning the first clinical assignment - no renewal needed.

- **Malpractice insurance for "registered nurses"** is required before the start of clinicals and maintaining active coverage throughout the duration of the nursing program. Visit www.nso.com to purchase "nurse" malpractice insurance.

- **Background checks** need to be completed through Exxat annually. If a background check does not yield a "pass" result, the student will be asked to meet with the Director of Nursing to review and determine if the student is eligible for clinical. Note: if a student has a result that the clinical agency partners decline to accept, the student's progression will be impacted.

- **A 10-panel drug screen** is completed through Exxat when required before a clinical placement depending on the agency. An additional drug screen may be requested of a student at the discretion of the nursing faculty. If the drug screen yields a positive result, the student will be asked to meet with the Director of Nursing to review and determine if the student is eligible for clinical. Note: if a student has a result that the clinical agency partners decline to accept, the student's progression will be impacted.

- Some clinical institutions may have additional requirements that are not part of the standard compliances.

You will be notified prior to the start of your clinical if you must complete any additional requirements.

Obtaining a Preceptor

- Master's students will complete the "Preceptor Preferences" survey on Exxat. Students will be able to express preferences for general geographic location, a specific site, or preceptor request.
  - If a student is requesting a specific preceptor within the NYP Hospital System, the student must ask the preceptor to contact Susan Chin, PhD, RN, NEA-BC, NNP-BC, Program Director, Academic Partnerships, via email at suc9004@nyp.org and express their willingness to precept the student.
- Request for preceptors will be made to designated site personnel a minimum of two months in advance.
- Sites will identify available preceptors. The director of nursing clinical partnerships will collect the preceptor's credentials including the preceptor's CV/resume and valid nursing license and submit them to the clinical faculty.
- Course faculty will review submitted preceptor credentials and work with the director of nursing clinical partnerships to assign a preceptor to the student.
- Students will be notified of preceptor assignments via Exxat software.

Evaluation of Clinical Progress

All students will receive summative evaluations of clinical progress. Formative evaluations will consist of feedback from the preceptor throughout the experience. Summative evaluations will take place at the end of each clinical rotation. Summative evaluations will consist of a review of the students' progress during the semester, and determination if the student met the clinical objectives satisfactorily.

The preceptor will complete the evaluation and hold a meeting with the student to provide further comments as appropriate. The clinical advisor may be present during this meeting. All evaluations will be provided to the student in writing through Exxat system. The summative evaluations will be retained in the student's file in the Exxat system. Students are not able to receive a final grade in the course until the summative evaluation is completed and signed by the course faculty. It is the responsibility of the faculty and students to ensure this process is completed. The final decision on whether the student met clinical objectives and assigns the pass or fail for the clinical portion of the course rests solely with the course faculty.

Late Assignment Policy

Each assignment listed on the syllabus is due on the day and time specified by the course instructor. Any assignments turned in to the course instructor after the due date and time, are considered late. Students should follow submission instructions for each assignment, which can be found in the course syllabus. Unless arrangements were made in advance with the course instructor or in the event of an emergency, all late assignments will receive a reduction of 5 points for up to the first 24 hours and one point for each additional day late. After 5 days past the due date, assignments will receive a grade of zero. Advance arrangements with the course instructor for late submission approval must be made in writing.

Attendance and Classroom Expectations

The faculty values an active and engaged learning environment and believes that student participation is important for growth as well as the enrichment of others. Attendance is expected in all classes, laboratories/simulations, and clinical experiences. Attendance is essential for the completion of course learning outcomes.

- Attendance is *mandatory* on the first day of class for all courses each semester.

Classroom Attendance & Expectations

1. Per Iona University policy, class attendance will be taken each session that the class meets or weekly for online/hybrid classes. Many of the courses have a participation grade which requires your attendance to earn the percentage assigned to this area. Excessive lateness or absence can be reflected in a course grade and may result in failure.
2. Students who will be absent from any class or related activities must notify the course instructor prior to the class start time.
3. Student absences from class, lab, or clinical for personal reasons (vacation, personal time, etc.) are not sanctioned and no accommodations can be made for a student with an unsanctioned personal absence.
4. Students are responsible for all material presented during their approved absence and for meeting all course requirements
5. Patient and facility information shared in class is subject to the same confidentiality standards governing patients' health information.
6. Students must obtain permission from an instructor to audio record a class. Audio recordings are not to be distributed beyond the individual student's use for the course without permission from the faculty.
7. In cases where the absence was not previously approved or extenuating circumstances exist, opportunities to make up activities will be at the discretion of the faculty. Students have the responsibility to meet the same course objectives regardless of an absence.
8. Prolonged or frequent absences may make it impossible for students to achieve program and class objectives, which may result in course failure.

Clinical Attendance & Expectations
1. Students are expected to have 100% attendance for all clinical rotations.
2. In the event of an emergency or illness, students who will be absent from any clinical experience must notify their preceptor via phone.
3. It is the student's responsibility to disclose any changes in medical, psychiatric, and other conditions that may impact clinical attendance/performance and/or the safety of self or others. Written medical clearance must be provided to the faculty member and the Department of Nursing before the next experience.

Uniform Requirements

Nursing students are ambassadors for Iona University's nursing programs in a variety of clinical settings. Appropriate clinical attire aids in the proper identification of NewYork Presbyterian Iona School of Health Science's nursing students by agency staff and patients and distinguishes the function of the caregiver. Students are expected to follow the established dress code and uniform policy detailed below as part of their demonstration of professional behaviors.

The Iona nursing uniform and badge are to be worn only by students in structured clinical, simulation, lab, volunteer experiences, or special events determined and approved by Iona's Department of Nursing. Students are allowed at their assigned agency only during approved clinical hours or sanctioned events when representing Iona Nursing. This only refers to students during their clinical experience and not if they are employees. Students are

responsible for laundering their scrubs after each clinical experience/use and must change out of scrubs prior to attending any other campus activity, including class if scrubs are the appropriate dress code. Good personal grooming should be always maintained. Students may be asked to leave the clinical area if students are not in compliance with the dress policy or if identification is not displayed.

Note: These policy statements are superseded by agency policy if it is more stringent.

1. Graduate students should wear professional, business professional dress with a lab coat. Scrubs may be worn if they are the Iona University-issued scrubs. Women's blouses/tops are to be buttoned/zipped closed so that the décolletage is completely covered, and men should not have chest hair visible.
2. An Iona University name badge must be worn. Clinical agencies may provide an additional ID badge specific to the agency and must be worn for that rotation. One Iona name badge will be provided. If a student needs an additional name tag, it will be the student's financial responsibility, and should contact the department's assistant for ordering.
3. Black or white clean leather medical shoes "scrub-able" sneakers or closed-toe and heel clogs may be worn. Black or white socks without patterns or decorations should be worn.
4. A stethoscope, black ink pen, and a watch with a second hand are required. A lab coat or maroon scrub coat may be worn over scrubs or professional attire.
5. No obvious body piercings including nose, eyebrow, tongue, and lip are permitted except for religious purposes. Hats and/or sunglasses are not permitted.
6. Hair must not touch the collar of the uniform, and styling must be professional and appropriate. Hair should be styled neatly and in such a manner that it does not move about freely, thereby becoming a possible source of contamination. Wigs must comply with the above. Hairbands are limited to 2 inches in width and must be white, black, or maroon in color, no fancy combs or barrettes are permitted. No unusual, unnatural hair colors. Facial hair must be clean and neatly trimmed.
7. Fingernails will not extend beyond the fingertips. Clear un-chipped nail polish may be worn. No artificial or acrylic nails or gel tips are allowed.
8. Tattoos may be visible unless a clinical site has a policy of no visible tattoos, if a policy exists, the student must abide by that policy and conceal any tattoos. Tattoos that may be offensive or cause distress to patients, coworkers, or visitors or that contain profanity, nudity, violence, racial references, alcohol, or controlled substances must be covered.
9. Students may not:
   - Use strong perfume, aftershave, colognes
   - Smell of cigarette smoke, cigar, or smoking products
   - Use chewing gum
   - Use heavy make-up

Exam Taking Policy
The exam-taking policy ensures all student examination results are earned under comparable conditions and represent fair and accurate measurement. The following regulations are designed to help ensure a standardized testing environment and will be used by all faculty.
1. Students are expected to arrive on time for testing sessions and are to be seated and ready to test at the designated start time.
2. All personal belongings should be placed in the front of the room or in a designated area determined by the faculty. This includes all bags, coats, hats, phones, watches, electronic devices, and any other items at

the discretion of the faculty. All cell phones or other electronic devices should be turned off. **Students may not wear large jewelry, smart watches, hats, or sunglasses during the exam**

3. Students should use the restroom prior to the testing session. Restroom use is restricted during the testing session and will be allowed only in emergency situations.
4. Students will not be permitted to leave the classroom during testing except in the case of an emergency.
5. Only a computer and mouse (as needed), Iona University identification, and a pencil will be allowed on the desk during the testing session.
6. Faculty will provide scratch paper for each student. Students will be required to print their name on the paper and return it to the faculty at the conclusion of the examination.
7. No food or beverages, including gum chewing will be allowed during testing sessions.
8. Students who prefer to wear earplugs for testing must discuss that request with their course instructor before using them.
9. Talking during the exam is not permitted unless an emergency occurs, otherwise seen as cheating.
10. The exam clock will not stop during any break in testing.
11. Each exam can only be taken once. (Unless otherwise authorized by the Director of Nursing).
12. No questions will be answered during the examination unless related to an error/typo on the examination or a technical difficulty. Raise your hand for assistance if this occurs.
13. Students are required to do their own work. Any evidence of cheating will be subject to the University's Academic Integrity Policy.
14. Students are required to upload the examination as soon as the examination is completed or when testing time has expired. Proctors should confirm the green screen prior to the student leaving the testing room if the exam is taken on ExamSoft program. If taken on Blackboard, the exam should be submitted and receive confirmation. Students should not leave the testing session without confirming an examination upload with the proctor.
15. When the student leaves the testing session after the completion of the examination, the student will not be allowed to return to the testing session until all students have completed the examination.
16. Exam review session environments meet the same conditions as a testing environment.

Missed Exam Policy

At times, students may be unable to take a nursing exam due to illness or an emergency situation. If a student is unable to take an exam for one of those reasons, the student must communicate with the course faculty PRIOR to the start of the exam. If the student is absent from an exam that is not related to an emergency or illness, and/or has not communicated prior to the nursing exam, a zero will be given for the missed exam.

Exam Confidentiality

1. Students may not copy, disclose, or discuss with anyone, any information about the items or answers seen in the examination or during a class exam review (this includes copying, posting, or discussing questions in person, on electronic platforms, and social media websites).
2. Students may not copy or reconstruct exam items using memory of exam/exam review or the memory of others during or following your exam/exam review for any reason. Students protesting an exam question/response should schedule an appointment to meet with the course faculty.
3. Students may not remove examination items and/or responses (in any format) or notes about the examination.
4. Violation of the Test Confidentiality policy may result in a ZERO for the exam or course failure.

Note: If a student witnesses any of the above behavior or any irregular behavior that is in violation of the Nursing Testing Guidelines, the student is required to report it and comply with any follow-up investigation.

ExamSoft

Although some quizzes and exams are given on BlackBoard, the ExamSoft program may be used in the Nurse Educator program.

1. All students in the program will take the nursing exams on their own required laptop computer, as detailed in *the course syllabus.* Students using testing accommodations will also be required to use their own devices. Devices can be either MAC or PC with the most updated IOS.
2. If students have questions or technical difficulties during the exam, the proctor should be notified by a must-raise hand.
3. Students must arrive at the exam site with their laptops fully charged and are required to have a backup power cord with them.
4. Students will be responsible for downloading Examplify to their own devices during week one of the nursing program. This download will only need to be performed once per device. Updates, if available, must be downloaded at least once per semester.
5. Students will be enrolled by faculty into courses in Examsoft. Faculty will provide the student with access to the appropriate exams in their courses. Students will receive notification from the faculty prior to each exam, instructing the student to download the exam to the computer for testing.
6. Students are expected to have a functioning computer for all examinations. Students are expected to report any problems with examination downloading or technical issues related to personal computers to the course faculty immediately or IT assistance and no later than 5:00 pm on the last business day PRIOR to the scheduled testing session. If persistent computer issues prevent the student from using their own device beyond one exam, 5% may be deducted from the examination score.
7. Students are expected to follow all pre-testing computer set-up instructions including, but not limited to, closing all applications and de-activating all anti-virus software. These practices will ensure the optimal performance of Examplify during the testing session.
8. Clockwork is an online web portal to be used by students with documented disabilities who are requesting accommodations. Students who register with this portal may also request accommodation letters to be sent directly to their professors so that they can view and confirm receipt of those letters. Students must provide documentation to the course coordinator as soon as possible and at least 4 working days PRIOR to the first examination.
9. All students are expected to follow the University's Academic Dishonesty Policy.

Examplify: Minimum System Requirements:
https:/examsoft.com/resources/examplify-minimum-system-requirementsATI Standardized

Impaired Student

1. Iona University endorses the federal government's effort in implementing the Drug Free Schools and Community Amendments of 1989 (Public Law 101-226). See Iona University's Student Code of Conduct policies.
2. Students are prohibited from reporting to lecture, laboratory, and/or clinical classes under the influence of alcohol or any substance that impairs physical or mental abilities.
3. The faculty and preceptor in the clinical experience are responsible for identifying students who display behaviors deemed inappropriate to the clinical setting and report this to the Director of

Nursing. Identification of a student with possible impaired ability to practice is based on observed behaviors that may include, but are not limited to, the following:

a. Alcohol on the breath/odor of alcohol
b. Cognitive impairment
c. Slurred speech
d. Motor incapacity
e. Patterns of absenteeism
f. Patterns of tardiness
g. Inconsistent performance
h. Violation of professional behaviors

4. The student will be responsible for any costs associated with testing for alcohol or controlled substances.

5. When the faculty or preceptor has reason to suspect that a student is under the influence of alcohol or any controlled substance, the faculty or preceptor will immediately suspend the student from caring for patients and report the incident to the Director of Nursing or designee. The Director of Nursing or designee will meet with the student and the faculty member. The faculty member will document the incident in writing. The preceptor will be asked to document the incident in writing.
   Upon verification of the behavior, the Director of Nursing will:

   a. Inform the student that blood and/or urine testing is being requested and that refusal may result in termination from the program.
   b. Refer the student to the Counseling Center for assessment, education, and treatment, if blood or urine test is positive.

6. A student who has been dismissed for chemical impairment may petition for reinstatement by presenting evidence of successfully completing an intervention program to the Director of Nursing.

Exposure

In the event of an exposure during clinical experiences, the student will seek immediate care and contact their course faculty. The course faculty would contact the Director of Nursing as appropriate. The course faculty along with the student must complete **an incident report** (Appendix) within 24 hours and submit to the Director of Clinical Partnerships. The final signed incident report should be submitted to the Director of Nursing within 7 days.

The nursing student will attempt to avoid accidental injuries by treating sharp items (needles, scalpels, blades, etc.) as potentially infected and as objects that are to be handled with extraordinary care. Nursing students are expected to follow the policies and procedures of the affiliating agency and the Department of Nursing related to the use and disposal of sharps.

Any financial obligations and/or follow-up care, which may arise as a result of the exposure, are the responsibility of the student.

Academic Standards Policy and Procedures

Students are solely responsible for adhering to the Department of Nursing's policies and procedures outlined in the Nursing Student Handbook and to all conditions identified in any communication from the Department of Nursing. Failure to comply may result in nursing departmental probation or dismissal.

Professional behavior and academic standards are designed to uphold important values and requirements of the nursing profession to assure safe, quality practice, and protection of clients. Warnings, probation, and dismissal are applied to violations of professional behaviors and academic standards as follows.

Departmental Warnings
There is a defined, progressive, and formalized system of communication and documentation related to giving students a departmental warning. Departmental warnings may be given for violations related to professional and clinical behaviors and standards that are not met. The following behaviors or actions will generally result in students being issued a warning:

1. Actions that could have or did result in serious injury to a patient.
2. Violations of accepted academic or agency practices, principles, or standards.
3. Failure to comply with student practice requirements.
4. Failure to meet course standards and expectations.
5. Excessive absenteeism such as missing two or more 2- or 3-hour block classes or chronic tardiness.
6. Failure to adhere to one or more of the professional behaviors outlined under the *Code of Conduct*.

The departmental warning will be part of the student's academic record for the entirety of the student's program of study. Warnings will be issued at the time of infraction or violation of accepted practices, principles, or standards. Students are required to meet with their course faculty to discuss the violation within 7 days if appropriate. Failure to comply with this policy may result in further academic standards consequences.

Students may receive either a verbal or written warning. A verbal warning does not need to be issued prior to a written warning or being placed on nursing departmental probation or dismissal. After two consecutive (defined as within the same semester or sequential semesters) or three non-consecutive written warnings, the student will be placed on nursing departmental probation. A student may be placed on nursing departmental probation after any program warning. A student may be dismissed after an incident of a serious violation. See the section below for nursing departmental probation and dismissal for further information.

Nursing Departmental Probation
The following behaviors or actions will generally result in students being placed on nursing Departmental probation. The probation period is for the next enrolled two academic semesters.

1. Failure to achieve a B- or better in a nursing course.
2. Students who receive a C+ or C in one nursing course. The student must repeat the nursing course and successfully pass with a B- or better.
3. Students whose cumulative Grade Point Average (GPA) falls below the stated standard of 3.000 throughout nursing coursework. *May be placed on University academic probation as well.
4. Any serious departmental written warning.
5. After two consecutive (defined as within the same semester or sequential semesters) or three non-consecutive written warnings.

Students who are placed on nursing departmental probation must meet with their respective course faculty and/or nursing faculty advisor and complete a Student Success Plan to discuss how to improve performance. Failure to comply with this policy may result in further academic standards consequences.

At the end of the departmental probation period, the student must meet the professional and academic standards outlined in the MS Nursing Student Handbook and the conditions set forth by the Department of Nursing in order

to return to good standing. While on nursing departmental probation, if a student incurs another incident that would result in being placed on nursing departmental probation, the student will be dismissed from the department of nursing.

Nursing Departmental Dismissal

Students who do not meet the required or satisfactory level of academic or professional standards and behaviors outlined in the MS Nursing Student Handbook will be dismissed from the Department of Nursing. The dismissal from the department does not impact their student status as an Iona University student.

The following behaviors or actions will generally result in students being dismissed from the Department of Nursing.

1. Failure of the clinical portion, which results in an F for the final course grade.
2. A final course grade of F in a single nursing course.
3. More than one nursing course throughout the program with a final course grade below a B-.
4. Failure to achieve a 3.000 cumulative GPA after being placed on academic probation.
5. Failure to demonstrate professional behavior standards outlined in the Code of Conduct.
6. Failure to meet the performance standards for nursing students despite reasonable accommodations.
7. Failure to meet criteria set out in program emails/electronic notifications.
8. Failure to meet criteria in official letters of warning and nursing departmental probation.
9. Incur an incident that would result in nursing departmental probation while on nursing departmental probation.

Clinical Course Failure

A student will fail a clinical course and be dismissed from the department under the following conditions.

1. Practicing outside the scope of the graduate student nurse role that may result in potential or actual harm to a patient/client.
2. Engaging in unprofessional behavior that results in the student being barred from the clinical rotation by the clinical agency/institution. See the section on patient safety.

Academic Standards Procedure

There is a defined, progressive, and formalized system of communication and documentation related to student academic, professional, and clinical progression.

Nursing faculty will submit final course grades and professional warnings to the Director of Nursing. The Nursing Committee of Academic Standards and Progression will review academic and professional records and make recommendations for departmental probation and dismissal to the Director of Nursing. The final decision rests with the Director of Nursing.

The nursing department will notify the student of the academic standards decision through Iona University's electronic communications. The student should contact their academic advisor for support in a change of status, plan of study, and/or meeting conditions of departmental probation if appropriate.

Appeals of an Academic Standards Decision

For a student's appeal of an academic standard action to be considered, the appeal must be based upon one or more of the following grounds and allegation that the grounds cited influenced the academic decision: (1) arithmetic or clerical error; (2) extenuating circumstances; (3) discrimination or harassment, based upon race, color, gender, religion, national/ethnic origin, age, or disability.

The student may appeal the academic standard action in accordance with the procedure outlined below. Such a request for appeal must occur within 10 days of the notification. If the student chooses to appeal a decision related to academic standards, the student must submit a written statement detailing the grounds for appeal based on the above grounds. The student is responsible for preparing a written statement and setting forth the facts and circumstances in support of the appeal. In order to have extenuating circumstances considered in an appeal, in addition to the written statement explaining the situation, the student must include with the appeal documents (1) a success plan for overcoming the extenuating circumstances and a statement of how the student will improve the management of any further challenges to their academic success.

Students who believe that an error has been made in the assignment of a grade should discuss with the instructor the basis upon which the grade was determined. If, after this review of the grading criteria for the course and the student's performance in it, the student is not satisfied with the assigned grade, see Iona University's grade appeal process.

The procedure for the Department of Nursing appeal process:
1. The student prepares and submits a written statement including all elements as outlined above to the Director of Nursing via electronic communication within 10 days of notification.
2. The appeal will be sent to the Nursing Academic Standards and Progression Committee to review the student's academic and professional record along with the appeal. The Committee will make a recommendation to the Director of Nursing within 10 days of receiving the appeal.
3. The Director of Nursing will review the recommendation and will either accept or overturn the decision. The student will be notified of the decision via electronic communication within 5 business days of receiving the recommendation.
4. If the student remains dissatisfied with the decision, a second written appeal may be submitted to the Dean of the School of Health Sciences' office with a clearly stated reason for requesting a second review within 5 business days of the notification.
5. The appeal will be sent to the School of Health Sciences Academic Appeal's Committee to review the academic and professional record, first appeal, and second appeal statements. The Committee will make a recommendation to the Dean within 10 business days of receiving the appeal.
6. The Dean will review the recommendation and will make a final decision on the appeal. The student will be notified of the decision via electronic communication within 5 business days of receiving the recommendation.
7. This concludes the appeal process.

Contact Information

Public Safety- Emergency- 2560 from campus phone or (914) 633-2560

Academic Support Services: https://www.iona.edu/academics/academic-support-services

Bursar's Office: https://www.iona.edu/offices/student-financial-services/contact-student-financial-services

Iona University Catalog: https://catalog.iona.edu/

Libraries: https://www.iona.edu/libraries

Office of Accessibility: https://www.iona.edu/offices/accessibility-services

Office of Financial Aid: https://www.iona.edu/offices/student-financial-services

Office of Student Services: https://www.iona.edu/students/student-handbook/administrative-offices-student-resources

IONA UNIVERSITY
NEWYORK-PRESBYTERIAN
IONA SCHOOL of HEALTH SCIENCES

Warning Report

Student Name: _____ **Course:** _____

Faculty Name: _____ **Date:** _____

☐ Failure to meet professional standards/expectations

☐ Overdue Clinical Compliance

☐ Unprepared for clinical or lab or class

☐ Consistently late for clinical or lab

☐ Missed clinical without appropriate notification of instructor

☐ Left clinical unit site without notifying instructor/staff

☐ Failed to report a significant change in the patient's condition

☐ Failed to follow hospital/agency policy

☐ Engaged in unsafe practice

☐ Displayed inappropriate/disruptive/disrespectful behavior towards client/staff/instructors/peers

☐ Violated uniform dress code/policy

☐ Displayed inappropriate/disruptive/disrespectful behavior/communication towards professor/peers

☐ Consistently tardy in submitting assignments

☐ Violated professional ethical practice principles

☐ Other: _____

Referral

☐ Lab Referral

☐ Other: _____

Description of Incident:

_____

_____

☐ SPEET Completed

SPEET Outcome

☐ Human Error   ☐ At-Risk-Behavior   ☐ Reckless Behavior

Outcome of Incident: _☐ Consoling ☐ Coaching ☐ Counseling

_____

☐ Success Plan Written ☐ Verbal Warning ☐ Professional Warning   ☐ Recommend Probation
☐ Recommend Dismissal

Plan of Action:

_____

_____

Faculty Signature: _____

Student Signature: _____

Date: _____

Iona University
Department of Nursing
Student Incident Report Form

Any student-related adverse incident must be reported to the student's clinical instructor and clinical course coordinator. This report is to be completed promptly (no later than 24 hours of incidence) by the student for any related error, accident, injury, or illness. This report is to be submitted to the clinical instructor and subsequently clinical course coordinator.

If immediate medical attention is needed and the student is close to and able to, the student should report to Student Health Services, at 914-633-2548. Student Health Services hours are Mon-Fri 9:00 am-5:00 pm. If the Student Health Service Center is closed or unavailable, go to the hospital emergency department immediately for treatment. The student needs to follow up with Student Health Services.

PLEASE PRINT:

Student Name: _____ SID: _____

Date of Birth: _____ Phone Number: _____

Date of Incident: _____ Time of Incident: _____

Instructors Name: _____

Please describe any other information related to the incident (Use a separate sheet of paper if needed):

_____

_____

_____

_____

Where did the incident occur (Be specific to the exact site & clinical location):

_____

_____

Describe how the incident occurred:

_____

_____

_____

Any witnesses to the incident?

_____

Who did you first report the incident to?

What is the nature of your injury? (Circle appropriate response)

Needle stick   Cut   Strain   Burn   Bite   Puncture   Splash   Inhalation   Other:

Body part affected (i.e., Low back, right arm, left leg)

_____

Type of fluid involved: (Circle appropriate response)

Blood   Saliva   Emesis Mucus Semen Urine   Feces   Sweat Tears   Exhaled Air   Other:

Amount of exposure: (Circle appropriate response)

< 1drop   1 drop to 1 teaspoon   > 1 teaspoon   Unknown

The following questions are for needlestick incidents only:

Was the instrument visibly contaminated with blood? (Circle appropriate response)   YES   NO

Needlestick from: (Circle appropriate response)

Recapping   Injection   Trash Bin   Linen   Full sharps container   Other:

The following question are for splash incidents only:

Splash to: (Circle appropriate response)

Mouth Eye   Ear   Nose   Other:

Was the student's skin broken? (Circle appropriate response)   YES   NO

If yes, explain _____

What steps were taken immediately after exposure? (Circle appropriate response)

Washing   Rinsing   Bleeding

Type of personal protective equipment worn at the time of exposure? (Circle appropriate responses)

Gloves Mask   Eye Protection Gown Apron Resuscitation Mask   None   Other:

Source of Exposure: (Gather all information available)

Name of Source client_____ Date of Birth _____

Full Address: _____ Phone Number: _____

Attending Physician of Source Client: _____

Diagnosis of Source Client: _____

Any known infectious agent of source client? (Circle appropriate responses)

HIV   Hepatitis A   Hepatitis B   Hepatitis C   Syphilis   Gonorrhea   Tuberculosis

Meningitis   Other:

Any relevant information regarding Source client? _____

_____

_____

Student Medical Information:

Did you seek medical attention? (Circle appropriate response) YES   NO

Where did you seek medical attention? _____

Date of medical attention: _____

Health Care Provider Name: _____

Address: _____

Phone Number: _____

Current Health Insurance: _____

** Please provide a copy of the provider statement related to the incident

Student Signature: _____

Date: _____ Time: _____ AM   PM

Clinical/Lab Faculty Signature: _____

Date: _____ Time: _____

Course Coordinator Signature: _____

Date: _____ Time: _____

Iona University – Department of Nursing

Student Name: _____ Date: _____

Event(s):_____ Event Number: _____

	Criteria	Human Error	At Risk Behavior			Reckless Behavior		Score
		0	**1**	**2**	**3**	**4**	**5**	
G	**General Nursing Practice**	No prior counseling for practice related issues	Prior counseling for single non-related practice issue	Prior counseling for single "related" issue	Prior counseling for "same" issue	Prior counseling for multiple related or non-related practice issues	Prior counseling for same or related issue with no or little evidence of improvement	
U	**Under-standing expected based on program level, course objectives/ outcomes**	Has knowledge, skill and ability - Incident was accidental, inadvertent, or an oversight	Task driven/rote learning or wrong action for this circumstance	Failed to demonstrate appropriate understanding of options/resources or Aware of safety issues but in this instance cut corners	Understands rationale but failed to recognize situations in terms of overall picture or to prioritize actions or in this instance, failed to obtain sufficient info or consult before acting	Able to recognize potential problems. In this instance "negligent" or failed to act according to standards. Risk to client outweighed benefits.	Knows or should have known correct action, role and limitations. In this instance action was "gross negligence/ unsafe act" and demonstrated no regard for patient safety.	
I	**Internal Program or Agency Policies/ standards/ inter-disciplinary orders**	Unintentional breach or no policy/standard/ order available	Policy not enforced or cultural norm or common deviation of staff or policy/order misinterpreted	Student cut corners or deviated in this instance from policy/standard/order as time saver. No evidence or suggestion of a pattern of behavior.	Aware of policy/ standard/ order but ignored or disregarded to achieve perceived expectations of faculty, staff, patient or others. May indicate pattern or single event.	Disregarded policy/standard/order for own personal gain	Maliciously disregarded policy/standard/order	
D	**Decision/ choice**	Accidental/ mistake/ inadvertent error	Advantages to patient outweighed risk	Emergent situation - quick response required	Non-emergent situation. Chose to act/not to act without weighing options or utilizing resources. Used poor judgment.	Clearly a prudent student would not have done. Unacceptable risk to patient/agency/public. Disregard for patient safety.	Conscious choice. Put own interest above that of patient/agency/public. Egregious choice. Neglected red flags	
E	**Ethics/ credibility/ accountability**	Identified own error and self-reported. Identifies opportunities for improvement and develops action plan for ensuring incident will not be repeated.	Admitted to error and accepts responsibility. Identifies opportunities for improvement and develops action plan for ensuring incident will not be repeated.	Acknowledged role in error but attributes to circumstances and/or blames others to justify action/inaction. Cooperative during investigation. Demonstrates desire to improve practice.	Denies responsibility until confronted with evidence. Reluctantly accepts responsibility. Made excuses or made light of occurrence. Marginally cooperative during investigation.	Denied responsibility despite evidence. Indifferent to situation. Uncooperative and/or dishonest during investigation.	Took active steps to conceal error or failed to disclose known error.	

	Mitigating Factors – check all identified		**Aggravating Factors – check all identified**	
	Unavailable resources (inadequate supplies/equipment)		Especially heinous, cruel, and/or violent act	
	Interruptions/chaotic environment/emergencies – frequent interruptions/ distractions		Knowingly created risk for more than one client	
	Inadequate supervision by faculty or preceptor		Threatening/bullying behaviors	
	Inappropriate assignment by faculty or preceptor		Prior formal student disciplinary record for practice issue(s)	
	Non-supportive environment – interdepartmental/staff/student conflicts		Other (identify)	
	Lack of response by other departments/providers			
	Other (identify)			
	Total # mitigating factors identified		**Total # aggravating factors identified**	

Criteria Score (from page 1)			**Human Error**	**At-Risk Behavior**	**Reckless Behavior**
Mitigating factors (subtract 1 point for 1 – 3 factors; 2 points for 4 – 6 factors; and 3 points for 7 or more factors)	0		**# criteria in green= ____**	**# criteria in yellow= ____**	**# criteria in red = ____**
			IF 3 or more criteria in Green OR Overall criteria score is 6 or less, Address event by consoling student and/or improvement plan with student	IF 3 or more criteria in yellow OR Overall criteria score is 7-15 Address event by coaching student, and/or developing remedial improvement plan with student	IF 3 or more criteria in red OR Overall criteria score is 16 or greater Consider disciplinary action
Aggravating factors (add 1 point for each identified factor)	0				
Total Overall Score	0				

Clinical Course Coordinator/Faculty Signature: _____ **Date:** _____

Director of Nursing Signature: _____ **Date:** _____

NOTE: This SPEET is NOT used if event involves misconduct such as: academic cheating, confidentiality, fraud, theft, drug abuse, diversion, boundary issues, sexual misconduct, mental/physical impairment. Instead, these are managed through established mechanisms outside of this clinical framework.

Human Error = Inadvertently doing other than what should have been done; a slip lapse, mistake.
At-Risk Behavior = Behavioral choice that increases risk where risk is not recognized or is mistakenly believed to be justified.
Reckless Behavior = Behavioral choice to consciously disregard a substantial and unjustifiable risk.
Consoling = Comforting, calming; supporting student while examining event.
Coaching = Supportive discussion with the student on the need to engage in safe behavioral choices.
Remedial Action = Actions taken to aid student including education, training assignment to program level-appropriate tasks.
Counseling = A first step disciplinary action; putting the student on notice that performance is unacceptable.
Disciplinary Action = Punitive deterrent to cause student to refrain from undesired behavioral choices.

Iona University
Department of Nursing
Confidentiality Agreement

I understand that I may come in contact with various types of information in my studies or through my clinical rotations while a student in the Department of Nursing (DON) at Iona University. This information may include, but is not limited to, information on patents, employees, students, families, donors, research, and financial and business operations. Some of this information is made confidential by law (such as "protected health information" or "PHI" under the federal Health Insurance Portability and Accountability Act, HIPAA) or by the university. Confidential information may be in any form, such as written, electronic, oral, overheard, or observed. I also understand that access to all confidential information is granted on a need-to-know basis. A need-to-know is defined as information access that is required to engage in my studies or to complete my approved academic requirements for the program in which I am enrolled.

I will protect all confidential information, including PHI, while a student at the DON. I will not share PHI with those outside of the DON unless they are part of my studies or educational program at the DON and have a need to know. I will not remove or electronically send any confidential information from the agencies and facilities where I am assigned as a student except as permitted by the specifics of the agency and in accordance with the agreements with those agencies.

I will protect any sign-on codes provided to me from any agency. The sign-on and password codes are equivalent to my signature, and I will not share them with anyone nor allow anyone to use them. I will not attempt to access PHI information with these codes except to meet the needs specific to my reason for being there. I will be responsible for any use or misuse of my codes.

If I knowingly violate this agreement, I will be subject to failure in the related clinical/didactic course and expulsion from the DON. In addition, under applicable law, I may be subject to criminal or civil penalties.

I have read and understand the above and agree to be bound by it. I understand that signing this agreement and complying with its terms is a requirement for my inclusion in the DON educational program and participation in clinical experiences.

Name (PRINT full legal name): _____

Iona SID#: _____   Date: _____

Signature: _____

Iona University
Department of Nursing
Health Care Provider Certification Form

Date: _____

Attention Health Care Provider:

Iona University policy requires that all Nursing students receive a COVID-19 vaccination. _____ (insert patient's name) is requesting a medical exemption from this vaccination requirement. A medical exemption may be allowed for certain recognized contraindications.

Please certify below the medical reason that your patient should not be immunized for COVID-19 by completing this form and attaching available supporting documentation. Information provided on this form will be reviewed by a confidential committee in consideration of the exemption request.

Option 1 - Allergy

__ A documented history of a severe allergic reaction to any component of a COVID-19 vaccine. Please indicate which of the following vaccines are contraindicated.

   •Moderna - List the component(s): _____

   •Pfizer - List the component(s): _____

   •Janssen/Johnson & Johnson - List the component(s): _____

__ A documented history of a severe allergic reaction after a previous dose of the COVID-19 vaccine

Please indicate to which vaccine the patient had a reaction and the date of the vaccine & reaction

   •Moderna - Date of Vaccine & Reaction: _____

   •Pfizer - Date of Vaccine & Reaction: _____

   •Janssen/Johnson & Johnson - Date of Vaccine & Reaction: _____

Option 2 – Physical Condition/Medical Circumstance

__ The physical condition of the patient or medical circumstances relating to the individual are such that immunization is not considered safe. Please state, with sufficient detail for independent medical review, the specific nature and probable duration of the medical condition or circumstances that contraindicate immunization with the COVID-19 vaccine.

Explanation: (attach a written narrative)

Certification

I certify that _____ (patient name) has the above contraindication or medical condition and support the request for a medical exemption from the COVID-19 vaccine requirement at Iona University.

Duration of this medical exemption: Three (3) months

Provider Information

Medical Provider Name: _____

Medical Provider Specialty: _____

Signature: _____

Provider License Number: _____

Date: _____

Name of Provider Company: _____

Address: _____

Email: _____

Phone number: _____

Fax number: _____

Patient Information

Patient Name: _____

Date: _____

Student ID: _____

Student email: _____

Phone number: _____

Iona University
Department of Nursing
COVID -19 Policy

Iona University Department of Nursing policy requires that all students be fully vaccinated against COVID-19. The Department of Nursing will comply with all applicable laws protecting students' disabilities, and medical or physical conditions. Accordingly, medical exemption from the vaccination requirement may be granted under the following conditions: (i) the individual has a covered disability, medical condition, or other contraindication for use of a COVID-19 vaccination; (ii) the individual completes the attached form; (iii) the individual provides the required documentation to support the exemption request; and (iv) the individual complies with all requirements of the exemption/reasonable accommodation, including COVID19 testing, correct use of Personal Protective Equipment ("PPE") and compliance with all other health/safety requirements applicable to unvaccinated individuals. Iona Department of Nursing remains committed to providing a safe, inclusive, and supportive experience for all.

Iona Department of Nursing will provide an exemption/reasonable accommodation for students' and individuals' disabilities and medical or physical conditions, which prohibit and/or contraindicate the student from receiving a COVID-19 vaccine, provided the requested accommodation is reasonable and does not create an undue hardship and does not pose a direct threat to the health and/or safety of the individual or others.

I certify that the information provided within this form and in support of my request for medical or religious exemption from COVID-19 vaccination is true and complete. I further understand and agree that, if granted, I will comply with all health/safety requirements applicable to unvaccinated individuals, including the proper use of a face covering and other PPE. Finally, I acknowledge and understand I will be subject to discipline, including possible dismissal from the Department of Nursing Program, if I have provided false, misleading, or incomplete information in support of my request, or if I violate the health/ safety protocols required for any reasonable accommodation.

Furthermore, I understand that the Department of Nursing and/or Clinical Affiliates have the final determination regarding clinical attendance and may withdraw clinical placements or dismiss any student from the clinical site at any time. As a result of this determination, the student will be unable to meet the requirements and will be dismissed from the nursing program.

Iona University
Department of Nursing
Request for COVID-19 Immunization Exemption Form

Name: _____

Student ID: _____ School/Department: _____

University Email: _____ Phone: _____

All students in the Nursing Program at Iona University attending in-person instruction or for in-person access to any University facilities are required to be Fully Vaccinated for COVID-19. **An exemption for religious or medical reasons may be granted upon receipt of a completed form (below) not more than 3 months old, signed and certified by a licensed healthcare provider, not related to the submitter.**

Medical exemptions expire when the medical condition(s) contraindicating COVID-19 immunization changes in a manner that permits immunization or upon graduation, as determined by the Department of Nursing in reviewing the request. The assigned expiration is at the sole determination of the Department of Nursing.

Individuals with an approved exemption will be required to comply with additional testing and other preventive requirements. In the event of an outbreak on or near campus, individuals holding exemptions may be excluded from all on and off-campus facilities and activities including academic programming, for their protection and the protection of the patient.

The Department of Nursing will carefully review all requests, though approval is not guaranteed. After your request has been reviewed and processed, you will be notified, in writing, if an exemption has been granted or denied. If the approved exemption contains an expiration, you will be expected to complete the requirement at that time. Should the condition continue, or a new immunization contraindication occur, a new request with updated documentation is required. Requests will be presented to the Department of Nursing individually for exemption decision. The decisions of the Department of Nursing are final and not subject to appeal. Individuals whose requests have been denied are permitted to reapply if new documentation and information should become available.

To submit a request, please:
- **Read the CDC COVID-19 Vaccine Information at https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html;**

- **Complete the following page of this form;**

- **Have your provider complete the provider section of this form;**

- **Attach all supplemental materials; and**

- **Submit the completed exemption request form with all required documentation to The**

   Department of Nursing

Note: incomplete submissions will not be reviewed. Be sure all forms and documentation are submitted at one time to the Department of Nursing. The submitter will be notified of receipt of information by email within 10 business days.

Initial next to each of the statements below:

	I request an exemption from the COVID-19 immunization requirements due to my current medical condition or religious beliefs. I understand and assume the risks of non-immunization. I accept full responsibility for my health, thus removing liability from Iona University for the required immunization.
	I understand that as I am not vaccinated, in order to protect my own health and the health of the community, I will comply with assigned COVID-19 testing requirements and other preventive guidance. Failure to comply will result in immediate withdrawal from the clinical setting and nursing programming.
	I understand that in the event of increased COVID activity, as determined by the University at large or our clinical affiliates, I may be temporarily excluded or reassigned from university facilities and approved activities (including but not limited to university-owned housing). I agree to comply with these restrictions and accept responsibility for communicating with supervisors, faculty, and advisors as appropriate to my university affiliation.
	Should I contract COVID-19, regardless of my vaccination status, I will immediately report it to the Department of Nursing and comply with all isolation and quarantine procedures as specified by the University and the Department of Nursing, and remove myself from the University community if so advised.
	I understand that the Department of Nursing and/or clinical affiliates have the final determination regarding clinical attendance and may withdraw clinical placements or dismiss any student from the clinical site at any time. As a result of this determination, the students will be unable to meet the requirements and will be dismissed from the nursing program.
	I acknowledge that I have read the **CDC COVID-19 Vaccine Information at https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html**.
	I understand that this exemption will expire when the medical condition(s) contraindicating immunization changes in a manner that permits immunization, as determined by the Department of Nursing in reviewing the request.
	I understand and agree to comply with and abide by all Department of Nursing policies and procedures.
	I understand that this exception is only valid for the approved period and I may need to submit a new request for any subsequent changes, new medical contraindications, or on expiration of an approved exemption.
	I certify that the information I have provided in connection with this request is accurate and complete. I understand this exception may be revoked and I may be subject to disciplinary action as outlined in the Department of Nursing policies and procedures if any of the information I provided in support of this exemption is false.

Printed Name: _____

Signature: _____

Date: _____

Student ID: _____

School Email: _____

Phone number: _____