



**IONA UNIVERSITY**

NEWYORK-PRESBYTERIAN  
IONA SCHOOL of HEALTH SCIENCES

**BS NURSING STUDENT HANDBOOK**

**AY 2024-2025**

## **WELCOME TO THE IONA UNIVERSITY NURSING PROGRAM**

Dear Students,

Welcome to the Department of Nursing at Iona University! You have chosen a rigorous and exciting major which will lead you to a fulfilling and important career. 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, and communities.

Nursing education is highly specialized. Department policies and procedures have been designed to ensure that Iona University's 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 nursing program policies and procedures designed to promote student and patient safety and success. The Iona University Undergraduate Catalogue is the primary source for information about the University. 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 to you our best wishes for success and utmost support while you pursue your nursing education. The future of nursing will be in your capable hands. Go GAELS!

Sincerely,

The Faculty, Staff, and Administration  
Department of Nursing

### **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 or 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 apply to 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 college-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 BACCALAUREATE PROGRAM STUDENT LEARNING OUTCOMES**

The BS Nursing graduate is prepared to provide comprehensive care in a variety of settings- acute, community, and rehabilitative. Program emphasis includes clinical nursing practice, health promotion, and maintenance, hands-on experiences across the continuum of care, and preparation for assuming leadership roles and graduate study in nursing.

The graduate will be able to:

- I. Apply knowledge that integrates nursing science with that from other disciplines and the liberal arts, to support clinical judgment and innovation in nursing practice.
- II. Collaborate as a member of the interprofessional team to provide holistic, inclusive, culturally sensitive, ethical, and compassionate person-centered nursing care across all healthcare environments.
- III. Apply principles of population health in the care of diverse clients to promote and advocate for equitable health outcomes.
- IV. Integrate evidence-based nursing practice to improve health.
- V. Incorporate knowledge of healthcare systems, performance metrics, regulatory policies, and costs to effectively make decisions and provide equitable care to diverse populations.
- VI. Use informatics and communication technologies to drive clinical judgment in accordance with professional and regulatory standards to deliver quality and safe nursing care.
- VII. Cultivate a professional nursing identity that reflects ethical principles, human dignity, and social justice.
- VIII. Create a leadership approach that values personal well-being, lifelong learning, and continued acquisition of professional nursing expertise.

## Curriculum Plan

### Traditional BS Undergraduate Program Nursing Courses (UG)

Students must have completed all required Science Courses (General Chemistry; Anatomy and Physiology I and II; Microbiology with In-Person labs), Math, Statistics, Psychology, Life Span Development Psychology, Sociology, & Ethics Courses before progressing into the nursing courses and only have 6 credits outstanding in the core to complete.

Core courses may be substituted for equal courses; Honor Students will have different core courses required to fulfill honor requirements but pre-requisites for the nursing program are asterisk* and all students must meet these requirements. The sequence for some core courses may vary, this is a suggested map for the core courses.			
<i>Course # and Title</i>	<i>Credits</i>	<i>Course # and Title</i>	<i>Credits</i>
<b>Semester 1</b>		<b>Semester 2</b>	
CLO 150 Columba Cornerstone	3	ENG English or Literature core	3
ENG 120 English Composition	3	PSY 201 or PSY 202 Intro to Psychology * (soc. science core)	3
CHM 107 Principles of General Chemistry with lab* (science core)	5	MTH 137 Interpreting Mathematical Functions* (mathcore)	3
SOC 101 Intro to Sociology* (soc. science core)	3	CS Computer Science core	3
RST Religion core	3	Diversity, Cross-Cultural, & Global Perspectives #1 requirement	3
NUR 101 Introduction to Professional Nursing (take either semester 1 or 2)	1		
<b>Semester 3</b>		<b>Semester 4</b>	
BIO or HS 136 Anatomy & Physiology I with lab*	4	BIO or HS 137 Anatomy & Physiology II with lab*	4
MTH 270 Applied Statistics*	3	PHL Ethics* [210, 215, 216, 217, 221] (philosophy core)	3
PSY 441 Developmental Psychology*	3	BIO 118 Microbiology with lab*	4
HST History core	3	FPA Fine & Performing Arts core	3
Diversity, Cross Cultural, & Global Perspectives #2 requirement	3	Diversity, Cross Cultural, & Global Perspectives #2 requirement	3
<b>Semester 5</b>		<b>Semester 6</b>	
NUR 301 Health Assessment	3	NUR 302 Healthcare Perspectives	3
NUR 310 Pharmacology	3	NUR 318 Nursing Care of Adults I	5
NUR 311 Pathophysiology	3	NUR 325 Clinical Judgement I	2
NUR 320 Foundations of Patient Centered Care	7	NUR 401 Nursing Care of Clients with Behavioral Health Needs	4
x	x	NUR 420 Research & Evidence Based Practice	3
<b>Semester 7</b>		<b>Semester 8</b>	
NUR 410 Nursing Care of Women & Childbearing Family	4	NUR 402 Nursing Care of Diverse Populations	5
NUR 411 Nursing Care of Children	4	NUR 450 Nursing Leadership & Synthesis	3
NUR 425 Clinical Judgement II	2	NUR 435 Clinical Judgement III	1
NUR 418 Nursing Care of Adults II	5	NUR 430 Transition into Nursing Practice	4

## Accelerated Second Degree Program (ABS)

Students must have completed all required Science Courses (General Chemistry; Anatomy and Physiology I and II; Microbiology with In-Person labs), Math, Statistics, Psychology, Life Span Development Psychology, Sociology, & Ethics Courses before starting in

<i>Course # and Title</i>	<i>Credits</i>	<i>Course # and Title</i>	<i>Credits</i>
<b>Semester 1</b>		<b>Semester 2</b>	
NUR 3010 Health Assessment	3	NUR 3180 Nursing Care of the Adults I	5
NUR 3100 Pharmacology	3	NUR 3250 Clinical Judgement A	3
NUR 3110 Pathophysiology	3	NUR 4010 Nursing Care of Clients with Behavioral Health Needs	4
NUR 3200 Foundations of Patient-Centered Care	7	NUR 4100 Nursing Care of Women & the Childbearing Family	4
<b>Semester 3 (Summer)</b>		<b>Semester 4</b>	
NUR 3020 Healthcare Perspectives (2-week)	3	NUR 4020 Nursing Care of Diverse Populations	5
NUR 4200 Research & Evidence-Based Practice	3	NUR 4320 Clinical Judgement C	1
NUR 4110 Nursing Care of Children (5 weeks)	4	NUR 4500 Nursing Leadership & Synthesis	3
NUR 4180 Nursing Care of Adults II (5 weeks)	5	NUR 4300 Transition into Professional Nursing	4
NUR 4250 Clinical Judgement B	1		

### 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.ccnaccreditation.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. Once admitted students may not switch cohort groups without specific permission from the Director of Nursing.

The traditional undergraduate program is considered a direct-entry program, requiring one-time admission upon applying to Iona University.

Admission requirements specific to the post-baccalaureate accelerated nursing program include:

- All pre-requisites must be completed within 5 years of application from an accredited higher education institution.
- All science labs must be in-person.

- Undergraduate bachelor's degree from an accredited higher education institution with an overall GPA of  $\geq 3.000$ .
- The following pre-requisite courses with a final course grade of a B or higher:
  - General Chemistry with lab
  - Human Anatomy & Physiology I with lab
  - Human Anatomy & Physiology II with lab
  - Microbiology with lab
  - Developmental Psychology
  - College-level algebra or higher
  - College level statistics
  - Ethics

### **Advisement and Registration**

Academic advisors are designated through the University's Advising Center. The student should schedule at least 1 appointment per semester to discuss a plan of study and progress toward degree completion. 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, lab, or clinical unless registered through the University's system.

### **Faculty Mentors**

Nursing faculty members will be assigned upon admission into the major beginning to assist with answering any questions or concerns regarding the program. The faculty mentor relationship with the student is supportive and should serve as a resource for students. Some topics that may be discussed during small group or individualized meetings include time management, success tips, summer externships, career goals, and personal issues that may conflict with success in the program. The student should attend at least 1 appointment per semester either individually or in small groups when offered to discuss program updates, special topics, and any concerns related to success and progression.

### **Communication Practices**

Iona University email is the official method of communication through Gaels 360 and Microsoft Outlook. 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. The faculty will announce or post procedures for contacting and/or scheduling appointments. Course faculty office hours are posted on the syllabus.

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 Advisory**

Iona's Department of Nursing administration, faculty, and staff value student feedback for continuous improvement. The Director of Nursing will hold one open-forum student advisory meeting per academic semester for the matriculated junior, senior, and accelerated nursing students with an update on the program and an open forum for questions and discussions. All students who are enrolled in a nursing (NUR) course during the semester are invited and encouraged to attend. The announcement of the meeting will be sent via email.

This forum is to hear collective concerns, ask questions related to the program, and provide positive feedback. Students who have individual issues should meet with their academic faculty mentor/advisor and/or Director of Nursing as appropriate. All interactions should be done in a professional manner.

Students are highly encouraged to complete end-of-course evaluations about the course, lab, simulation, and instructors to share their opinions. The feedback is used for continuous improvement. However, the nursing department values timely issues to be addressed and asks students to communicate throughout the semester.

### **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**

The 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.

### **Nursing Department Artificial Intelligence Policy**

Writing, analytical, and critical thinking skills are requirements for students in the undergraduate 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, Chromebooks and iPads are incompatible with some applications. 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, ATI, Lippincott and Elsevier Simulation, 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. Exemplify, ATI proctored testing, 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, 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 from the faculty. 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. Students who consistently use electronic technology in the classroom for other than academic purposes may be prohibited from bringing electronic media into the classroom for the duration of the Nursing program.
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.

## **NCLEX-RN Examination**

The New York State Education Department requires that to be licensed as a registered professional nurse, candidates must be of good moral character as outlined in Article 139 of New York States Education Law and Part 64 of the Commissioners Regulations. Successful graduation from Iona University with a major in Nursing does not ensure that candidates will be approved by the State Education Department to take the licensing exam. The New York Board of Rules can be accessed at <http://www.op.nysed.gov>

Upon successful completion of the academic course work in Iona University's Bachelor of Science degree in Nursing program, students become eligible to sit for the National Council Licensing Examination- RN (NCLEX-RN). Students must meet eligibility requirements for licensure as determined by the individual state in which the student chooses to apply to as well as complete necessary additional requirements. New York State Education Department's applications can be accessed at the following: [www.op.nysed.gov](http://www.op.nysed.gov) and [www.ncsbn.org/nclex.htm](http://www.ncsbn.org/nclex.htm). Students also must complete an application with Pearson Vue, the company that works with NCSBN to administer the exam. During the final course of the program detailed instructions, explanations, and other requirements are discussed.

Students are responsible for (a) filing the application with appropriate fees, (b) making an appointment to take the exam, and (c) providing required identification information prior to taking the exam.

Students who plan to take the NCLEX-RN exam in another state other than New York should contact the individual state's Board of Nursing webpage and follow the application guidelines. Each state has specific guidelines that the applicant must adhere to and it is the student's responsibility to apply and complete the application. If there is an additional form required that the Nursing Department must complete, it is the student's responsibility to notify the Director of Nursing about the form and include the form in a timely manner to facilitate processing.

## **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 National Student Nurse Association, 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. Administer medication under the direct supervision of a University faculty member or designated Iona University preceptor being present.
8. Promote excellence in nursing by encouraging lifelong learning and professional development.
9. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
10. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of patient care.
11. Use every opportunity to improve faculty and clinical staff's understanding of the learning needs of nursing students.
12. Encourage faculty, clinical staff, and peers to mentor nursing students.
13. Refrain from performing any technique or procedure for which the student has not been adequately trained.
14. 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.
15. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization is obtained from patients regarding any form of treatment or research.
16. Abstain from the use of substances in the academic and clinical setting that impair judgment.

17. Strive to achieve and maintain an optimal level of personal health.
18. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
19. 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.

\*The NSNA discussed the Code at the Forum on the Code of Ethics and voted on revisions and amendments to the Code of Ethics on April 7, 2017.

### **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 instructor's approval.
  - 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 the instructor and assigned staff member when coming in and leaving the clinical area.
10. Prepare for clinical experience by collecting patient data, researching, and developing a preliminary plan of care.
11. Collaborate with others on the healthcare team with respect and professionalism.
12. Report all pertinent information, including abnormal findings, to the clinical instructor and staff member or designated person.
13. Participate in pre- and post-conference and share learning experiences with others.
14. Accept responsibility for assignment (e.g., complete assignment, complete own work, perform ongoing chart review for changes).
15. Seek the instructor's guidance before performing new or invasive procedures, administering medication, or when changes occur in the patient's status.
16. Apply knowledge from previous courses.
17. Support an inclusive learning environment that embraces diversity of peers, faculty, and patients
18. Present or discuss one's own views in a way that demonstrates respect for those with opposing viewpoints.
19. 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.
20. Maintain appropriate body language and non-verbal cues that demonstrate respect for others.
21. Maintains professional and personal boundaries that are appropriate for the situation.
22. Voice criticism and negative perspectives in an appropriate way and at appropriate times.

23. Be attentive and respectful when others are speaking.
  24. Respect those with opposing opinions.
  25. Engage in self-assessment and reflection regularly to promote professional growth and development.
  26. Respect and respond appropriately to criticism. Use critiques from faculty in a positive way by developing a success plan for improvement.
  27. Demonstrate sensitivity to interpersonal differences, including cultural, racial, religious, gender, age, sexual orientation, and ability.
  28. Utilize an appropriate level and type of language for the person, group, and/or situation.
  29. Utilize a tone and attitude that demonstrates respect for others and their roles.
  30. Use a volume and clarity of speech that is understandable to the listener or audience.
  31. Utilize professional tone and language in all correspondences.
  32. Identify themselves and explain their role to the patient.
- 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. Civility is an essential component of professionalism, safety, communication, and patient outcomes. The ANA *Code for Ethics of Nurses* (2015) requires nurses to treat colleagues, students, and patients with dignity and respect and 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; the 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 the nursing program.

<b>Grade</b>	<b>From</b>	<b>To</b>
A	93%	100%
A-	90%	92%
B+	87%	89%
B	83%	86%
B-	80%	82%
C+	77%	79%
C	73%	76%
C-	70%	72%



D	60%	69%
F	0%	59%
P	Passing	
U	Unsatisfactory	

1. For the baccalaureate program, a minimum grade of “C+” or “P” has been established as the satisfactory level of academic achievement for all Nursing, Science, and Math courses in the Program. Failure to achieve at least 77% or a “P” grade in a course will result in failure of the course.
2. If a final course grade of “C” or below or a “U” grade is obtained in any course, you will not be permitted to progress in the plan of study. See Program Progression and Academic Standards Policy sections.
3. Evaluation measures with weighted percentages for each course are posted in the course syllabus.

### **Grade Calculation for Nursing (NUR) Test-Based Courses**

For the following courses that are considered test-based courses as determined in the syllabus, grades will be calculated using the following policy:

- Unit exams, cumulative final exam, and ATI standardized assessment (exam) must have a cumulative average of 77% in order to pass the course, as per the Department of Nursing policy.
- An average of all exams must be 77% or better. If the culminated weighted average of course exams is below 77% the student will not pass the course. For the student who achieves a culminated weighted average test grade of 77% or better, the final grade will be calculated on all of the evaluative components of the course (per weighted percentages).
- Clinical and Lab components of the course are pass/fail and must be successfully passed in order to pass this entire course. This includes a completed and signed clinical evaluation prior to the final grade being entered.

### **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 of 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.

### **Late Assignment Policy**

The faculty is under no obligation to accept late assignments. Late submissions will be deducted 5 percent for the first 24 hours and 1 percent per day thereafter. After 5 days the assignment will be assigned a score of a zero. Requests in advance for late submission without penalty may be considered.

### **Program Progression Requirements**

#### **Progression Standards to Matriculate into Traditional Baccalaureate Program**

1. Students must progress through the curriculum in accordance with pre-requisite and co-requisite requirements prior to matriculation. All requirements must be met successfully by June 1<sup>st</sup> of the summer prior to entering nursing major courses (NUR courses).

2. Students must have completed all required Science Courses (General Chemistry; Anatomy and Physiology I and II; Microbiology with In-Person labs), Math, Statistics, Psychology, Lifespan Development Psychology, Sociology, & Ethics courses before progressing into the nursing courses.
3. Achieve a grade of C+ or better in all pre-requisite science (including associated labs), math, and statistics courses.
4. A cumulative GPA  $\geq 2.800$  must be maintained for matriculation into the nursing program.
5. Only 6 credits or less in the core (non-pre-requisites) may be outstanding before entering nursing coursework.
6. No AP courses or link high school courses will be accepted for science pre-requisite courses (Anatomy & Physiology I and II, Chemistry, and/or Microbiology). The credits may be used towards general credits.
7. If a grade of a C or C- is earned in either a required science (Anatomy & Physiology I and II, Chemistry, and/or Microbiology) or a math course (Interpreting Mathematical Functions and/or Statistics), a student may repeat up to two science or math courses one time each\* at Iona University or another regionally accredited institution per the Iona University's Transfer Request Permission Policy. Successful completion of a repeated course must have a final course grade of a C+ or better if taken at Iona University or a final course grade of a B or better if transferring from a pre-approved external university/college to be accepted.
8. A grade of D, F, or U in any prerequisite science or math course will result in dismissal from the Department of Nursing.
9. A withdrawal from a course, counts as one attempt at the course.
10. A student may repeat a pre-requisite course one time only.

### **Progression Standards for Baccalaureate Nursing Program Coursework**

1. A student must demonstrate the required theoretical and clinical nursing competencies in each nursing course before progressing to the next more advanced nursing course.
2. A cumulative GPA  $\geq 2.800$  must be maintained throughout the program to be eligible for graduation.
3. Students must earn a minimum final course grade of C+ or a P in every nursing course.
4. All nursing courses taught in a given semester must be successfully met with a final course grade of a C+ or better before progressing to the next semester. If the course is considered a test-based course, a minimum weighted cumulative exam average of 77 must be achieved. See the above section on grade calculation related to test-based courses.
5. Receive a grade of "pass" on all end-of-semester nursing clinical evaluations.
6. Students who enroll in courses for which they are not eligible will be administratively withdrawn from those courses in the Department of Nursing.
7. 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 the 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 once matriculated. 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 from a nursing course without the Director of Nursing's authorization will result in dismissal from the Department of Nursing.
9. A grade of F or U in any nursing course will result in dismissal from the Department of Nursing.
10. Demonstrate maturity, integrity, and professionalism in all settings.

11. Achieve a minimum medication math competency exam score of 90%. (Refer to the medication math competency policy.)
12. Meet the cognitive, affective, and physical qualifications of the program as outlined in the Performance Standards for Admissions and Progression for Clinical Coursework section.
13. Maintain compliance with all health and clinical agency requirements.

### **Medication Math Proficiency Policy**

Concurrent with enrollment in the first clinical nursing course, when medication administration is introduced, students will be provided instruction and learning materials on the math competencies needed for safe medication administration and the use of common abbreviations. Students are expected to utilize these materials to understand, practice and master drug dosage calculations that are needed to safely administer medications. Competency in safe drug administration will be assessed throughout the curriculum.

The student must demonstrate competency in calculating medication dosages by passing a dosage calculation exam for selected nursing courses with a minimum score of 90%. Medication dosage calculation exams will be administered each semester starting in the second semester of nursing courses. One exam will be administered that encompasses medication dosage calculations for all clinical-based courses that semester.

The traditional program will administer the exam in the following courses:

Semester	Course to Administer Exam	Courses Covered
Spring 2 (Junior)	NUR 318 Nursing Care for Adults I	NUR 318; NUR 401 Nursing Care for Clients with Behavioral Health Needs
Fall 3 (Senior)	NUR 411 Nursing Care of Children	NUR 411; NUR 410 Nursing Care for Women & Childbearing Families; NUR 418 Nursing Care for Adults II
Spring 4 (Senior)	NUR 402 Nursing Care of Diverse Populations	NUR 402; NUR 430 Transitions into Practice

The second degree accelerated program will administer the exam in the following courses:

Semester	Course to Administer Exam	Courses Covered
Spring 2	NUR 3180 Nursing Care for Adults I	NUR 3180; NUR 4010 Nursing Care for Clients with Behavioral Health Needs NUR 4100 Nursing Care for Women & Childbearing Families;
Summer 3	NUR 4110 Nursing Care of Children	NUR 4110; NUR 4180 Nursing Care for Adults II
Spring 4	NUR 4020 Nursing Care of Diverse Populations	NUR 4020; NUR 4300 Transitions into Practice

*If a student is repeating any clinical-based course, the student must take the semester-based medication dosage calculation exam that will be administered for that semester.*

The student will be permitted a maximum of three (3) attempts to successfully meet this requirement. Three medication dosage calculation competency exams will be scheduled within the first two weeks of each identified semester.

Students are required to complete remediation between exams under the guidance of a faculty member. Students will not pass medications in the clinical area until they have passed the exam.

A third examination failure (less than 90%) constitutes a course failure. The student will receive a failing grade for the course that is associated with the medication dosage calculation exam. Additionally, the student will be required to withdraw from the remaining nursing courses in that semester. A failing nursing course results in a dismissal from the program. Refer to academic standard requirements in the BS Nursing Student Handbook.

Medication dosage calculation exams will be administered within the first two weeks of the semester except in semester 1. Semester 1 students will be taught the basic concepts of dosage calculation and questions will be included in their unit exams for the course.

Exam questions will cover the content taught in previous courses/semesters (For example The exam for semester 3, will cover content tested and learned in semesters 1 and 2.)

Each exam will be comprised of 20 questions. Students must show their work. Correct dosage, rounding, and labeling must be present to receive credit.

Specific dates and times regarding the administration of the dosage and calculation exam will be shared when the courses are opened for the semester. Students should prepare for the dosage calculation exam by using the required guidelines and resources posted by the faculty. Additional resources including ATI dosage calculation resources are available for a self-paced independent learning activity to all students beginning in semester 1.

**Students should be prepared to take the first medication dosage calculation exam on the first day of the semester.**

Medication Dosage Calculation Exam Rules:

1. Only the calculators that are provided by the course instructors may be used. Nothing else is allowed on the desk except for a pencil.
2. Sixty (60) minutes will be allowed for the exam.
3. Decimal Rule: zero always before a decimal, zero never after a decimal
4. All answers must be labeled with the correct unit of measurement. Failure to label will be interpreted as an incorrect answer.
5. Rounding: Each question will have a rounding expectation for the answer. The rounding basic rules are unless otherwise indicated:
  - a. If the final answer is less than one, the answer should be rounded off to hundredths. Example:  
 $0.6666 = 0.67$
  - b. If the final answer is greater than one, the answer should be rounded off to tenths. Example:  $1.812 = 1.8$
  - c. If the answer is in drops, round to the nearest whole number per standardized rounding rules.
6. Calculation work must be shown.
7. Only approved Joint Commission abbreviations may be used. The official "Do Not Use" List is:

Do Not Use	Potential Problem	Use Instead
U, u (unit)	Mistaken for "0" (zero), the number "4" (four) or "cc"	Write "unit"
IU (International Unit)	Mistaken for IV (intravenous) or the number 10 (ten)	Write "International Unit"
Q.D., QD, q.d., qd (daily)	Mistaken for each other	Write "daily"
Q.O.D., QOD, q.o.d, qod (every other day)	Period after the Q mistaken for "I" and the "O" mistaken for "I"	Write "every other day"
Trailing zero (X.0 mg)* Lack of leading zero (.X mg)	Decimal point is missed	Write X mg Write 0.X mg
MS	Can mean morphine sulfate or magnesium sulfate	Write "morphine sulfate"
MSO <sub>4</sub> and MgSO <sub>4</sub>	Confused for one another	Write "magnesium sulfate"

**\*Exception:** A “trailing zero” may be used only where required to demonstrate the level of precision of the value being reported, such as for laboratory results, imaging studies that report the size of lesions, or catheter/tube sizes. It may not be used in medication orders or other medication-related documentation.

**An addition to the Do Not Use list is cc.** It is mistaken as 000. Only use ml.

**Development of the "Do Not Use" List** In 2001, The Joint Commission issued a *Sentinel Event Alert* on the subject of medical abbreviations. A year later, its Board of Commissioners approved a National Patient Safety Goal requiring accredited organizations to develop and implement a list of abbreviations not to use. In 2004, The Joint Commission created its “Do Not Use” List to meet that goal. In 2010, NPSG.02.02.01 was integrated into the Information Management standards as elements of performance 2 and 3 under IM.02.02.01. In 2021, a [FAQ](#) was developed to address the key concepts organizations need to understand regarding the use of terminology, definitions, abbreviations, acronyms, symbols, and dose designations.

### Incomplete “I” Policy

- 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 80% of the coursework at the time of the request. Students must submit a written request for review and approval to the course instructor by the last day of classes that demonstrates the circumstances are beyond the student’s control to prevent completion of the course. The Director of Nursing must also review and determine approval. 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 and begin clinical rotation. 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 the final course grade will be determined at that point.
- 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.

- For students who receive an incomplete grade in a pre-requisite or required math or science course, the incomplete course must be completed successfully prior to the beginning of the nursing courses.

### **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, Iona University through their published process for one or two semesters. While on leave, the student remains a nursing major, 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 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. This may occur as a lab practicum or a content mastery examination. If the leave of absence was in response to a medical condition, a medical provider note, specific to the condition, must be provided to medically clear the student to return to clinical will be required. 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 pre-requisite or 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 is considered an attempt at taking the course.

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 the Director of the Nursing program before withdrawing from a nursing course.
4. Students should email the 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 in order to retake the course.
6. Withdrawal without Director of Nursing authorization from a nursing course will result in dismissal from the Department of Nursing.

### **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 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 student has been approved for those accommodations by Iona University's Accessibility Services Office. The cost of special equipment will be the responsibility of the student.

Issue	Standard	Examples
Critical Thinking	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with the level of educational preparation.	Competent assessment of clients in a timely manner. Correct interpretation of assessment data, identification of necessary nursing interventions, design of appropriate nursing care plans, evaluating the effectiveness of interventions and revising planned interventions.
Cognitive	Ongoing capacity to learn new information and skills to provide safe nursing care. This includes the ability to comprehend, measure, calculate, analyze and evaluate diverse forms of information.	Learn new skills and rationales for nursing care in a timely manner. Learn and adopt new methods of providing nursing care to reflect the dynamic nature of health care provision.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport and relate effectively with clients, their families, and colleagues. Work effectively with these individuals when they are stressed physically and/or emotionally. Provide socially and culturally care that is acceptable to clients.
Communication	Communication abilities sufficient for interaction with others in verbal and written form. Includes professional interactions.	Follow verbal and written instructions. Clearly communicate with other healthcare providers by appropriately documenting the nursing interventions provided and the client's responses. Provide effective client teaching. Consult with a health care provider in a professional manner.
Mobility	Physical abilities sufficient to move oneself from room to room, along hallways, and in small or confined spaces. The ability to meet the physical demands of providing nursing care.	Lifting, moving, carrying, pushing, pulling, and supporting clients, equipment, and other objects independently. Standing, bending, walking, and sitting while working directly with clients and co-workers, and documenting care.

Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	Perform vital signs, CPR, physical assessment, use equipment, hang IVs and tube feedings, draw up, and give injections. Document nursing interventions and patient care in legible writing or accurate printing.
Tactile	Tactile dexterity sufficient for physical assessment.	Perform palpations, functions of physical examination and/or those related to therapeutic intervention, i.e. insertion of a catheter, giving injections, and similar activities.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Reading charts, flow sheets, monitors, and thermometers. Assessment of patient skin, color, pupils, and wound healing. Accurately preparing and administering medications.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Auscultation of blood pressure, breath sounds, bowel sounds. Hearing alarms, call bells, cries for help by clients and families and co-workers. Understanding mechanically reproduced voices such as on audio recording.
Personal Behaviors	Maintains personal behaviors consistent with the American Nurses Association Code for Nurses.	Demonstrates personal responsibility, accountability, integrity and honesty. Demonstrates respect for self and others through verbal and nonverbal behaviors. Avoids behavior inconsistent with professional standards such as chemical dependency and abuse, harm toward self or others, or engaging in or supporting criminal behavior.

### 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 APPROVE acts as the repository for student clinical compliance documents, background checks, and drug screen reports. Students must maintain an active account throughout the nursing program in the appropriate repository associated with the cohort. Students will be provided instructions for purchasing a clinical compliance package and how to order annual background checks and drug screens if required. The Department of Nursing will review all submitted documents to clear students for clinical. 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 the 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 is 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 15<sup>th</sup> annually.
- **TDaP vaccine** must be within last 10 years. Td or Dtap vaccine is NOT acceptable.
- **Blood titers/tests** are required once during the program. A “positive/reactive” titers demonstrate immunity and only needs to be provided once during the program.
- **Measles, Mumps, Rubella (MMR) titers** that have a “Positive/reactive” result demonstrate 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 a student’s Hepatitis B surface antibody test result is a “positive/reactive” result, the student is considered immune.
  - If a student’s Hepatitis B surface antibody is a “negative/non-reactive” result, the student is not considered immune so they 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.*
  - The student is encouraged to work with their 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 a student has been infected at some point in time and does not necessarily mean they currently have Hepatitis C. Students should follow up with their healthcare provider if they have a “positive or reactive” result. More information can be found here: [Hepatitis C Testing - What to expect when getting tested \(cdc.gov\)](#).
- **TB Screening** is an annual requirement.
  - Quantiferon Gold blood assay or T-Spot TB test is required. PPD skin test is no longer accepted.
  - Only a positive or a previous positive result will require a chest X-ray and the TB Questionnaire to be completed and signed by the provider.
- **BLS for Healthcare Provider Certification** is required for the duration of the clinical program. Only a valid card from the *American Heart Association Basic Life Support for Healthcare Providers* will be accepted.
- **Malpractice insurance for “registered nurse students”** is required before the start of clinicals and maintains active coverage throughout the duration of the nursing program. Visit [www.nso.com](http://www.nso.com) to purchase “RN student” 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** may be required by certain clinical partners. Students will be notified how to order a drug screen if their placement requires it. A drug screen may also 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. Students will be notified prior to the start of their clinical if they must complete any additional requirements.

### **Evaluation of Clinical Progress**

All students will receive both formative and summative evaluations of clinical progress. Formative evaluations will consist of a review of strengths and challenges the student and clinical faculty/preceptors have encountered during the beginning of the clinical rotation. 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.

Clinical faculty will meet individually with each student at a mutually agreed upon time at mid-term and at the end of the semester to engage in the evaluation process. All evaluations will be provided to the student through Exxat software program. Students must complete their self-evaluation before the instructor can complete their portion. Copies of the summative evaluations will be retained in the student's file in Exxat. Students are not able to receive a final grade in the course until the summative evaluation is completed and signed by the instructor, student, and clinical course coordinator. It is the responsibility of the faculty and students to ensure this process is completed. In incidences where the student has clinical in a preceptor experience, i.e., transition course, the clinical advisor faculty member makes the final decision on whether the student met clinical objectives and assigns the pass or fail for the clinical portion of the course.

### **Attendance**

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.
- Students should dress in appropriate attire as directed by the learning environment and dress code. Appropriate attire should be worn during face-to-face and online virtual teaching environments.

### **Attendance – Classroom & Laboratory/Simulation Policy**

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. Failure to do so could result in a professional warning.
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.
9. Students must attend assigned skills and simulation sessions and complete all assignments in order to pass the lab/simulation component of a course.
10. If a student is less than 10 minutes late to the lab or simulated session, it is at the discretion of the individual instructor whether the student will be permitted to join the session in progress.
11. If a student is more than 15 minutes late, they will only be permitted to join the session in progress at the discretion of the instructor running the session. If refused entry, the instructor is not obliged to provide a make-up session.

### **Clinical Attendance**

1. Students are expected to have 100% attendance for all clinical rotations. Some clinical rotations/laboratory sessions may include weekends and "off-shift" scheduling.
2. All students are required to enter their clinical hours in Exxat within one week after each clinical day(s).
3. Each missed experience places the student at risk of not being successful in meeting the clinical outcomes, resulting in a possible course failure.
4. Students are responsible for their own transportation and associated expenses to and from clinical/lab experiences.
5. In the event of an emergency or illness, students who will be absent from any clinical experience must notify the clinical instructor by phone and the clinical coordinator at least one hour prior to start time (or if impossible, as much before the start time as possible). Messages of absence should not be relayed through peers or email communication.
6. Additional guidelines related to reporting absences from clinical assignments specific to an individual course may be introduced by course or clinical faculty, in which case, students are expected to meet these standards.
7. If a student does not follow procedures for notifying the clinical instructor and course coordinator per the procedure outlined, the absence will be deemed unexcused and will result in failure of the course.
8. A missed clinical experience due to either an instructor or student absence will be assigned a make-up by the clinical course coordinator and Director of Nursing Clinical Partnerships. Clinical make-up can be accomplished by attending another clinical day assigned outside your clinical schedule, by an assigned make-up simulated laboratory day outside your clinical schedule, or by an alternative clinical assignment. The make-up assignment is mandatory per schedule.
9. Greater than 18% of missed clinical hours for a specific course will result in a failure for the clinical portion of the course regardless of reason.
10. The student is considered to be tardy if he or she arrives after the designated start time. Tardiness may result in an unexcused clinical absence. Lack of punctuality and lack of attendance are not acceptable and will be reflected in students' clinical performance evaluations and subsequent professional academic consequences.

11. Students missing more than one consecutive clinical day related to an illness must have medical provider-approved clearance prior to returning to clinical. Written medical clearance must be provided to the Director of Nursing Clinical Partnerships before the next experience.
12. 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 Director of Nursing Clinical Partnerships 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 New York Presbyterian Iona School of Health Science's nursing students by agency staff and patients and distinguishes the function of the caregiver. Nursing 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. 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. Students may consider purchasing an additional pair of scrubs. Good personal grooming should always be 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. Students will wear the formal uniform; the maroon scrub top with black scrub pants (cohort 1224 or 0525) or with maroon scrub pants (cohorts 1225 & 0526), during clinical hours during clinical practice or laboratory/simulated center. All scrubs are to be purchased through Iona University's official vendor, Flynn and O'Hara. Scrub pants resembling leggings, yoga, or sweatpants are not allowed (cargo or straight-leg pants should be worn). A black or white solid-color long-sleeve shirt may be worn under the scrub tops.
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 they should contact the department's assistant for ordering.
3. Clean black or white 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.
5. Alternate dress for clinical, when a uniform is not required, follow the facility's requirement for business professional dress. 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.
6. Students will be permitted to wear plain band rings only, rings with stones will not be permitted if there is a sharp edge. One set of simple post earrings will be permitted (one post in each lower earlobe); no hoop or dangling earrings will be permitted. Bracelets (except for Medi-Alert) and/or necklaces will not be permitted. No obvious body piercings including nose, eyebrow, tongue, and lip are permitted except for religious purposes. Hats and/or sunglasses are not permitted.
7. 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.

8. 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.
9. 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.
10. 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, clean whiteboard, and marker will be allowed on the desk during the testing session.
6. Students may use a clean whiteboard and marker during the exam to help them work on a question. Nothing may be written on the board prior to the start of the exam and the faculty proctor will approve of each board prior to the start of the exam. At the conclusion of the examination, the student should wipe the board clean and show the faculty proctor prior to leaving the exam. Any additional notes prior to the exam or failure to wipe clean before leaving the exam will result in a violation of academic integrity.
7. No food or beverages, including chewing gum, 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 should 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. 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. If the student opts out of an exam due to illness or emergency, the final exam score will be substituted for the missed unit exam score.

1. A student may take an exam only during the scheduled course exam time. If the student misses the scheduled exam time without notification before the start of the exam, a zero will be given for the missed exam.
2. If two (2) unit exams are missed regardless of the reason provided for the missed exam, follow the above policies, an incomplete will be awarded.
3. If the final exam is missed for an approved reason as stated above and communicated in advance to the course faculty, an incomplete may be awarded after discussion with the course faculty and the Director of Nursing. If a student receives an incomplete grade, the student will have the opportunity to make up the final exam at the discretion of the course faculty in conjunction with the Director of Nursing.

### **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.

Adapted from the National Council of State Board of Nursing (2019). [NCLEX rules: Confidentiality](#)

### **ExamSoft**

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.

2. If students have questions or technical difficulties during the exam, the proctor should be notified by a raised 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 Exemplify 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 in 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. Students who do not complete the download of an examination during the designated time frame will receive a 5% deduction in the examination grade for any examination not downloaded within the download window provided by the faculty. If a student fails to download an exam within the specified time frame, the student may be provided with an opportunity to download the exam at the testing session at the discretion of the faculty. The 5% deduction will still apply. No additional time for testing will be provided for students who have not completed the download process prior to the exam time.
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 coordinator or Nursing IT Consultant as soon as a problem is identified 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 Exemplify 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 College's Academic Dishonesty Policy.

### **Exemplify: Minimum System Requirements:**

<https://examsoft.com/resources/exemplify-minimum-system-requirements> Standardized

### **ATI Standardized Assessment Policy**

The ATI Assessment is an essential assessment measure for students and faculty. Students are required to take standardized ATI assessments for specific content mastery series as assigned in a course. No course will have more than 10% of the final course grade comprised of the standardized assessments. This policy does not address the ATI Comprehensive Predictor requirements or grading, which will be part of the course in which it is given. When a Standardized Assessment is given in the course, the following grading and policies apply:

1. Complete Practice Assessment A as assigned.
2. Remediation: Minimum 1 hour\* of Focused Review on initial practice assessment & Complete Post Focused Review Quiz by the due date.
3. Must show Completed Practice Assessment A & Post Focused Review Quiz in order to be able to take the Standardized Proctored Assessment by the due date. If these steps are not completed, the student will receive a zero for the ATI Standardized Assessment Grade in the course.

4. Grading per proficiency on Proctored Assessment:

Level 3	Level 2	Level 1	Below Level 1	Did not do Step 1-3
100 points	90 points	80 points	75 points	0 Points

**Proficiency Level Definitions**

**Below Proficiency Level One**

*Not currently meeting* NCLEX standards in this content area.

**Proficiency Level One**

*Likely to just meet* NCLEX standards in this content area.

**Proficiency Level Two**

*Fairly certain* to meet NCLEX standards in this content area.

**Proficiency Level Three**

*Very likely* to exceed NCLEX standards in this content area.

Only Content Mastery Series® tests (Medical-Surgical, Pharmacology, etc.) have proficiency levels assigned to them. The RN Comprehensive Predictor® will assign an “expected probability of passing NCLEX-RN®”.

Students can see their Focused Review Time (total time spent) and the results of the Post Focused Review on their Transcript.

As soon as the student closes, stops, or leaves their Focused Review, they will see a transcript button on their results page. Click on the button and the time will appear.

\*It is the responsibility of the student to ensure the correct amount of time is logged in on ATI for Focused Review Time.

ATI Content Books are distributed in the first semester of nursing courses. It is the student’s responsibility to retain these materials through their nursing program. ATI Subject Content is also available electronically through the ATI website.

The course syllabus will be the final determination on which ATI standardized assessment will be given. The chart below serves as a general guideline.

ATI Standardized Assessment	Course Number & Title
Fundamentals	NUR 318/3180 Nursing Care of the Adults I
Maternity	NUR 410/4100 Nursing Care of Women & Childbearing Family
Mental Health	NUR 401/4010 Nursing Care of Clients with Behavioral Health Needs
Medical-Surgical	NUR 418/4180 Nursing Care of the Adults II



Pharmacology	NUR 418/4180 Nursing Care of the Adults II
Pediatrics	NUR 411/4110 Nursing Care of Children
Community	NUR 402/4020 Nursing Care of Diverse Populations

## **Interprofessional Education**

Interprofessional Education (IPE) is an innovative competency-based approach to the preparation of healthcare and education professionals for effective interprofessional collaborative practice. At its core, IPE brings students from varied professional disciplines together to “learn with, from and about” one another for the purposes of enhancing the quality-of-service delivery, improving health and education outcomes, supporting provider well-being, and actively engaging in the pursuit of health and educational equity, while also maximizing cost-effectiveness. At Iona, IPE is fully integrated into the discipline-specific curricula of graduate programs in Communication Science & Disorders, Marriage & Family Therapy, Mental Health Counseling, Occupational Therapy, School Psychology, and undergraduate programs in Childhood Education, Nursing, and Social Work.

Grounded in nationally established Interprofessional Collaborative Practice competencies (IPEC, 2023), instructional IPE modules are embedded in courses throughout IPE students’ curricula to support scaffolded learning and progressive movement toward interprofessional collaborative practice competency attainment. IPE Foundation modules are delivered in the context of fall and spring full-day retreats, which are then followed by training in culturally responsive and affirming practice as well as health and educational equity, Sim-Lab IPE experiences, and opportunities for IPE Field Fellowships.

The Department of Nursing values the philosophy of IPE. Nursing students are required to attend all IPE-required activities that are listed on the syllabus of nursing courses. Students may participate in additional IPE offerings, which are considered optional. Students may apply for paid IPE fellowships throughout their nursing program coursework if eligible and encouraged to do so.

### **Iona University’s Student Nurse Association (IUSNA)**

The Iona University Student Nurses Association (IUSNA) is a recognized student club at Iona University and a constituent of the National Student Nurses’ Association. The IUSNA works to provide opportunities for the personal, professional, and social growth of its members through the development of leadership skills, university engagement, and community service learning. The active SNA member is an individual aware of the issues, responsibilities, and needs of the nursing profession, nursing education, and the surrounding communities.

All nursing majors are eligible for membership to the IUSNA and the membership is required for nursing majors who are enrolled in the traditional BSN program in their junior or senior-level nursing courses or the post-baccalaureate accelerated nursing program. Annual fees for the IUSNA are collected at the beginning of the academic year and those members who are required to join have their fees supported by the department of nursing. Students may choose to join the National and State as associate members.

The executive board is elected annually in the spring and the election is overseen by the faculty advisor. The executive board nominees must be in good professional and academic standing at the time of the nomination, and election, and while holding office. Refer to the BS Nursing Student Handbook regarding professional and academic good standings. The elected faculty (co-)advisor provides mentorship and oversight of the chapter and the annual election for advisor will occur each spring.

IUSNA meetings shall be held as planned or deemed necessary by the Executive Board. The IUSNA members sponsor several campus-wide community events and fundraisers to sponsor community events and support student attendance at professional conferences.

The full bylaws of the IUSNA may be obtained through the Executive Board, faculty advisor, or Department of Nursing. Updated information about the IUSNA meetings, activities, and professional information may be found on Instagram @ iona\_sna.

### **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 lectures, laboratory, and/or clinical classes under the influence of alcohol or any substance that impairs physical or mental abilities.
3. The faculty is 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 has reason to suspect that a student is under the influence of alcohol or any controlled substance, the faculty 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.

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 exposure during clinical/laboratory experiences, the student will seek immediate care and contact their clinical instructor or clinical advisor. The clinical instructor/clinical advisor would notify the clinical course coordinator who will subsequently notify the Director of Nursing.

The clinical instructor/clinical advisor along with the student must complete **an incident report** (Appendix) within 24 hours and submit to the clinical course coordinator. 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, that may arise as a result of the exposure, are the responsibility of the student.

## **Students Returning to the Nursing Program**

Students who are returning to the program after not being enrolled in a nursing course for a semester, regardless of reason, will receive an Individualized Student Success Plan from the Academic Standards Committee. This plan will focus on student success, and may require demonstrating skills or assessment in the lab/simulation, an additional math exam, and taking a standardized ATI assessment. Students must comply with the Individualized Student Success Plan by the due date set forth in the letter. Students may have to demonstrate requirements prior to the start of the enrolled semester if related to returning to clinical.

## **Academic Standards Policy and Procedures**

Students are solely responsible for adhering to the Department of Nursing's policies and procedures set forth 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 to class, lab, or clinical.
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 and/or academic advisor 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 C+ or better in a nursing course.
2. Students who receive a D, C, or C- in one nursing course. The student must repeat the nursing course and successfully pass with a C+ or better.
3. Students whose cumulative Grade Point Average (GPA) is < 2.800 at the time of matriculation into nursing coursework and throughout nursing coursework.
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 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 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 NUR course grade.
2. A final course grade of an F in a single nursing course.
3. More than one nursing course throughout the program with a final course grade below a C+.
4. A grade of D, F, or U in any one prerequisite science or math course.

5. Failure to achieve the progression standards to matriculate into the nursing coursework.
6. Withdrawal from a nursing course without the Director of Nursing's prior authorization.
7. Failure to demonstrate medication math calculation competency at a level of 90% after three (3) attempts in the same semester.
8. Failure to achieve a cumulative GPA of  $\geq 2.800$  after two consecutive semesters on nursing departmental probation.
9. Failure to demonstrate professional behavior standards outlined in the Code of Conduct.
10. Failure to meet the performance standards for nursing students despite reasonable accommodations.
11. Failure to meet criteria set out in program emails/electronic notifications.
12. Failure to meet criteria in official letters of warning and nursing departmental probation.
13. 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 pre-licensure student nurse role may result in potential or actual harm to a patient/client.
2. Providing patient care including but not limited to treatments and/or medication administration without the supervision of an Iona University faculty member or designated Iona University preceptor being present.
3. 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 business 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 business 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 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

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Success Plan Written    Verbal Warning    Professional Warning    Recommend Probation  
 Recommend Dismissal

**Plan of Action:**

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**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, 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 separate sheet of paper if needed):**

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

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**Describe how the incident occurred:**

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**Any witnesses to the incident?**

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**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 the 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:** \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Event(s): \_\_\_\_\_ Event Number: \_\_\_\_\_

Criteria	Human Error	At Risk Behavior			Reckless Behavior		Score
	0	1	2	3	4	5	
<b>G</b> <b>General Nursing Practice</b>	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	
<b>U</b> <b>Understanding expected based on program level, course objectives/outcomes</b>	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.	
<b>I</b> <b>Internal Program or Agency Policies/ standards/ inter-disciplinary orders</b>	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	
<b>D</b> <b>Decision/ choice</b>	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	
<b>E</b> <b>Ethics/ credibility/ accountability</b>	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.	

Iona University – Department of Nursing

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)			
<b>Total # mitigating factors identified</b>		<b>Total # aggravating factors identified</b>	

Criteria Score (from page 1)	
Mitigating factors ( <u>subtract</u> 1 point for 1 – 3 factors; 2 points for 4 – 6 factors; and 3 points for 7 or more factors)	0
Aggravating factors ( <u>add</u> 1 point for each identified factor)	0
<b>Total Overall Score</b>	0



Human Error	At-Risk Behavior	Reckless Behavior
<b># criteria in green= ____</b>	<b># criteria in yellow= ____</b>	<b># criteria in red = ____</b>
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

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 college. 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 College 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. The 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 which 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 occurs, 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.

In order 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. Submitters 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 to 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 college affiliation.
	Should I contract COVID-19, regardless of my vaccination status, I will <u>immediately</u> report it to the Department of Nursing and comply with all isolation and quarantine procedures as specified by the College 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 <b><u>CDC COVID-19 Vaccine Information at <a href="https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html">https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html</a></u></b> .
	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: \_\_\_\_\_