



Student Handbook

Academic Year 2018-2019

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HEGIS CODE: 5208.20

Please note that Cochran School of Nursing reserves the right to make changes to policies and procedures. Students will be given adequate notice of policy and procedure changes that pertain to students. See page 13 for specific details.

SECTION I: INTRODUCTION TO COCHRAN SCHOOL OF NURSING

ORIENTATION

All new students are expected to attend the Orientation to Cochran held by the Dean, administrators and faculty which is scheduled at the beginning of each semester. Student handbooks will be available on the Cochran School of Nursing website.

The student handbook includes policies of the school that relate to all students. Students will be responsible for reading and understanding the rules, regulations and policies of the Cochran School of Nursing (CSN). The handbook is used as a reference for all students during their enrollment at CSN. All students will sign a form that they are responsible for reading the student handbook. The signed form will be placed in their student file.

During orientation, students will be issued an I.D. badge which must be worn at all times while on hospital property, and at outside affiliating clinical sites. Designated parking will be offered and instructions for access will be provided during orientation.

COCHRAN SCHOOL OF NURSING AFFILIATION

Cochran School of Nursing is jointly registered with Mercy College. To register for required general education courses at Mercy College, confer with your advisor and the Registrar. In addition to offering courses needed to complete your graduation requirements at Cochran, Mercy has other resources for your consideration:

- Learning Lab
- A Bachelor's of Science Degree (BS) completion program developed to build on your Cochran education.
- An articulation that permits a seamless progression from the associate to baccalaureate degree in nursing. . Upon graduation from Cochran School of Nursing and licensing as a registered professional nurse, graduates of Cochran may matriculate with advanced standing into the baccalaureate nursing program at Mercy College.

All **Financial Aid, Registration, Billing** and **Health Clearance** issues with Mercy College are handled by CSN.

In addition to Mercy College, CSN also has articulation agreements with SUNY Delhi, Excelsior College and Chamberlain College of Nursing that permits seamless progression upon graduation and after licensure from the Associate to Baccalaureate degree.

MISSION OF THE SCHOOL

The mission of the Cochran School of Nursing is to educate adult learners in the art and science of nursing. This two year program grants an Associate in Applied Science degree (A.A.S.) with a major in nursing, and prepares graduates for the NCLEX-RN exam, leading to licensure as a Registered Professional nurse.

The faculty is committed to providing an educational foundation that identifies the healthcare needs of the diverse communities in which the graduates will serve. The faculty integrates current concepts from nursing education, nursing research, health care delivery and medicine, while using state-of-the-art technology to help students achieve program outcomes.

Liberal arts and sciences serve as the foundation for nursing courses as students integrate knowledge to become competent nurses in a complex health care system.

The Cochran School of Nursing values concepts of caring, safety, ethical integrity, respect for all individuals, quality and commitment to lifelong professional learning.

PHILOSOPHY

The Philosophy of the Cochran School of Nursing reflects the faculty beliefs about nursing, nursing education, health and role of the Associate Degree Nurse.

Nursing and Health

The faculty's belief about nursing is adapted from Jean Watson's Caring Theory. Nursing is directed toward understanding the interrelationship between health, illness, and human behavior. Nursing is concerned with restoring and maintaining health, preventing illness, and providing end of life care.

The caring process requires knowledge of human behavior and responses to actual or potential health problems. Nursing requires developing a helping-trusting caring relationship with individuals and families. A caring relationship and caring environment preserves human dignity and integrity. The environment is essential to achieving health and wellness and is the healing space to promote balance in mind, body, and spirit. Each person holds three spheres of being: body, mind and spirit and possesses worth, dignity and unique capabilities to maximize his potential. Each person defines health and wellness in relation to personal expectations and values. Health is a subjective experience corresponding to a person's harmony or balance within the body, mind and spirit.

Nursing Education

The nursing faculty believes that education is a process that facilitates change in behavior and achievement of specific goals. The nursing curriculum includes a general education foundation, nursing theory, and nursing practice. Nursing education involves a dynamic

relationship between faculty and student. Faculty facilitates the learning process, encourages individual initiative, curiosity and reflection that develop a spirit of inquiry.

Students as adult learners have a variety of learning styles, and unique needs. The faculty utilizes a variety of teaching methods and is committed to technological innovations in education and nursing practice using sequentially planned experiences. Responsibility for learning rests with the student and emphasis is placed on active student participation in the classroom, laboratory, clinical setting, simulation lab and independent and group activities. The nursing curriculum progresses from basic concepts to those of increasing complexity in an environment of mutual respect.

Associate Degree Nursing Practice

The Associate Degree graduate is prepared to practice in diverse health care settings within guidelines as defined by State Practice Act, NLN Associate Degree Competencies 2010 and ANA Scope and Standards of Nursing Practice.

The Associate Degree graduate utilizes the nursing process to provide individualized care for a diverse patient population across the lifespan. As a member of the healthcare team, the graduate recognizes the impact of safety and quality care on patient outcomes and is able to effectively communicate with team members, families and other health professionals. The Associate Degree graduate functions within a framework of caring and respect for all individuals.

The Associate Degree graduate practices within the ethical and legal scope of nursing and is accountable for nursing practice. The graduate coordinates care, collaborates with members of the health care team, delegates care when appropriate and embraces lifelong learning.

STUDENT LEARNING OUTCOMES

At the completion of this program, graduates will be able to:

1. Practice within the ethical, legal and regulatory framework of nursing and standards of nursing practice.
2. Demonstrate accountability for safe nursing care given by self and or delegated to others.
3. Effectively communicate with patients, families and members of the health care team.
4. Utilize the nursing process to provide patient centered nursing care to patients across the lifespan.

5. Utilize critical thinking to make clinical judgments and management decisions to provide accurate and safe care.
6. Collaborate with the patient, support persons, as well as members of the healthcare team to assist the patient to achieve optimal outcomes.
7. Incorporate caring beliefs and respect for all individuals within a diverse patient population across health care settings.
8. Demonstrate beliefs in the lifelong process of learning.
9. Advocate for the rights of patients within the health care delivery system to reflect cultural, spiritual and moral beliefs.

PROGRAM OUTCOMES

1. Forty percent (40%) of our students entering the nursing program will complete the program requirements within two years.
2. The licensure exam pass rates will be at or above the national mean.
3. Ninety percent (90%) of our graduates seeking employment in nursing will be employed one year after receiving their RN Licensure.
4. Ninety percent (90%) of our graduates who complete our surveys will report that the program prepared them to function in the health care delivery system.
5. Ninety percent of employers (90%) who complete our survey will report that Cochran graduates are prepared for practice as a registered nurse.

CURRICULUM PLAN-DAY PROGRAM

PRE-CLINICAL NURSING COURSES	CREDITS
*BIOL 265 Microbiology with Lab	4
*BIOL 130 Human Anatomy & Physiology with Lab	4
*BIOL 131 Human Anatomy & Physiology with Lab	4
TOTAL	12
<u>NURSING COURSES</u>	
FIRST YEAR FIRST SEMESTER	
NUR 100 Math Dosage & Calculation for Nursing	1
NUR 101 Nursing Basics	7.5
PSYN 101 Introduction to Psychology	3
TOTAL	11.5
FIRST YEAR SECOND SEMESTER	
NUR 102 Medical/Surgical Nursing	8.5
*BIOL 117 Nutrition	3
PSYN 233 Developmental Psychology (Life Span)	3
TOTAL	14.5
SECOND YEAR FIRST SEMESTER	
NUR 201 Maternity Nursing	4.5
NUR 202 Nursing of Children	5
SOCL 101 Introduction to Sociology	3
ENGL 111 Written English & Literary Studies I	3
TOTAL	15.5
SECOND YEAR SECOND SEMESTER	
NUR 203 Advanced Medical/Surgical Nursing	7
NUR 204 Psychiatric Nursing	5
NUR 205 Power Bases/Trends in Nursing	2
ENGL 112 Written English & Literary Studies II	3
TOTAL	17
TOTAL NURSING CREDITS	40.5
TOTAL LIBERAL ARTS CREDITS	30
TOTAL CREDITS REQUIRED FOR AAS in NURSING	70.5

***These courses must be taken within the past 10 years of admission**

CURRICULUM PLAN-EVENING PROGRAM

PRE-CLINICAL NURSING COURSES	CREDITS
*BIOL 265 Microbiology with Lab	4
*BIOL 130 Human Anatomy & Physiology with Lab	4
*BIOL 131 Human Anatomy & Physiology with Lab	4
*BIOL 117 Nutrition	3
TOTAL	15
ENGL 111 Written English & Literary Studies I	3
ENGL 112 Written English & Literary Studies II	3
PSYN 101 Introduction to Psychology	3
PSYN 233 Developmental Psychology (Life Span)	3
SOCL 101 Introduction to Sociology	3
TOTAL	15
<u>NURSING COURSES</u>	
FIRST YEAR FIRST SEMESTER	
NUR 100 Math Dosage & Calculation for Nursing	1
NUR 101 Nursing Basics	7.5
TOTAL	8.5
FIRST YEAR SECOND SEMESTER	
NUR 102 Medical/Surgical Nursing	8.5
TOTAL	8.5
SECOND YEAR FIRST SEMESTER	
NUR 201 Maternity Nursing	4.5
NUR 202 Nursing of Children	5
TOTAL	9.5
SECOND YEAR SECOND SEMESTER	
NUR 203 Advanced Medical/Surgical Nursing	7
NUR 204 Psychiatric Nursing	5
NUR 205 Power Bases/Trends in Nursing	2
TOTAL	14
TOTAL NURSING CREDITS	40.5
TOTAL LIBERAL ARTS CREDITS	30
TOTAL CREDITS REQUIRED FOR AAS in NURSING	70.5

***These courses must be taken within the past 10 years of admission**

COURSE DESCRIPTIONS

General Education Courses

These are the course descriptions from courses offered at our affiliated academic institution - Mercy College.

Written English & Literary Studies I

ENGLISH 111 3 credits

This course is designed to provide students with the skills required to write unified, coherent, and well-developed essays organized in a specific rhetorical mode. Students will read fables, folktales, fairy tales and myths and write and revise essays in the rhetorical modes of definition, classification, and simple argumentation. Students are required to pass a uniform exit exam in which they are asked to write an essay on one of three assigned topics based on the class textbook readings.

Written English & Literary Studies II

ENGLISH 112 3 credits

The purpose of this course is to develop students' abilities to think logically, read analytically, and use library resources effectively in order to organize, write, and revise five- paragraph expository essays. Upon completing this course, students will be able to: 1) formulate a thesis, 2) develop the outline into a coherent essay, including substantial introductory, supporting, and concluding paragraphs, 3) write and revise causal analysis, comparison/contrast, and argumentation essays, 4) recognize different levels of diction and such rudiments of good style as vivid language, conciseness, and variety, 5) use grammar, sentence structure, and the mechanics of writing correctly, 6) find and use basic library resources, such as a library catalog, a periodicals index, and a reference work.

Introduction to Sociology

SOC 101 3 credits

Introduction to the scientific study of human behavior as related to group membership. Major areas of study in sociology: basic structure of human society and of smaller

groups, transmission of culture and regulation of behavior, acquisition of the social self; violations of norms, stratification by class, race, ethnicity, sex, and age, major social institutions, populations dynamics, and socio-cultural change.

Introduction to Psychology

PSYN 101 3 credits

An introduction to the science of psychology, including a review of the major historical perspectives, methods of research, and contemporary theory and knowledge. Major areas of study include the biological basis of behavior, emotion and motivation, learning and conditioning, human development, personality an abnormal behavior.

Developmental Psychology

PSYN 233 3 credits

A consideration of human development and behavior throughout the lifespan, birth through death; childhood, adolescence, and the adult years; emphasis on normal growth and development focusing on the critical issues involved in each state of development including cultural influence.

Science Courses

These are the course descriptions from courses offered at our affiliated academic institution - Mercy College.

Transfer credit for science courses in Anatomy and Physiology I & II Microbiology and Nutrition taken earlier than ten (10) years prior to acceptance, will not be accepted for admission.

Transfer credit for A&P and Microbiology will not be given if the applicant cannot provide documentation that the course contained a lab component.

Human Anatomy and Physiology I (BIOL 130)

Credits: 4

Lecture: 45 hrs.

Lab: 45 hrs.
Anatomy and Physiology I is designed to provide an introduction to the structure and function of human systems. The organization of the body is studied from the molecular and cellular level to the tissue, organ, and systems levels. Major focus is on the structure and function of the integumentary, skeletal, muscular, circulatory, respiratory, and nervous systems. Laboratory work examines cellular function, histology, gross anatomy, and neuromuscular function and relates to lecture material.

Human Anatomy and Physiology II (BIOL 131)
Credits: 4
Lecture: 45 hrs.
Lab: 45 hrs.
Pre-Requisite: BIOL 130
A continuation of the first semester. Students will continue their survey of the organ systems of the body, which will include circulation, immunity, digestion, respiration, osmoregulation, hormones, reproduction and development. Laboratory sessions will relate to material covered in lectures and will include dissection, observation, and experimentation.

Microbiology with Lab (BIOL 265)
Credits: 4
Lecture: 30 hrs
Lab: 45 hrs.
Pre-Requisite: BIOL I30 or H.S. Biology and Chemistry
A study of the classification, morphology, metabolism, genetics, and ecology of microorganisms, with emphasis on bacteria. Discussion of aspects concerning control, disease, and immunity.

Nutrition (BIOL 117)
Credits: 3
Lecture: 45 hrs
Pre-Requisite: H.S. Biology
A study of the basic biological concepts and scientific methodology as exemplified in the study of the material comprising the human diet: energy sources, vitamins, minerals and other essential molecules, and how dietary needs reflect physiological conditions ranging from aging to exercise to disease. This is a prerequisite for second year courses at Cochran.

Nursing Course Descriptions

Math Dosage and Calculation for Nursing (Nur 100)
Placement: First Semester, First Year
Credits: 1 credit
Lecture Hours: 15 hours
Clinical Hours: N/A
Pre-Requisites: Bio 130 Anatomy and Physiology I & Bio 131 Anatomy and Physiology II
This Math Dosage Calculation for Nursing Course introduces the student nurse to the math principles necessary for nursing students to correctly calculate medication doses. Students will learn theoretical concepts and practical application of skills required for correct calculation of medications. This course includes a review of basic mathematics, methods of calculation, and systems of measurement. The student will also learn heparin drip calculations and be introduced to principles of pediatric dosage calculations based on weight, and safe dose ranges.

Nursing Basics (Nur 101)
Placement: First Year, Spring or Fall Semester

Credits: 7.5
Lecture Hours: 4 credits (60hrs)
Clinical Hours: 3.5 credits (157.5hrs)
Pre-Requisites: Bio 130 Anatomy and Physiology I & Bio 131 Anatomy and Physiology II
Co-Requisites: Bio 265 Microbiology
Basics introduce the students to the theory and practice of nursing. The nursing process, a systematic and dynamic means of providing nursing care, is introduced. Assessment, including the collection of information from multiple sources, to provide a comprehensive data base for nursing care is implemented. The concept of caring, as defined by Watson, is incorporated into all aspects of nursing practice. Effective communication demonstrating care, compassion and cultural awareness is emphasized. Learning experiences are provided in the campus laboratories and a variety of diverse clinical settings.

Medical Surgical Nursing (Nur 102)
Placement: First Year: Spring or Fall Semester
Credits: 8.5
Lecture Hours: 5 credits (75hrs)
Clinical Hours: 3.5 credits (157.5hrs)
Pre-Requisites: Nursing Basics 101
Co-Requisites: Nutrition (BIOL 117)
Medical Surgical Nursing 102 is designed to expand the use of the Nursing Process, nursing theory, and caring interventions to the adult in the acute care setting. Watson's theory of caring is incorporated into the clinical component when the students develop individual concept maps that focus on patient needs on all levels of health, wellness and disease. Critical thinking skills provide the foundation for clinical decision making in providing individualized safe effective nursing care. Effective communication skills, essential elements of the teaching and learning processes are implemented and integrated

into the acute care setting. Individualized clinical experiences are provided for the student to provide caring interventions within the standards of nursing practice to become an effective member of the health care team in acute care settings.

Maternity Nursing (NUR 201)	
Placement:	Second Year: Fall or Spring Semester
Credits:	4.5
Lecture Hours:	3 credits (45hrs)
Clinical Hours:	1.5 credits (67.5hrs)
Pre-Requisites:	Medical Surgical Nursing (NUR102)
<p>Maternity Nursing is designed to provide nursing theory and skills needed to promote the comfort, health and safety of the mother and newborn during the childbearing process. The course is family-centered and utilizes the nursing process to meet the needs of the childbearing family. The Human Patient Simulator is utilized to supplement class and clinical practice. Relationships among family members, the newborn, health care providers, and community are discussed. Clinical settings provide an opportunity to integrate and correlate theory by caring for mothers and newborns. Emphasis is placed on communication, providing patient education, and facilitating continuity of care following discharge. The science of caring as postulated by Jean Watson integrates biophysical theory with knowledge of human behavior to promote health. Watson's concept that health is the unity and harmony within the mind, body, and soul is woven throughout the maternity cycle.</p>	

Nursing of Children (NUR 202)	
Placement:	Second Year: Fall or Spring Semester
Credits:	5
Lecture Hours:	3.5 credits (52.5hrs)
Clinical Hours:	1.5 credits (67.5hrs)
Pre-Requisites:	NUR 102 and PSYN 233 (Developmental Psychology)

Nursing of Children is designed to give the student opportunity to acquire the knowledge and develop the skills necessary for the nursing care of children and families in the acute care and community settings. Emphasis is placed on the application of the nursing process, as a tool for critical thinking, in the care of children with health problems from infancy through adolescence. The course considers normal patterns of growth and development with physiological and psychological factors that impact these expected developmental patterns. Students integrate Watson’s theory of caring in the performance of therapeutic and supportive nursing care in various clinical settings.

Advanced Medical-Surgical Nursing (NUR 203)
Placement: Second Year: Fall or Spring Semester
Credits: 7
Lecture Hours: 4.5 credits (67.5hrs)
Clinical Hours: 2.5 credits (112.5hrs)
Pre-Requisites: Medical Surgical Nursing 102
Advanced Medical- Surgical Nursing is designed to provide the student with an opportunity to learn and process an increased level of complexity necessary to care for the acutely ill adult aging patient. Building upon previously integrated knowledge, this course utilizes the nursing process to expand upon and synthesize select pathologies. Emphasis is on assessment, critical thinking skills and communication techniques with patient, family and the interdisciplinary team. Opportunity is provided for increased self-direction in the utilization of the nursing process and accountability for nursing practice. Individualized psychosocial, spiritual and caring needs are considered in relationship to circumstances surrounding acute care practice standards. Varied acute care and community clinical settings provide opportunities to integrate theory and performance objectives while demonstrating patient advocacy and support.

Psychiatric Nursing (NUR 204)
Placement: Second Year: Fall or Spring Semester
Credits: 5

Lecture Hours: 3.5 credits (52.5hrs)
Clinical Hours: 1.5 credits (67.5hrs)
Pre-Requisites: PSY 101 and NUR 102
The Psychiatric Nursing Course uses Watson’s Caring theory as a framework to provide the student with the knowledge, skills and professional behaviors necessary to assess, plan, intervene and evaluate clients with behavioral health issues. Bio-psychosocial approaches are emphasized. Development of insight, self awareness and therapeutic communication skills based on authenticity and regard are fostered. This will enable the student to become an articulate and caring member of the interdisciplinary health care team.

Trends in Nursing (NUR 205)
Placement: Second Year: Fall or Spring Semester
Credits: 2
Lecture Hours: 2 credits (30hrs)
Clinical Hours: N/A
Pre-Requisites: NUR 203 and two NUR 200 Level courses
This course describes the social, political, legal, economic ideological and cultural influences in decision making in the health care delivery system. Identification of theories of power, influence, empowerment, leadership, change and communication provides students with a background to assume a position of professional self advocate and client advocate with a sense of professional responsibility and accountability. Emphasis is placed on incorporating the concept of caring, as defined by Watson, into all aspects of nursing process.

**COCHRAN SCHOOL OF NURSING
2017 – 2019 TUITION & COSTS**

FIRST YEAR		
	FALL '17	SPRING '18
Tuition Cost \$563/credit for: 8.5 Credits FALL 8.5 Credits SPRING	\$4,785.50	\$4,785.50
General School Fees (Library and Lab)	\$549.00	\$549.00
Student Organization	\$60.00	\$60.00
Kaplan Integrated Testing	\$125.00	\$125.00
National Students Nursing Association (NSNA) Membership (2 yrs)	\$75.00	N/A
Technology Fee	\$18.00	N/A
Out-of-Pocket Expenses (Uniforms, Books, etc.)	\$450.00	\$450.00
Subtotal:	\$6,062.50	\$5,969.50
First Year Tuition Total	\$12,032.00	
SECOND YEAR		
	FALL '18	SPRING '19
Tuition Cost \$563/credit for: 9.5 Credits FALL 14 Credits SPRING	\$5,348.50	\$7,882.00
General School Fees (Library and Lab)	\$549.00	\$549.00
Student Organization	\$60.00	\$60.00
Kaplan Review	\$125.00	\$125.00
Graduation Fee	N/A	\$150.00
Out-of-Pocket Expenses (Uniforms, Books, etc.)	\$300.00	\$300.00
Subtotal:	\$6,382.50	\$9,066.00
Second Year Tuition Total	\$15,448.50	
Total 2 Year Tuition	\$27,480.50	

1. The average financial aid package is \$20,000.
2. The average out-of pocket cost is \$7,490.50.
3. If General Education Courses are not completed, the student will be registered at Mercy College at their tuition rate.

NOTE: TUITION AND FEES ARE SUBJECT TO CHANGE.

NON-DISCRIMINATION / FERPA

The Cochran School of Nursing prides itself on the diversity of its student body. The Cochran School of Nursing has a nondiscrimination policy and promotes equal opportunities.

Candidates for admission are considered without discrimination on the basis of race, color, creed, religion, national origin, age, sex, sexual orientation, marital status, or disability. Accordingly, equal access to educational programs, student resources, employment opportunities and all other nursing school activities is extended to all persons. Students requesting information concerning complaints about possible discrimination are encouraged to write to the Dean and to the Chairman of the Admission & Progression Committee.

Annual Notification of FERPA Rights

Under FERPA, a school must annually notify eligible students in attendance of their rights under FERPA. The annual notification must include information regarding an eligible student's right to inspect and review his or her education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA. It must also inform eligible students of the school's definitions of the terms "school official" and "legitimate educational interest."

FERPA does not require a school to notify eligible students individually of their rights under FERPA. Rather, the school may provide the notice by any means likely to inform eligible students of their rights. Thus, the annual notification may be published by various means, including any of the following: in a schedule of classes; in a student handbook; in a calendar of school events; on the school's website (though this should not be the exclusive means of notification); in the student newspaper; and/or posted in a central location at the school or various locations throughout the school. Additionally, some schools include their directory information notice as part of the annual notice of rights under FERPA. (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>)

Credit Card Policy

The Cochran School of Nursing prohibits the solicitation of Credit Cards.

STUDENT NOTIFICATION OF POLICY OR PROCEDURE CHANGE

The CSN Student Handbook contains the current school operational and academic policies that pertain to students. It can be found under Student Services on the website. Student policies along with curriculum, faculty and organizational policies are also published on the Riverside Health Care System (RHCS) Intranet.

Cochran School of Nursing reserves the right to make changes to policies and procedures and students will be given adequate notice of the change in the following manner (Process and Procedure 9):

- When a policy or procedure changes and affects current students, they will be notified by e-mail and an automated announcement will run on the Moodle website for no less than 7 days.
- The new policy will be posted to the Student Handbook on the website.

Students are responsible for abiding by the contents of the Student Handbook and all updates.

BACKGROUND CHECKS AND DRUG SCREENINGS

Cochran School of Nursing follows the Saint John's Riverside Hospital (SJRH) policy and performs background checks and drug screenings of all new nursing students. All students who apply for employment at SJRH are subject to another background check and drug screening.

SECTION II: SCHOOL POLICIES

ACADEMIC HONESTY (CURRICULUM POLICY 1)

I. ACADEMIC HONESTY

The faculty at Cochran School of Nursing (CSN) is committed to academic honesty. Consequently, any form of academic dishonesty is considered to be a serious violation of academic policies. The faculty believes that academic honesty is the truthful expression of knowledge learned by the individual student to demonstrate competence in nursing.

- A. The most common form of academic dishonesty is plagiarism. To plagiarize, according to Webster's New World Dictionary of the American Language (1984), is "to take (ideas, writings, etc.) from (another) and pass them off as one's own". Reproducing someone's work without quotation marks or appropriate citation is plagiarism.

- B. The highest standards of academic honesty must guide the students in their preparation of all assignments and writing of all examinations. The following rules will apply in all cases:
 1. Students will sign the "Student Exam Honor Statement" at the beginning of each course
 2. Each student's work shall be the result of the student's own effort.
 3. Each student shall cite appropriately the ideas and work of others when it is incorporated into the writing of papers.
 4. Each student will follow the directions of the instructor with regard to permissible materials in a room at the time of examinations.
 5. No student shall give or receive any assistance whatsoever or communicate in any way with another student during an examination.
 6. No student shall attempt to obtain or disseminate the content of an examination prior to or after distribution by the instructor.
 7. No student may submit the same work to more than one instructor without the prior approval of the instructor involved.
 8. No student shall act in a way that endangers the academic integrity of this school.
 10. Any student who has information about or observes any form of academic dishonesty is expected to bring the information forth to the Dean or faculty member of choice.

- C. If a faculty member has evidence that a student/s has engaged in some form of academic dishonesty the following will apply:
 1. The student/s will be confronted in a prompt manner by the faculty identifying the observed specific dishonest behavior. The conference and recommended action to be taken by the faculty member will be documented and forwarded to the Admission and

Progression Committee (APC) and the Dean. If the observed actions are upheld as cheating once the evidence has been reviewed, the student/s may be given a failing grade for the work in question and possibly for the entire course.

2. At any time, if the integrity of an examination is in question, the faculty reserves the right to eliminate the examination in question and retesting of any or all student/s can occur.

D. Upon review by the Admission and Progression Committee (APC) and on approval of the Dean, the student will be notified in writing of the nature of the violation and the resulting action to be taken. All services to the student may be suspended during this period. The student will have 5 business days to appeal in writing to the Dean. If the student chooses to respond, the response will be considered by the Dean and the student will be notified of the final action when the investigation is completed. The Dean may reconvene APC to address the appeal. The Dean reserves the right to take any of the following actions against a student who has engaged in academic dishonesty:

1. The student may be dismissed from the program and an F for that course will be recorded on the transcript.
2. Student will be notified that their transcript will be permanently annotated to reflect the action taken.
3. All services previously available to the student will be terminated including forfeiture of the right to request a refund of any monies.

E. A student who has been dismissed due to violation of the Academic Honesty Policy may not petition for readmission.

F A student who has been exonerated of allegations of violation of the Academic Honesty Policy will required to make up any missed exams and clinical that occurred during the time of suspension.

EXAM PROCTORING GUIDELINES

Objective:

1. To provide guidelines for the faculty responsible for exam proctoring. A sufficient number of faculty proctors will be present to assure the honesty of the examination process.
2. To provide the student with the expected classroom behavior during examination
3. Any testing tool is to be administered in two versions in each classroom.

Implementation:

1. Random seat assignment by the exam proctor may include: arranged one behind each other students seated in every other row
2. Computerized examinations must have the privacy screen in place.

3. All exam materials are to be kept directly in front of the student the exam and answer key are not to be moved to the side of the desk the exam is single sided and each page is to be turned upon itself when completed
4. Materials at the student desk are pencils with attached erasers and school calculators.
5. All other student materials, including cell phones, are to be left in an area designated by the exam proctor.
6. Food and drink are not permitted in the classroom during the examination.
7. Bathroom use is permitted before the start of the exam only.
8. Hats or other visual blocking garments are not to be worn during the exam.
9. Frequent rounds by the proctor are to be expected by the students.
10. Any adjustments in room temperature must be made prior to the start of the exam.
11. Talking or asking questions is not permitted after the exams have been distributed
12. A student may raise a hand to clarify any typographical errors.
13. Answers are to be written on the answer key only, assistive notations may be made on the exam original
14. All exam originals and answer keys will be collected

Students must exit the room immediately after turning in the examination materials.

Outcome:

Reporting suspected violations of academic honesty during examinations:

1. When a proctor observes a violation, he/she must collect the examination materials and dismiss the student
2. When a student observes an alleged violation he/she must call it to the attention of the proctor. The proctor must independently observe any violation.
3. The alleged violation will be processed as per Curriculum Policy 1

Student Exam Honor Statement

- This is to certify that I will not give, or receive, any assistance regarding exams in this course.
- I pledge that I will not communicate the contents of any exams to those students who have not yet taken them.

Student signature pledging academic integrity:

Print Name: _____

Date: _____ Course: _____

ATTENDANCE (CURRICULUM POLICY 2)

I. ATTENDANCE

1. Regular and prompt attendance at all classes, labs and clinical practice sites is required. Lateness is defined as greater than 15 minutes after the class begins. Attendance is recorded each theory session and clinical experience to confirm presence and assure accuracy in implementing this policy. Attendance records are maintained by the classroom and clinical instructor in the electronic registration system.
2. Students are responsible for missed class material.
3. Clinical absences are a serious matter. One hundred percent (100%) attendance is required to pass the course.
 - Students are **required to attend all clinical experiences, nursing lab sessions, simulation, and clinic assignments.**
 - If a student misses clinical, he or she must notify the clinical instructor prior to the start of the clinical shift.
 - A clinical makeup will be required with a fee of \$150. Exceptions to the fee include a documented death or funeral arrangements of an immediate family member (parent, sibling, spouse, child, or grandparent; a documented hospitalization of the student; and a documented court appearance.

GRADING AND EVALUATION SYSTEM (CURRICULUM POLICY 3)

I. GRADING SYSTEM

A. **Rating Scale:**

Number grades for Cochran School of Nursing courses are converted to letter grades and quality points according to this table:

Number grades	Letter grades	Quality Points
100 – 95	A	4.0
94 – 90	A-	3.7
89 – 86	B+	3.3
85 – 83	B	3.0
82 – 80	B-	2.7
79 and Below	F	0

B. **Other Grades:**

- Ex Exempt. This grade is given to a student who receives credit for the course by meeting criteria established in the Admissions Policy.
- Inc Incomplete. This grade may be given if, for reasons acceptable to the instructor, the student is passing the course and is unable to fulfill the

course requirements within the time scheduled for the course. The student must satisfactorily complete the requirements within 3 weeks of the last day of the course or the course grade will automatically become F. An extension of this time frame is subject to approval by the Dean.

- W Withdrawal. This grade is distinguished as follows:
1. Withdrawal Passing (WP) - the grade given to students who withdraw by the withdrawal date with a grade of 80 or better in theory and a “Satisfactory” grade in clinical.
 2. Withdrawal Failure (WF) - the grade given to students who withdraw by the withdrawal date with a grade below 80 in theory or an “Unsatisfactory “ grade in clinical.
 - a. Students with a WF repeating the same course must pass the course on the second attempt. Students with a WF who do not pass the course on the second attempt will be dismissed permanently from Cochran.
 - b. Students with a WF are limited to a total of 3 such designations for the entire nursing program at Cochran. A fourth WF designation will result in permanent dismissal from Cochran.

P/F P= Pass, F= Fail

3. A Failure (F) grade will be the grade issued to those students who stop attending classes after the withdrawal date and before the end of the course, but who do not qualify for an Incomplete grade. Extenuating circumstances must be approved by the Dean for the student to obtain an “Incomplete” status for the course.

C. Computational Value of Other Grades

1. The grades Ex, WP, WF, and P are not calculated into a semester average.
2. An F grade has a 0 quality point value and is calculated into a semester average.
3. When a course is repeated the quality point is replaced with the quality point value of the most recent letter grade for the course.

D. Passing Grades

1. At CSN, B- is the lowest passing grade.
2. A student must maintain a 2.7 cumulative average.
3. A one credit course entitled Math Dosage Calculation for Nursing (NUR 100) is required for all new entering students effective Fall, 2007. Students must pass the NUR 100 course in order to progress to Medical/Surgical Nursing 102. The passing grade for NUR 100 is 90. As of Spring 2017, Students who do not pass the course will be given another opportunity to retake the final exam. They will have to pay a

fee of \$50. If they retake the final exam a second time, and their final average (midterm + repeated final) falls below a 90, it will be considered a failure in NUR 100 and they will have to retake the course. Consistent with the school policy on course failures, (This policy, C-3, II. Evaluation, 6.and 7.) failure to pass the Math Dosage Calculation for Nursing Course after two attempts will result in permanent dismissal from Cochran.

4. Graduates from an approved School of Practical Nursing who are licensed to practice in New York State and who meet the regular admission criteria will have one opportunity to pass the Math Dosage and Calculation (NUR 100) final exam. If the LPN applicant does not pass the math exam she or he will be required to enroll in and pass the Math Dosage and Calculation for Nursing (NUR 100) Course.
5. Students who take Nursing 100 Math Dosage and calculations for Nursing can register for a classroom or online hybrid section. The classroom section is two hours per week for eight weeks. The hybrid section requires two hours of course work online for eight weeks.

Both sections are required to take a midterm and final exam in the classroom. The hybrid course section has the same orientation, grading and evaluation methods as the classroom setting, with the exception of grade points given for the online participation. The courses are taught by nursing faculty who are competent in teaching math dosage and calculations. Faculty have been oriented to the school's program for computer course work (Moodle) and the use of this technology for the math online section. Faculty has experience with learning resources and are aware of support services for online issues.

E. Use of Calculators

The Cochran School of Nursing will provide calculators to each new student. The CSN provided calculators may be used during the Math Dosage Calculation for Nursing Course (NUR 100). Students can only use school provided calculators in all nursing courses. Students are responsible to bring their CSN calculator to each exam. No calculators will be provided by the exam proctors and no other calculators are allowed.

F. Missed Examinations / Course Work

1. When a student misses a scheduled exam, ten (10) points will be subtracted from the achieved grade. Exemptions to the 10 point reduction rule are provided under the following circumstances: (1) documented death or funeral arrangements of an immediate family member (parent, sibling, spouse, child, grandparent); (2) documented hospitalization of the student; and (3) documented court appearance. If

a student must miss an examination for a reason other than those stated above, the student may request to take the examination prior to the scheduled date without penalty. Arrival after any student in the class has completed an exam, constitutes missing the exam. There will not be an extension of time for students arriving late. No one will be allowed to take a computerized exam if they arrive after the instructions for that exam have been given.

2. Students who are on “financial hold” will be able to attend class and participate in all course activities. They will be allowed to take quizzes and examinations that occur as scheduled. These students will not have access to any grades they achieve from the various testing that occurs until the financial hold is removed. Any student who is non-compliant with the Student Payment Promissory Note Policy at any time will receive a Late Fee (non-negotiable) for each month in non-compliance; as well as being placed on “Bursar Hold” which will prevent the student from receiving grades and transcripts until payment is received.

However, if a student is non-compliant for two consecutive months, the student will have until the end of the second month to bring his/her account current. If payment is not received at that time, the student will not be permitted to attend any class or clinical; with no access to Moodle and the student’s Promissory Note will be forfeited making the remaining balance due in full. (See Policy S – 6.)

3. It is at the discretion of the instructor to determine the penalty for the lateness of other graded assignments.

G. Computation of Course Grade

1. The weight for each course requirement is determined by the course faculty and published in the course syllabus approved by the Curriculum Committee and the Dean. Students are informed of the weight of the course requirements at the beginning of each course. This information is included in the course orientation and is posted on Moodle (the Course Management System).
2. **Clinical Achievement and Validation of Clinical Skills**
Objectives and information for clinical assignments, experiences, critical elements and evaluation methods are provided to the student in each Course Syllabus and are also available on the Course Management System.
3. **Validation**
Directions and grading rubrics are given to students for courses that have a Validation of Clinical Skills component. Students who receive an unsatisfactory on the Validation of Clinical Skills will be directed to practice skills with either course faculty or the Director

of the Learning Resource Center and schedule a repeat Validation test within one week of the first test.

If a student is unsatisfactory after the first retake, the student may repeat the practice and retake the Validation test within a week of the second attempt. All validation tests must be completed by Final Exam Week. If a student is unsatisfactory after the second attempt, it will be considered a clinical failure and the student will receive an F in the course.

A final grade of satisfactory must be obtained on the clinical evaluation form, Critical elements and Validation of Clinical Skills in order to receive a passing grade in the course.

H. Rounding

1. Rounding to the nearest whole number is allowed for the final course grade only. Grading on any quiz, unit exam, and student presentations is not rounded. Whole number rounding criteria is as follows: any number with a tenth decimal place <0.5 is rounded down to the next nearest whole number; any number with a tenth decimal place 0.5 or >0.5 is rounded up to the next nearest whole number

I. Semester Average and Cumulative Average:

1. See “Policy on Grade Point Averages “Policy C-9”.
2. The course instructor records the course grades in the course grade book that is the official repository for the recording of grades.
3. Grading is the responsibility of the instructor of record.
4. If the student notes a discrepancy with a grade, the discrepancy must be reported to the course instructor as soon as possible.

J. Standardized Tests:

Proctored standardized testing is utilized to determine the learner’s mastery of course content. See Policy C-10 and Course Syllabi.

EVALUATION

A. Academic Achievement: Students are evaluated on their academic and clinical achievement according to the following standards:

1. A student is considered to be in good academic standing when they have a GPA of 2.7 (B-) or better.
2. Students must pass every required course, achieve a satisfactory clinical grade in each clinical nursing course and maintain a minimal GPA of 2.7 (B-).
3. An unsatisfactory clinical grade or theory grade in a nursing course results in an automatic failure of the course, which will be recorded as an F.
4. Students may appeal a grade in writing to the Dean and to the Chairman of the Admission and Progression Committee (APC). See Grievance Procedure, Policy S – 2.

5. A second failure in the nursing program will result in permanent dismissal from the school.
6. All arts and science coursework must be completed prior to graduation. Students will not be allowed to participate in any graduation activities (pinning and commencement) until all program requirements are met.

B. Academic Jeopardy: Academic jeopardy is a warning and resolution of this status may occur during the semester when the student achieves a score of 80% or better through instructor and student interaction.

Students are placed on academic jeopardy when one of the following occurs:

1. A student is at risk for failing with a score of 79% or less on an exam
2. A student is at risk for failing with a mid-term average of 79% or less
3. Attendance issues and repeated tardiness.
4. Failure to meet or fulfill expectations of a learning contract
5. Specific remediation and implementation of a learning contract (See (f)-8 for learning contract and (f)-3 for Theory and/or Clinical Remediation Sheet). The learning contract may include:

- Further study of material
- Additional assignments
- Referral to library resources
- Computer assisted instruction
- Other learning activity as deemed by the instructor.

C. Academic Probation (occurs upon completion of the semester):

1. A student is placed on academic probation when his or her GPA in Nursing Courses falls below the standard achievement of 2.7.
2. A student placed on academic probation will be given one semester (when a course seat is available) to improve their GPA to a 2.7.
3. In order to assist in improving their GPA, the following actions are available to be taken by the student:
 - a. Meet with the course instructor and the academic advisor to assess progress and determine if additional tutoring or study skills are needed.
The role of the course instructor is to counsel on learning needs within the course, assess abilities, and guide the student to additional resources.
The role of the academic advisor is a support to the course instructor but it is the course instructor's counsel that prevails.
 - b. Seek academic support services by meeting with the advisor who will assist the student in making connections with support services. (Online academic tutorials provided by Cochran; resource services at affiliating agencies, study skills workshops, and/or available tutoring opportunities.)

4. Dismissal from the program will occur if the student is unable to achieve a GPA of 2.7 or higher in the subsequent semester.

D. Graduation

Candidates who have satisfactorily completed the requirements of the educational program in accordance with school objectives and met all financial obligations to the school are recommended by the Faculty for graduation to the Dean for final approval.

E. Certification for NCLEX

The Dean will certify eligibility of all students upon completion of the education program when financial obligations and evidence of successful completion of the curriculum requirements have been met.

F. Withdrawal

The student who wishes to withdraw from the school must complete the Withdrawal form in the Registrar's office by the official withdrawal date stated on the school calendar. A WP or a WF will be placed on the transcript, and no tuition is refunded.

G. Drop/Add

A student may drop and /or add a course for which they are registered, before the fourth Friday after classes have begun. The student must complete the Drop/Add Form in the Registrar's Office. The Registrar informs faculty of the Drop/Add status. Tuition refunds follow the schedule in the Financial Aid Policy.

H. Auditing Courses

In order to maintain the integrity of the academic environment, auditing of nursing courses is not permitted.

I. Dismissal

The Admission and Progression Committee (APC) may recommend to the Dean that a student be dismissed.

The Dean may suspend or dismiss a student for any of the following reasons:

- Failure to meet academic and/or clinical standards.
- Health problems that interfere with attainment of program goals and that cannot be resolved.
- Drug and/or alcohol abuse.
- Behavior that is contrary to the ethical code of the nursing profession
- Failure to attend class without official withdrawal notice.

The Dean may also impose a mandatory Leave of Absence or require the dismissal of any student for lack of professional qualifications for nursing or for reasons pertaining to dishonest or immoral behavior.

CLINICAL PRACTICE AND ACHIEVEMENT (CURRICULUM POLICY 4)

I. CLINICAL PRACTICE AND ACHIEVEMENT

A. Schedule

1. Day classes are generally scheduled between 8 a.m. and 4 p.m. Clinical practice may begin as early as 7:00 a.m. Evening classes are generally scheduled between 5:30 p.m. and 11:30 p.m.

B. Clinical Practice

1. Clinical experiences are arranged by CSN through contractual agreements with the agencies that are committed to nursing education. CSN does not pay the agencies nor do the agencies pay CSN. CSN must abide by the rules and regulations of the agency. Therefore, agency policies and accepted professional standards of conduct for nurses must be followed.
2. Students may care for patients under the supervision of an instructor only when the student is adequately prepared for the experience. The preparation ensures that the student understands the assigned material and can implement safe and effective care. Failure to prepare for clinical as directed may result in a dismissal from the clinical day and is considered a clinical absence.
3. Repeated episodes of lack of preparation for clinical practice may result in course failure and must be documented by the instructor.
4. If a student is dismissed from clinical for any reason, the rationale must be documented and the student's performance will be reviewed and officially noted first by the instructor. If further action is needed, referral will then be made to the Admissions and Progression Committee for review with comments or recommend any further action to the Dean if necessary.
5. In clinical courses where medications are administered, students must give medications under the supervision of CSN faculty. Staff nurses may not supervise students with medication administration.

A. Clinical Standards

1. Report directly to the clinical unit for the assigned experience in appropriate uniform.
2. Do not go to any unit or department of the hospital other than the assigned one, except at the direction of the clinical instructor.
3. Students are to wear proper identification at all times in the hospital. I.D. badges are to be worn over street clothes when going to non-clinical areas, such as cafeteria, coffee shop, etc.
4. Students are expected to be on time and fully prepared. Any deviation may result in dismissal from the clinical for the day.
5. If a student determines that they will absent from clinical, the appropriate clinical instructor must be notified by phone one hour prior to the start of the clinical experience. Proper and timely notification of the school and the

clinical instructor of any clinical absence is a professional expectation and covered in the clinical orientation and in Policy C-4.

B. Grounds for Clinical Dismissal:

A student may be dismissed from the clinical setting for the following reasons:

1. Incomplete preparation for the clinical assignment.
2. The requirement of a disproportionate amount of instructor time due to insufficient preparation, failure to master basic nursing skills, or inability to apply theory to practice.
Student behavior is inappropriate and may suggest: impairment of judgment and or cognition, extreme emotional distress, the use of alcohol, or other substance abuse.
The clinical instructor assesses the student's performance to be unprofessional or unsafe.
The nursing staff of the agency determines that the student is unsafe or unprofessional.
Absences or lateness that make it impossible for the student to meet the course objectives (See Attendance Policy C – 2).

CLINICAL PERFORMANCE EXPECTATIONS
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1. Each nursing course with the exception of NUR 100 and 205 has objectives for expected performance in the clinical area. Each nursing course has an evaluation form on which the instructor documents the student's ability to meet the behavioral outcomes. The student must receive a satisfactory grade in clinical to pass the course. Clinical Practice Evaluation forms are kept on a continuous basis by the clinical instructor. The evaluation forms have achievement levels that can be used as often as weekly to document a student's progress.
2. To meet clinical objectives, the following are skills essential for sound clinical judgment and competent nursing care needed in diverse clinical settings:
 - a. Knowledge Base:
 - (1) Knowledge is acquired through instruction, demonstration, study, research and experience.
 - (2) Concepts that include nursing, anatomy and physiology, pathophysiology, psychopathology, growth and development, cultural and spiritual beliefs as related to health, illness, birth and death.
 - b. Clinical Skills:
 - (1) Clinical skills as acquired through demonstration and practice include cognitive, psychosocial and psychomotor skills, and are based on scientific principles.
 - (2) The ability to perform tasks and procedures in a safe, organized and proficient manner.
 - (3) Safe administration of medications
 - (4) Satisfactory completion of the Critical Elements of each clinical

nursing course is required by the end of the semester to receive a passing grade for the clinical experience.

GRADE POINT AVERAGE AND CLASS RANK (CURRICULUM POLICY C-9)

Semester grade point averages and cumulative grade point averages are calculated to represent the quality of student performance numerically. These averages are used to determine if a student qualifies for certain academic actions (progression, academic probation, dismissal, graduation, high honors, & highest honors) and academic scholarships.

I. Definitions

- A. The Grade Point Average is the sum of the quality points earned divided by the number of nursing credits completed by the student in a given semester. The GPA is calculated at the end of each semester and is cumulative for all completed semesters.
- B. Quality points are based on course credit for theory and clinical performance. If a student fails the clinical component of a clinical course, they fail the course. An F grade has a 0 quality point value and is calculated into a semester average. When a course is successfully repeated, the 0 quality point is removed from the cumulative grade point average, the F grade remains on the transcript with a line through it and an “R” (for repeated) next to the lined out F.
- C. All nursing courses are part of the Cochran School of Nursing curriculum. Non-nursing courses are taught to matriculated students at any accredited college of their choice. Matriculated status refers to enrollment in the Cochran School of Nursing to earn the Associate in Applied Science degree with a major in nursing. The lowest possible passing grade at the Cochran School of Nursing is a B-.
- D. Students must maintain a minimum of 2.7 cumulative GPA in all nursing courses taken while enrolled in order to be in good academic standing. If the GPA falls below 2.7 the student is placed on academic probation
- E. A minimum GPA of 2.7 in all nursing courses must be earned by the end of first year in order to progress into the second year. Students who maintain a semester average of 3.5 – 3.59 GPA are placed on the Honor Roll, 3.6 – 3.79 GPA on the High Honor Roll and 3.8 – 4.0 GPA on the Highest Honor Roll. This will be noted on the transcript each semester. Cumulative GPA’s that are indicative of these performance levels will be indicated on the diploma and announced at graduation.

II. Cumulative Grade Point Average Calculation

- A. The cumulative grade point average is calculated by dividing the total amount of

quality points earned per credit hour by the total amount of credit hours attempted.
(See Policy C1 - C for conversion of numeric grades to quality points)

Example of GPA Calculation

A student receives a grade of B- in a (9) credit nursing course and a grade of A in a (6) credit nursing course. Find the cumulative Grade Point Average (GPA).

Grade	Quality Points	x	#of credit hours	=	total quality points
B -	= 2.7	x	9	=	24.3
A	= 4.0	x	6	=	24
			15		48.3
<u>48.3 total quality points</u>				= 3.22	Cumulative GPA
15	total credit hours				

- B. The Cumulative GPA for students at the Cochran School of Nursing is computed solely from grades for nursing courses taken at the Cochran School of Nursing.
- C. At the completion of the program, in the event that more than one student has achieved the same cumulative GPA, class rank is determined by calculating the GPA using number rather than letter grades.

**STANDARDIZED TESTS AND COURSE EXAMINATIONS
 (CURRICULUM POLICY 10)**

Examinations are utilized throughout the nursing curriculum to facilitate successful course completion, for formative and summative evaluation of student learning and to foster preparedness for licensure examination following graduation. The following policy describes the general testing program including: how examinations are administered, results are disclosed, and students review their accomplishments.

1. General Testing Program

1. The course instructor informs the students of the course requirements and the weight of course components. This information in the course overview is presented to the students at orientation of each nursing course at the beginning of the semester and on MOODLE.
2. The weights of individual course examinations within each course, including the standardized tests, are determined by the course faculty.
3. Course examinations are expected to be graded within a week of the exam and students notified of the grade.
4. After grading the course examinations, an item analysis of the examination is completed and used for question evaluation.
5. Course examinations are generally 40 – 75 questions and 75 – 125 questions in length for final exams. The time allotted is approximately one (1) minute per question. The use of calculators is permitted per Academic Policy C-3. There is no sharing of calculators during any exam.
6. Faculty reviews a unit exam with students during a group review or during individual office hours by appointment. The students may not have books, pens/pencils, or personal belongings including cell phones at the review. There

will be no class review of final exams. Under supervision, a student may review their final exam.

7. One copy of each examination (including answer key), and student answer sheets are to be in a secured file cabinet and stored for a period of one year.
8. Final course grades are entered into the computerized data base by the instructor within 48 hours of the final exam by appointment.

2. Standardized Testing Program (STP):

- a. The Cochran School of Nursing subscribes to a standardized testing program. The pre-admission standardized test required for all applicants begins the assessment driven review. Proctored diagnostic assessments are administered to students each semester.
- b. Non-proctored standardized examinations and tutorials are expected student learning activities. Faculties are expected to assign and monitor student's use of the non-proctored programs.
- c. Individual performance profiles are generated after testing which identify areas of deficiency and guides the learner's review and remediation.

MAINTENANCE OF MATRICULATION STATUS (CURRICULUM POLICY 11)

A matriculated student is one who has been formally admitted to the School, registered in a course, and is pursuing courses toward the degree of Associate of Applied Science in Nursing

MATRICULATION

- After being accepted into the program, matriculation occurs at the first registered semester. Applicants who do not matriculate (begin the program) within one year of the initial application date will be required to file a new application and accompanying fee.
- It is expected that students will fulfill the requirements for their degree by registering over successive semesters (sessions). Registration is accomplished by either enrolling in classes or Maintaining Matriculation.
- Any semester in which a student is not registered for at least one course, the student must pay the fee for Maintenance of Matriculation. This will entitle the student to use the libraries, meet with their advisor or other members of the faculty, and participate in selected school activities.
- The Maintenance of Matriculation Fee is \$100 per semester when the student is not enrolled in classes and is processed in lieu of registration.

LEAVE OF ABSENCE

- Students should meet with their advisor before applying for a leave of absence.
- A student must complete a leave of absence form in the Registrar's Office stating the semesters to be missed.
- Students will be permitted to register following a leave of absence, if space is available in the requested course.

- A student in good standing may request a Leave of Absence from the school for a maximum of one year without prejudice to his/her standing. Students on leave must register for Maintenance of Matriculation.
- If the student does not return to the school in the term following the leave he/she must re-apply to the school for readmission. The student will then be subject to the rules and program changes which are in effect in the current curriculum.
- Students who have not maintained matriculation and wish to return to the school within one year after their last course will be charged the Maintenance of Matriculation fee of \$100 for each semester missed. Maintenance of Matriculation without attending classes is limited to one year.

READMISSION PROCEDURE

- Students who have not maintained matriculation nor enrolled for two terms are required to meet existing admissions standards, program requirements and school policies at the time of reapplication.

LENGTH OF PROGRAM

- A student is required to complete the program in five years from the date of matriculation in the Cochran School of Nursing.
- The Dean reserves the right to require repetition of curriculum content older than five years.

STUDENT ADVISEMENT PROGRAM

OBJECTIVES OF THE STUDENT ADVISEMENT PROGRAM

- Guide the student in developing self-awareness in achieving their individual academic goals.
- Assist the student to develop stress reduction techniques and problem solving skills.
- Support students who must handle academic, personal and/or health issues and make referrals when necessary.
- Achieve accurate and timely registration for each student each semester.

I. Faculty Advisors

Faculty members will serve as advisors to students as a part of the advisement program. Each student is assigned an advisor who will follow their progress throughout the program and offer academic counsel and support.

All faculty receive a current list of advisee/advisors for reference. It is the responsibility of each advisor to review the student's file prior to any advisement. Faculty have posted hours for advisement, 6 hours each week.

A student may request change of faculty advisor through a written request to the Dean.

II. Scheduled Conferences

The following is a schedule of the planned conferences to be held by each faculty advisor.

Conferences are to be scheduled during the school hours as mutually agreed upon by both advisor and advisee.

A. New Students

The advisement program is presented by the Dean for the class during the school orientation.

B. Advisement Conferences

1. During each semester the faculty will meet with their advisees on at least one occasion, for example:
 - a. At the beginning of the semester.
 - b. At midterm, as needed.
 - c. At the end of the semester for registration and any needed advisement.
 - d. At any other time as either student or advisor deems appropriate.
2. Academic Probation – When a student is placed on academic probation, the student is expected to meet with their advisor to review their academic progress and improvement plans (See Academic Curriculum Policy 3).

III. Student Advisement Record

- A. Faculty advisors will retain a record of all academic counseling sessions with advisees in Empower. The files will be retained in a central and secure location.
- B. Advisors will review their advisee's transcript and assist the student in developing their academic plan (Student Policy S-1) in order to meet the requirements for each course and graduation, which includes maintenance of the required GPA of 2.7.
- C. Each advisor will be responsible to approve the registration of the student in the required courses during each academic semester.

IV. Protocol for Utilization of Professional Counseling Resources

- A. During the advisement session, if the advisor feels the student needs professional assistance:
 1. The advisor informs the student that professional help may be indicated.
 2. If the student is willing to accept the suggestion for professional help, the advisor may:
 - a. Refer the student to appropriate outside agency
 - b. Refer the student to the St. John's Riverside Hospital Emergency Department or their nearest Emergency Room.
 - c. Inform the student of the right to seek a private therapist.

- d. Make the student aware that the Dean will be informed of the student's decision.
- e. Inform the / Dean in writing. (See SJRH Health Program Policy)

STUDENT GRIEVANCE AND APPEALS (STUDENT POLICY 2)

PHILOSOPHY: The primary objective of the Cochran School of Nursing (CSN) is to provide high quality education leading to an Associate Degree in Applied Science in Nursing. The faculty and administration believe in equitable, fair, respectful and just treatment to all students enrolled at CSN. Cochran School of Nursing has the exclusive right to determine the appropriate action, including suspension or dismissal from the program as guided by the policies of the School.

I. DEFINITION OF GRIEVANCE

A grievance is a complaint by a student alleging that he or she has been or is being adversely affected by a specific:

1. improper or unfair application of the School's rules, regulations or policies
2. improper action, inaction or decision of any faculty or other persons with administrative control and responsibility.

II. PROCEDURE

FIRST LEVEL-A student who feels that he/she has been treated unfairly should first handle the problem informally and orally with the person (s) involved within two (2) working days after the concern to attempt resolution. This person has five (5) working days to resolve the problem.

SECOND LEVEL- If a satisfactory conclusion has not been reached on the first level, the student alone or with the person involved should next contact the Chairman of Admission and Progression Committee (APC) and inform him/her of the problem, verbally and in writing within five (5) working days of the last discussion on the first level. Reasonable evidence and background materials are to be submitted in writing to the Chairman of the APC. The Chairman will make all materials available to the Committee at least three (3) working days before the meeting.

GRIEVANCE AND APPEALS PROCEDURE FOR STUDENTS

1. The student and person(s) involved in the grievance may appear before the APC. Both shall have the right to have a representative or advisor of his/her choice at the meeting. The representative selected by both parties must be a member of the faculty, administration or member of student body.
2. The student and person(s) involved in the grievance should be given full opportunity to present evidence and witnesses that are relevant to the issue

- at hand
3. The student involved should be given the opportunity to question any witnesses.
 4. The student involved should be informed of any evidence against him/her.
 5. The student will be allowed to continue in class while the Committee is reaching a decision.
 6. The Committee's decision shall be made upon majority vote of the Committee.
 7. The decision of the Committee should be made in writing to the student within one (1) week (five working days) of hearing the case. The formal decision at this level shall be considered final unless the student chooses to bring the grievance to a third level.
 8. Until a review at the third level is completed, the student is bound by the decision made by the APC at the second level.

THIRD LEVEL-If the problem cannot be resolved at the second level, the student must notify the Dean within five (5) working days. All evidence and material should be submitted to the Dean for review and decision. The Dean shall have five (5) working days to make a decision.

FOURTH LEVEL-If the problem cannot be resolved at the third level, the student can take his/her case to the Chief Nursing Officer. The student will have 5 working days to notify the Dean, in writing, of the plan to move to the fourth level. Until the review at this level, the student is bound by the decision of the Dean. The decision made at the fourth level is final.

HEALTH AND DISABILITY PROGRAM (SJRH HEALTH PROGRAM POLICY)

- I. Objectives of the Health Program** are to provide a broad scope of health related services to meet the entry and ongoing health needs of the students while they are in attendance at CSN. There are several services involved and available to all students on site. The services are the Occupational Medicine Department, the diagnostic services of St. John's Riverside Hospital, the Emergency Medicine Department, and other appropriate St. John Riverside Health System services.

The school in collaboration with the Occupational Medicine Department (OMD) maintains an organized health service. The purpose of this service is to:

- A. Ensure that students enter the school and remain in an adequate state of personal health necessary for the safe practice of professional nursing.
- B. Assist the student to acquire positive measures for maintenance of personal health and to make sure the students meet the health requirements for admission to the program and for participating in class and the clinical practicum at St. John's and at all the affiliated clinical agencies.
- C. To clear students to return to school after any illness beyond 3 days.

- D. To maintain the health records for all students.

II. Pre-Entrance Health Records

A. Required Health Information

Each student accepted into the Cochran School of Nursing will receive the required health clearance documents with their acceptance letter. Once accepted, students must submit to OMD the following:

1. A completed current personal health questionnaire
2. Evidence of a recent (within 6 months of the first day at CSN) physical examination by a licensed primary care provider (PCP) or (for a fee) by the OMD certifying an adequate state of personal health necessary for the safe practice of professional nursing.
3. A completed record of the following immunizations and/or titers as follows:
 - a. Diphtheria/Tetanus toxoid vaccine within ten years prior to admission.
 - b. Serologic evidence of immunity for each disease: Measles, Mumps, Rubella and Varicella. If not immune to any of these diseases, written documentation of appropriate vaccination is required.
 - c. Serologic testing of Hepatitis B and C Antibody is required. Students should receive the first of the two Hepatitis B vaccines of the 3 dose series prior to starting school or have a signed declination form on the vaccine refusal. The 3rd dose of vaccine can be completed after starting school.
 - d. Serologic testing of Hepatitis B surface antigen (HBsAg) is also required.
4. Copies of laboratory reports (CBC, Urinalysis, Chemistry Profile, Hep B & CAbs, HBsAg, and RPR) are required on all applicants. Chest X-Ray reports are required for all applicants with a history of positive PPD. All tests must be done within applicants processing year (within 12 month period).
5. A signed Meningococcal Meningitis Response Form must be completed prior to entrance.

B. Procedure for Health Clearance

1. The above records must be returned to the Registrar by the date specified on their acceptance letter.
2. The OMD reviews the health records.
3. If any information is missing, OMD contacts the student directly. Ongoing communication with students is key to compliance
4. OMD communicates regularly with the school's registrar office on the status of each student applicants' health clearance
5. When all requirements have been met the student is cleared and eligible to attend classes. OMD notifies the Registrar when each

student is cleared. **STUDENTS CANNOT BEGIN CLASS WITHOUT HEALTH CLEARANCE.**

6. Completed Health Clearance Forms are filed and maintained in OMD.

III. After Admission

A. Required Ongoing Health Clearance:

1. The First Year Students need a 2-step tuberculin screening process. #1 PPD (Purified Protein Derivative) to be done by the student's health care provider prior to enrollment. #2 PPD by OMD during the first month of school.
2. All second or third year students will have a PPD done each year. If a student's PPD was previously positive, the student must complete a Symptom Review for Tuberculosis Form and have a chest x-ray done yearly. If necessary specific students may be requested to update their health clearances. **NO STUDENT WILL BE ALLOWED TO ATTEND CLASS OR CLINICAL WITHOUT HEALTH CLEARANCE, NO EXCEPTIONS.**
3. Outside agencies also may require a health clearance form verifying that students have a complete health record on file. Specific requirements for each institution vary according to each contract.

B. Communicable Disease Exposures/Prevention.

1. Nurse Managers must notify the school secretary or Dean of any student exposed unknowingly to a patient with active tuberculosis, varicella, hepatitis or other communicable disease. OMD will notify the student who must then report for appropriate counseling/testing/treatment according to specific health recommendations. The OMD will monitor follow-up care/compliance.
2. All possible infectious disease exposures of students must be reported to the OMD even if they occur at outside institutions. See Section D.7b.
3. Influenza vaccine will be offered yearly to all students (free of charge).
4. Other immunizations are given as necessary. All current directives from health authorities in regard to specific immunization will be carried out by the OMD in conjunction with the school.
5. If a student comes in contact with a communicable disease or has a questionable rash, diarrhea, conjunctivitis, cold sores, they must report to the OMD prior to returning to clinical practice or class.
6. All students must be in good health and free of all communicable illness when caring for patients. Instructors will send students home if there are any signs/symptoms of illness.

C. Ongoing Health Care of Students

1. Private Primary Care Provider:

To enhance continuity of health care, students are encouraged to use their private PCP, however, they must report the following to OMD:

- a. Diagnosis, treatment and follow-up care of any physical or mental health problem. After any 3 day absence the student must appear in person at the OMD and receive approval prior to returning to class or clinical unit. A physician's note must be obtained certifying that the student is physically and mentally able to resume class and clinical.
 - b. The OMD will record all pertinent information from the PCP on student's cumulative health record, which will be kept in the OMD.
- ### **2. Emergency Department (ED) at St. John's Riverside Hospital (SJRH).**
- Students who incur any injury, accident, exposure or illness while on duty or on hospital grounds must report to and are to be treated in the ED regardless of the degree or severity of the injury.
- a. The ED Staff will provide appropriate initial treatment and evaluation.
 - b. An "Employee Occurrence" form must be completed for every incident occurring on hospital or nursing school premises.
 - c. A copy of both the occurrence form and ED report will be forwarded to OMD who will then place it in the student's health file.

3. Services of Hospital Facilities

- a. Students must submit any bills for laboratory tests, x-rays, or visits to the ED to their own insurance company. The outpatient business offices will assist with this procedure. The bill and the insurance form should be presented to them.

4. Hospitalization

- a. Students may be admitted to the hospital at the discretion of the ED. The student's designated emergency contact and PCP (if on staff) will be notified of the admission in addition to the OMD and the Dean of Cochran School of Nursing.

5. Illness/ Injury/Exposure on Affiliation

- a. If illness/ injury/exposure occurs while at an affiliating agency, emergency care is rendered on site as necessary at the student's expense or student is referred back to St. John's Riverside Hospital for initial treatment and/or follow-up. Time permitting, the exposure can be seen at SJRH.
- b. All infection control exposures must be referred to the OMD at SJRH and a post exposure form must be filled out even though student may have had initial care at the affiliating institution. There will be no charge for follow-up care done at SJRH. Students are responsible for all expenses incurred at outside

institutions. The OMD will send a “Request for Evaluation of Possible Infectious Disease Exposure to a Student Nurse”, to the affiliating institution if necessary to obtain further information.

6. Illness/Injury Outside of School

- a. It is the student’s responsibility to notify the school and the instructor of the course if the student is unable to report to class or clinical as scheduled.
- b. If a student becomes ill/injured outside of school or during vacation, the student must notify the school office and obtain written medical certification from their PCP that the student is able to return to school. The OMD must grant final approval for student to resume class and clinical.

7. Pregnancy

- a. Any student who becomes pregnant must promptly notify the Course Instructor and OMD. The student will be allowed to continue the program on presentation of a written statement from her physician attesting to antepartal care, expected date of birth and clearance for continuing in the nursing program.
- b. After the birth, the student must present to OMD with a written medical certification from their physician stating that the student is cleared to return to the nursing program. The OMD must grant final approval of health clearance.

8. Substance Abuse

- a. CSN’s policy is consistent with St. John’s Riverside Hospital Drug free Workplace policy. (See SJRH Administrative Policy A23).

9. Mental Health

- a. In addition to adequate physical health, a current state of emotional well being is required for continuation in the nursing program. Any student with a behavioral/emotional/psychiatric problem that may possibly interfere with their role as a student nurse must also receive professional health clearance.
- b. For those students who are under the care of their own therapist or psychiatrist and are still having difficulties, the faculty member or Dean will notify the student that the OMD will:
 1. Request a written report from the student’s therapist with permission of the student.
 2. Arrange for an interview between the student and the OMD.
 3. The OMD may recommend that the student be evaluated by a member of St. John’s Riverside Hospital’s consulting psychiatric or psychology staff.
 4. After the student has been evaluated as recommended in #3, the reports will be reviewed by the OMD and a

decision regarding the student's continuation in the program will be made. After review if the student is found unable to perform effectively or patient safety is compromised, administrative withdrawal or dismissal from the program may be necessary.

- c. If a student refuses to see a mental health professional as requested and a faculty member or Dean feels that professional help may be indicated, the student will be informed of the course of action to be taken.
 1. The Dean will discuss the matter with the student and evaluate the situation.
 2. If the student still does not feel the need for professional help, the Dean will discuss the matter with the OMD.
 3. After an interview between the student and the OMD, the action to be taken may include:
 - a. A complete physical examination and/or
 - b. A recommendation to pursue psychiatric or psychological counseling.
 4. The student will be told that refusal to comply with the OMD's recommendations will result in dismissal from the program.

IV. Post Graduation/Withdrawal

All students are expected to make and keep copies of their laboratory and immunization records for their own information and for future purposes. Any student requesting copies of their health records from the Cochran School of Nursing will be able to receive them at no charge.

DRUG FREE WORK PLACE MANUAL OF HUMAN RESOURCES

Cochran School of Nursing follows the St. John's Riverside Hospital drug free workplace policy Section A, page 23. Students are advised to maintain or obtain health insurance. If a student is not covered by their own policy it is available for all students through the National Student Nurses' Association (NSNA), Inc. for a discounted fee. If purchased, in addition to sickness and injury insurance, students have 24 hour telephone access to a team of registered nurses and student assistance specialists to assist with health, personal, legal or financial issues.

Policy:

We are committed to providing a safe work environment and to fostering the physical and psychological well being of our employees. Although we recognize that addiction to drugs and alcohol is a disease, we have an ethical obligation to provide superior health care to our patients/clients/residents and a safe productive workplace for our employees. This commitment is jeopardized when any employee misuses drugs and/or alcohol on the

job, comes to work with these substances present in his/her body, or possesses, distributes, and/or sells drugs in the workplace. To that end we have adopted a Drug Free Work Place policy which will help insure the highest degree of health and safety for our patients and staff. Included in this policy is a formal drug testing program for all applicants and the work force which consists of pre-employment testing, testing for reasonable cause and post accident testing. These guidelines apply to all employees when on our property, on duty away from our property, and/or scheduled as on-call, regardless of location. Compliance with this policy is a condition of employment for all employees. Any employee who fails to comply with this policy or engages in behavior prohibited by this policy will be subject to discipline up to and including termination. Non-employees (including but not limited to students, interns, volunteers, contractors, contract employees) performing services at our facilities are expected to comply with this policy. All other individuals coming on to our property are expected to adhere to and support this policy statement. Impairment, addiction, and/or treatment for impairment or addiction does not excuse or allow an individual to be held harmless for violation of other Hospital policies or preclude disciplinary action based on that violation.

PRE-EMPLOYMENT TESTING

All applicants for employment will undergo testing for controlled substances as part of the pre-employment physical examination. If test results are verified as positive, the potential employee will be notified that they are no longer being considered for employment, unless the Hospital Medical Review Officer determines a medical necessity, is the reason for the positive test result. The potential employee may request re-testing of the initial specimen at his/her own expense.

REASONABLE SUSPICION TESTING

General Information: It shall be our policy to intervene with those staff members who have demonstrated instances of behavior that suggest a physical or mental impairment due to alcohol or substance abuse, which may interfere with the performance of their duties or with patient care or a safe and healthy workplace. The result of that intervention may indicate a need for further action. The Facility may, in appropriate cases, support a physically or mentally impaired staff member through **one** episode of treatment. The Hospital **will not support or provide a second opportunity** for treatment of a staff member who does not maintain drug free status.

It is the responsibility of the employee to make himself or herself aware of the potential affects of medications they are using and to determine with the assistance of their physician whether such medication may impair their ability to perform their jobs. Failure to provide proper evidence of medical authorization for a prescription drug may result in disciplinary action up to and including termination.

It is the responsibility of any staff member who observes or has knowledge of another staff member in a condition which impairs his or her welfare, or the welfare of others, to promptly report the incident to their supervisor, or any member of administration.

Recognizing Reasonable Suspicion Procedure:

A. If an employee is believed to be under the influence, the manager should observe and record the individual's specific physical symptoms and/or unusual conduct that formed the basis of that belief. If possible, a second management employee should be requested to make independent observations.

B. The employee should be spoken to, in private, with the manager's observations. If the employee is a member of a bargaining unit, she/he should be offered a delegate when questioned. If a delegate is not immediately available, the manager should contact Human Resources to arrange for a delegate to be released and the meeting should take place without delay. If no delegate is on duty, the meeting should take place in the absence of a delegate.

- 1) If the employee acknowledges being under the influence, she/he should be escorted to Occupational Health (If Occupational Health is closed, the Nursing Supervisor on duty will contact an Employee Health Service representative at home) for a drug/alcohol test, removed from duty for the remainder of the shift, and appropriate transportation should be arranged for the employee to ensure his/her safe trip home. If the employee refuses to allow us to make arrangements to get home safe, the Manager should advise the employee that if they leave the premises with the intent to drive a car we will contact the police. If the employee becomes unruly, the manager should contact security. The manager should fill out a Reasonable Suspension Report (Attachment A) and send to Occupational Health. The employee should not return to work until they are contacted by their supervisor regarding any further decision which may include disciplinary action.
- 2) If the employee denies being under the influence, the manager should request that the employee agree to a drug/alcohol test. If the employee agrees, she/he should be escorted to Occupational Health (If Occupational Health is closed, the Nursing Supervisor on duty will contact the Employee Health Service representative on duty) for a drug/alcohol test and follow the procedure in B-1 above.
- 3) No employee will be disciplined or terminated for refusing to take a drug/alcohol test unless that test was part of a signed agreement. If the employee refuses to submit to a drug/alcohol test, the Hospital will make its disciplinary decisions based on the available evidence. (The observations of the managers). Refusal to take the drug/alcohol test may not be used as the sole evidence but it may be considered as further evidence. The reason for refusal shall be documented. The manager should follow the procedure in B.1 above except for the test.

C. Violation of the Hospital drug/alcohol policy is a serious infraction (HR-60) and can result in serious disciplinary action up to and including termination (HR-12).

Employee dependence problems may be handled by referring the employee to a rehabilitation program in lieu of, or in addition to, discipline. Employees may be referred to Employee Assistance Program for rehabilitation referrals. Factors to be considered when handling this situation include:

- 1) Whether the individual was under the influence at the work place, or whether the dependency manifests itself in poor attendance, tardiness or work performance problems without actual impairment on the job due to alcohol or drugs;
- 2) The individual's history of drug or alcohol problems on the job, including previous disciplinary actions taken;
- 3) The individual's previous admission to dependency problem and expressed willingness to seek assistance;
- 4) The individual's length of service to Riverside Health System;
- 5) The individual's entire performance. Does the individual have other performance problems or would the individual be an excellent worker except for his/her dependence problem?
- 6) When there is a threat to safety in the delivery of patient care or to the safety of others in the work place.

POST ACCIDENT TESTING

Any employee involved in an accident either in a vehicle we own, or a personal vehicle, or any other accident resulting in personal injury to themselves or others, or property damage, while performing work- related activities/business shall be subject to post accident testing as follows:

As soon as practical (within 2 hours if possible and no later than 8 hours) the employee must notify his/her supervisor or department head of the occurrence of an accident where there is personal injury or property damage or which results from a moving violation. We prohibit any employee involved in an accident from using alcohol or drugs within 8 hours of the accident, or until such time as required testing has been completed.

An employee must be readily available for such required testing; failure to do so will result in termination. If the employee is hospitalized due to injury from the accident, they must agree to consent to required testing.

RETURN TO WORK

A staff member who has tested positive for alcohol and/or controlled substances, may not return to work until a treatment program and return to work agreement, is successfully completed. The return to work agreement will set forth continuing treatment and follow-up testing requirements for the employee. The follow-up testing will be unannounced and is scheduled by Occupational Health. Failure to comply with the return to work agreement, or a positive result on follow-up testing will result in termination of employment.

TEST RESULTS

All test results shall remain confidential, except as required by State and Federal law. Information shall be shared on a need-to-know basis only. The original results of test and physical assessment will be retained in the employee's Occupational Health file. Any information supplied to the Facility, including results from investigation will be kept in a locked file, separate from the personnel file, in the office of the Vice President for Human Resources.

TREATMENT

EHS will refer employees with positive test results either to EAP or directly make a referral dependent on the employee's health coverage. The employee is responsible for payment for any services not covered by his/her insurance.

Treatment providers will supply Occupational Health periodic reports on the progress of the employee during course of treatment. These reports will remain confidential and will be placed in the employee's EAP file.

SEARCH GUIDELINES

Where there is reason to believe that an employee has reported to work under the influence of or is in possession of alcohol and/or controlled substances, the employer reserves the right to search any of our property or the employee's personal property, including but not limited to vehicles, parking lots, offices, lockers, briefcases, desks, file cabinets or other storage areas used by employees. The employee may be requested to submit to search by our representatives of his/her person. Refusal to submit to such a search shall result in termination.

VOLUNTARY REFERRAL

Any staff member who feels that he/she has developed an addiction to, dependence on or problem with alcohol or drugs, legal or illegal, is encouraged to seek assistance through EAP or from any of the treatment professionals available at our facilities. Each request for assistance will be treated totally confidential by the professional providing such support. Employees who voluntarily seek assistance do so without jeopardizing their employment.

CONFIDENTIALITY

Any actions or procedures outlined in this policy must be handled in a professional and confidential manner. Investigations, if necessary will be conducted by the Vice President for Human Resources, or designees, and will be done in a confidential manner with conclusions of the investigation shared only on a need to know basis. All test results and treatment reports will be held confidential and will remain in the employee’s EAP file. Any information supplied to the Hospital will be kept in a locked file in the office of the Vice President for Human Resources.

ATTACHMENT A

REASONABLE SUSPICION REPORT

EMPLOYEE: NAME:	_____
DEPARTMENT:	_____ CLOCK #:
JOB TITLE:	_____
OBSERVATION DATE:	_____ TIME: (FROM _____ AM/PM:TO _____ AM/PM)
LOCATION:	_____

This checklist is to be completed by a Supervisor and/or Department Head when an incident has occurred which provides reasonable suspicion that an employee is using or has used prohibited drugs and/or alcohol. You should note all pertinent behavior and physical signs or symptoms which lead you to reasonably believe that the employee has recently used or is using a prohibited substance. Match each applicable item on this form and add any additional facts or circumstances which you have noted.

REASONABLE SUSPICION DETERMINED FOR: ALCOHOL ___ DRUGS ___

A. Nature of Incident/Cause for Suspicion

1. ___ Observed/reported possession or use of a prohibited substance (including a complaint)
2. ___ Apparent drug or alcohol intoxication
3. ___ Observed abnormal or erratic behavior
4. ___ Arrest or conviction for drug-related and/or driving while intoxicated offense
5. ___ Evidence of tampering on a previous drug and/or alcohol test

6. _____ Other (e.g., flagrant violation of safety or serious misconduct, accident or “near miss”, fighting or argumentative/abusive language, refusal of supervisor instruction, unauthorized absence on the job) (please specify):

B. Behavioral Indicators Noted

1. _____ Verbal abusiveness
2. _____ Physical abusiveness
3. _____ Extreme aggressiveness or agitation
4. _____ Withdrawal, depression, tearfulness, unresponsiveness, or lethargic
5. _____ Inappropriate verbal response to questioning or instructions.
6. _____ Irritable
7. _____ Inappropriate gaiety
8. _____ Mood Swings
9. _____ Other erratic or inappropriate behavior (e.g. hallucinations, disoriented, excessive euphoria, talkativeness, confused) (please specify)

C. Physical Signs or Symptoms

1. _____ Possessing, dispensing, or using prohibited substance
2. _____ Slurred or incoherent speech
3. _____ Unsteady gait or other loss of physical control, poor coordination
4. _____ Dilated or constricted pupils or unusual eye movement
5. _____ Bloodshot or watery eyes
6. _____ Extreme fatigue or sleeping on the job
7. _____ Excessive sweating or clamminess of skin
8. _____ Flushed or very pale face
9. _____ Highly excited or nervous
10. _____ Nausea or vomiting
11. _____ Odor of Alcohol
12. _____ Odor of Marijuana
13. _____ Disheveled appearance or out of uniform
14. _____ Dry mouth (frequent swallowing/lip wetting)
15. _____ Dizziness or fainting
16. _____ Shaking hands or body tremors/twitching
17. _____ Breathing irregularity or difficult breathing
18. _____ Runny nose or sores around nostrils
19. _____ Inappropriate wearing of sunglasses and long sleeve shirts
20. _____ Puncture marks or “tracks”
21. _____ Other observed actions or behavior (state objective evidence supporting reasonable suspicion that employee is using or under influence of controlled substances and/or alcohol. Physical

evidence should be retained and stored):

22. _____ Indications of the chronic and withdrawal effects of drugs and alcohol:
Yes ____ No _____

EXPLAIN _____

D. Written Summary

Please summarize the facts and circumstances of the incident, employee response, Supervisor actions taken, and any other pertinent information not previously noted. Attach additional sheets as needed:

Supervisor/Department Head:

(SIGNATURE) (TITLE) (DATE) (TIME) am/pm

Witness: (if any)

(SIGNATURE) (TITLE) (DATE) (TIME) am/p.m.

Reviewed by the Human Resource Department:

(SIGNATURE) (TITLE) (DATE) (TIME) a.m./p.m.

The test should be administered within (2) hours following a reasonable suspicion determination. This document should be prepared and signed by the Supervisor and/or Department Head who made the reasonable suspicion determination before the employee is requested to submit to a drug test.

This report should be reviewed by another Supervisor or Department Head and/or the Human Resources Department before you request the employee to submit to the test. If this is not possible, you may request

the employee to submit to a reasonable suspicion test and then have your report reviewed by the Human Resources Department.

Date, time and location of test. Note if employee refused the test.

_____ a.m./p.m.

Please complete if applicable:

Reasons why test was not performed within two (2) hours of reasonable suspicion determination:

Remarks:

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DISABILITY

Purpose

These guidelines ensure equitable and fair treatment for CSN applicants and students with a documented disability and who meet the admission criteria, the opportunity to have reasonable accommodations to assist in successfully complete the program. It is the student's responsibility to notify the institution that a disability and a need for accommodation exist.

Disabilities defined

The Americans with Disabilities Act defines a person with a disability as "as any person who (A) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (B) has a record of such impairment, or (C) is regarded as having such an impairment." This definition includes, but is not limited to, individuals who have been identified as: Blind, Deaf, Hard of Hearing, Learning Disabled, Multiply Disabled, Orthopedically Impaired, Visually Impaired, and other Health Impaired (Section 504 of the National Rehabilitation Act of 1973).

Documentation Guidelines

Qualified candidates requesting reasonable accommodations because of disabilities must provide (at their own expense) acceptable documentation of the

condition/disability. Documentation must be current, within three (3) years prior to admission to CSN.

Documentation must provide justifications for reasonable accommodations. The primary concern in determining reasonable accommodations is the extent to which the candidates' documentation defines the precise limitations imposed by the disabilities and how proposed reasonable accommodations minimize/overcome these limitations without compromising the integrity of the programs objectives or providing disabled candidates with an advantage over non-disabled candidates.

- Candidates with medical disabilities must provide detailed letters/reports from appropriate physicians or other licensed professional health service providers who have diagnosed and/or treated the candidates' medical disabilities. The letters/reports must state the nature and extent of the candidates' disabilities, all recommendations for reasonable accommodations, and provide explanations of how and why the recommended accommodations are justified and necessitated by the candidates' disabilities.
- Candidates with identified psychological and/or learning disabilities must provide a report of the results of appropriate professional evaluation including comprehensive psycho-educational testing that provide diagnosis/classification of the disabilities, all recommendations for reasonable testing accommodations, and explanations of how and why testing accommodations are justified and necessitated by the candidates' disabilities. A High School Individualized Education Program (IEP) without supportive documentation is insufficient.

Need for Reasonable Accommodations

Reasonable accommodations are made for students whose disabilities will otherwise place them at an unfair disadvantage in successful completion of the nursing program at CSN. Accommodations are considered only to the extent necessary to give the candidate with disabilities a fair and equal opportunity to demonstrate his/her ability to meet the program objectives for successful completion of the program. Reasonable accommodations vary according to the type and degree of disability. Decisions on the accommodations are made on an individual basis and depend on the disability and documentation provided.

An individualized plan for accommodations will be developed upon review of appropriate documentation. Reasonable accommodations can include, but are not limited to providing extra time for exams and use of separate testing rooms.

Graduating students are responsible for submitting a Request for Reasonable Testing Accommodations Form to the NYS Education Department Office of the Professions if they require accommodations for NCLEX-RN testing.

Confidentiality

Documentation provided by students with disabilities is confidential. A signed authorization to release information form is required for disclosure of disability and accommodation to the faculty.

PROCEDURE FOR ACCESSING DISABILITY SERVICES

I. Eligibility

In order to receive accommodations or services a student must self – identify and provide documentation from an appropriate professional source, which establishes the existence of a disability and verifies the need for accommodations or auxiliary aids. The documentation submitted must conform to the Documentation Guidelines set forth in the Disability Policy. CSN reserves the right not to provide requested accommodations until a student provides acceptable documentation.

II. Who to Contact

A student attempting to access disability services for the first time should begin by contacting the Disability Coordinator to receive guidance with the implementation of the needed accommodations.

III. When to Contact the Disability Coordinator

New students who intend to request accommodations are urged to contact the Disability Coordinator as soon as they decide to attend CSN. Doing so will allow CSN sufficient time before the beginning of classes to review documentation and determine whether they will require any additional information for accommodation eligibility.

Returning students are expected to schedule a meeting with the Disability Coordinator to discuss accommodation needs no later than the first week of classes each semester. This will normally allow sufficient time to notify your course faculty and facilitate acceptable accommodations before the first exam or clinical assignment. Student who do not meet with the Disability Coordinator on a timely basis are not assured of receiving appropriate accommodations.

Existing students who have not previously sought services may contact the Disability Coordinator at any time. However, accommodations or services will only be provided after appropriate documentation is provided and reviewed.

Transfer students are advised not to assume they will receive the same accommodations they received at their prior institution. Transfers should contact the Disability Coordinator for guidance in the same manner as new students.

IV. Overview of the Accommodation Process

Initiating a Request for Accommodations.

It is the student's responsibility to initiate the process through which services are provided by doing all the following:

1. Self-identifying to the Disability Coordinator.
2. Scheduling and attending a meeting with the Disability Coordinator.
3. Providing the Disability coordinator with documentation that conforms to the Documentation Guidelines.
4. Completing the Authorization to Release Information form provided by the Disability Coordinator (this form authorizes the Disability Coordinator to discuss your disability with other CSN faculty members necessarily involved in determining your eligibility and deciding upon and facilitating appropriate accommodations).

V. Responsibilities of the Disability Coordinator.

After a student has properly initiated a request for services, the Disability Coordinator shall be responsible to do all of the following:

1. Review the documentation provided by the student to determine the eligibility of the student for the services. If the Disability Coordinator is not able to clearly determine that the student's documentation is either sufficient or insufficient is expected to consult with appropriate professional staff available to CSN as necessary.
2. Make an initial determination of the accommodations and services to be provided for the student (if eligible) based on an individual review of the student's needs.
3. Provide the student with a Notification of Disability for faculty and/ or service providers. The Notification shall verify that the student has documented a disability and shall list accommodations that are appropriate for that student. The student is expected to provide copies of the Notification to faculty when making request for accommodations and services.
4. Assure that the student receives appropriate accommodations. In support of this responsibility, the Disability Coordinator may need to assist the student in negotiating the accommodations with faculty and addressing circumstances where appropriate accommodations were not provided in a satisfactory manner.
5. Refer promptly any unresolved disputes concerning documentation, services or accommodations to the Dean.

VI. Requesting Academic Accommodations from Faculty.

Students should not request academic accommodations from faculty until they have completed meeting with the Disability Coordinator. After a student has received a Notification of Disability from the Disability Coordinator, it is the responsibility of the student to promptly meet with the faculty members who teach the student's course in order to discuss implementing the accommodation listed. If the faculty member

responsible for the course is unwilling to provide an accommodation that is specified in the Notification, the student should immediately advise the Disability Coordinator. If the Disability Coordinator is unable to resolve the issue, he/she refers the matter to the Dean of the school for resolution.

Disabilities Instructor Notification Form

To: Instructors for _____ Date: _____

From: _____ Disability Coordinator

The above named student is registered in your _____
Class. He/she is also registered with the Disability Coordinator because of the following
disabilities:

In order that he/she may have a fair chance of success in school without being unduly
penalized because of the disabilities certain accommodations or modifications of standard
classroom practices may be required. For this student the accommodations are:

Mr./ Ms _____ understands that he /she is expected to
complete all assignments and meet the regular standards for passing the course. What is
required is an equitable chance to do so.

Please note: The information about the disability of this student has been officially
documented and should be considered confidential. It has been provided to you with
permission from the student. The accommodations as listed above are among those
identified in Section 504 of the National Rehabilitation Act of 1973, which deals with the
non – discrimination of disabled students in post-secondary settings.

Authorization For Release Of Information Concerning Disabilities

Student's Last Name	First	M. I.
Social Security #		

DISCLOSURE WITH STUDENT'S CONSENT

EXTENT OR NATURE OF INFORMATION TO BE DISCLOSED

PURPOSE OR NEED FOR DISCLOSURE

NAME/TITLE OF PERSON DISCLOSING INFORMATION

FROM:

NAME/TITLE OF PERSON TO WHICH THE DISCLOSURE IS TO BE MADE

TO:

I, the undersigned, have read the above and authorize the person named to disclose such information as herein contained. I understand that this consent may be withdrawn by me at any time except to the extent that action has been taken in reliance upon it. This consent shall expire 12 months from its signing, unless a different time period, event or condition is specified below, in which case such time period, event or condition shall apply.

Time period, event or condition replacing period specified above:

(Signature of Student)

(Print Name of Student)

STANDARDS FOR PROFESSIONAL APPEARANCE (STUDENT POLICY 5)

The uniform worn by the student is not a personal uniform but is a uniform of the school and must be worn with dignity at all times. When the uniform is worn, it is to be in its entirety. Uniforms and accessory clothing must be kept in perfect, clean and spotless condition at all times. They must not be altered in any detail.

Appearance in uniform outside of School functions:

The only times the student's uniform may be worn outside the hospital are on career days, school functions or to or from an assigned clinical agency outside the hospital.

Professional dress and appearance standards for the class room:

- Classroom dress may be professional or professional casual. Students must adhere to the same professional dress as described in SJRH Human Resources Policy Intranet Manual, which states in part:

"....the overall appearance of employees (including students) reflects greatly upon his/her department, the Facility and to our patients, residents, and visitors as a whole. Appropriate shoes and clothing must be worn at all times."

There are general criteria which employees (students) are required to follow:

- 2. Employees (students) are to present a professional neat and clean appearance to residents, clients, and patients, the general public, as well as to other employees (students). Employees (students) who arrive at work in inappropriate clothing maybe sent home to change and their absence (noted at the discretion of the instructor)...*

Inappropriate clothing includes but is not limited to:

- *Jeans, tee shirts, leggings, sweat shirt or sweat pants.*
- *Suggestive or immodest clothing such as halter tops, midriff baring tops, tops with plunging necklines, or clothing which is too tight.*
- *Visible body piercing (other than ear rings) such as tongue rings, nose rings, or brow rings."*

Clinical Dress Standards:

- Women and Men: white scrub shirt with the CSN logo on the upper left front of the top. There is blue piping on the sleeve. Pants are blue scrub pants.
- Clean, all white rubber soled shoes or sneakers must be worn.
- White hosiery by nursing students wearing a skirt or a dress. White socks are to be worn with pants.
- Street clothes and shoes may be worn by students not administering direct nursing care. Wear a clean, pressed lab coat over street clothes when appearing at the hospital to prepare for clinical assignment.
- Student ID Badge must be worn at all times; photo ID and name must be visible.
- The only jewelry permitted will be one set of small stud earrings (to be worn on

- ears) and a plain wedding band. A watch with a second hand is required.
- While the student is on the clinical unit, hair must be kept neatly groomed, off the collar, and away from the face so as not to interfere with patient care. Wear simple hair bands or barrettes that blend with hair.
 - Fingernails must be kept clean and neat and should be a reasonable (workable) length. **DO NOT** wear artificial nails, gels, acrylics or wraps. If nail polish is used, it must fully cover the nail and not be chipped. Only clear or light color polish will be permitted. Students will be dismissed from clinical for noncompliance with this infection control issue.
 - The dress codes for specific clinical areas (OR, PACU, L&D, ASU, ICU, Park Care/Psych) are specific to the clinical area and agency.

CPR CERTIFICATION (STUDENT POLICY 5)

Candidates accepted for admission to the school must obtain and submit a current certificate in cardiopulmonary resuscitation for healthcare providers (CPR-BLS) approved by the American Heart Association.

Students are responsible to keep their certification current in order to be permitted in the clinical area. Noncompliance will result in suspension from class and clinical.

PATIENT CONFIDENTIALITY

I. PURPOSE

Confidential communication in nursing situations is a principal tenet of the nursing code of ethics. A nursing student has a clear moral obligation to maintain confidentiality regarding information acquired about patients, their families, physicians and hospital employees. Patient information acquired while attending any clinical experiences is to be discussed only in accordance with nursing practice responsibilities, and in accordance with HIPAA Guidelines.

II. PROCEDURE

Cochran School of Nursing requires all incoming nursing students to attend the one hour Confidentiality Training Seminar as part of the two-day Cochran School of Nursing New Student Orientation Program each semester. Each incoming student is also required to read and sign a Riverside Healthcare System, Inc. Employee Confidentiality and Training Certification form. (attached here). The form and its purpose are explained to the incoming students by the Dean/representative of SJRH Health Information Services at orientation. The Form is filed in student record.

III. VIOLATION OF CONFIDENTIAL COMMUNICATION

Any student who fails to keep communication confidential will be subject to immediate action by the Cochran School of Nursing and St. John's Riverside Hospital. The student will be reported to the Course Instructor. A decision regarding the disposition of the violation will be made in consultation with the Dean.

CONFIDENTIALITY STATEMENT

NURSING STUDENTS

In the course of my studies as a nursing student of the Cochran School of Nursing, I will be assigned to a hospital or health care facility to obtain clinical experience. I understand that, during the course of school, I may learn about patients and their families, physicians or employees, in a number of ways including review of medical records, papers or electronic observation and participation in conversations or conferences.

I understand that all of the information that I obtain in such manner is to be kept strictly confidential, except insofar as divulgence may be necessary for the treatment of a patient or pursuant to law. I also agree to abide by the Institution's By-laws, Rules and Regulations, Policies and Procedures with respect to the confidentiality of such information.

I understand that if I violate the confidentiality of such communications, that immediate action can be taken by the Cochran School of Nursing.

Witness: _____
(Signature)

(Print Name)

Student: _____
(Signature)

(Print Name)

RIVERSIDE HEALTHCARE SYSTEM, INC.

*St. John's Riverside Hospital – Andrus Pavilion
St. John's Riverside Hospital- Park Care Pavilion
Michael Malotz Skilled Nursing Pavilion
Cochran School of Nursing
Community Hospital at Dobbs Ferry*

**EMPLOYEE CONFIDENTIALITY AND
TRAINING CERTIFICATION**

Introduction: Riverside Health Care System, Inc. (the “Hospital”) is required to safeguard the privacy of all patients and to protect the confidentiality and security of patient information. To fulfill this responsibility and to comply with the Health Insurance Portability and Accountability Act of 1996 and its related regulations (“HIPAA”), the Hospital has implemented policies and procedures to protect confidentiality and security of patient information (“HIPAA Policies and Procedures”). Additionally, the Hospital is required by HIPAA to train all members of its workforce regarding its HIPAA Policies and Procedures and must document that the training has been provided. This Employee Confidentiality and Training Certification (the “Certification”) is intended to satisfy the documentation requirement.

I, _____, understand and acknowledge that the Hospital is committed to providing patients with quality health care in a confidential and private manner in accordance with the wishes of its patients and the requirements of law, including HIPAA.

I hereby acknowledge and agree that:

I have received the Code of Conduct; have been afforded the opportunity to ask questions or seek clarifications and all my questions have been answered; and understand the requirements and obligations set forth in the Code of Conduct.

I have received privacy and security training, including a review of the HIPAA Policies and Procedures related to the handling, security and confidentiality of patient information, and have been afforded the opportunity to ask questions or seek clarification and all of my questions have been answered.

I have received security awareness training relating to, among other things, the following:

- **Password Maintenance and Management.** This training has been supplemented by Exhibit A attached to this Certification.
- **Incident Reporting.** This training concerned the obligation to report security incidents to the Hospital's Security Officer .

- **Viruses and Malicious Software.** This training included information about: (i) the general need to avoid the introduction of viruses and malicious software in order to prevent harm to the Hospital and its computer system; (ii) virus scanning all software or hardware prior to installation; (iii) scanning emails and not opening suspicious emails or emails from unknown sources; and (iv) the need to contact the Security Officer immediately if it is suspected that a virus has been introduced into the computer system.
- **Log-in Procedure.** This training included an explanation of my obligations to report to the Security Officer (i) a person's successful or unsuccessful log into a system, software or procedure for which he/she was not authorized to access; and (ii) discrepancies in log-in activity.

I have a general awareness of the confidentiality and security issues facing the Hospital; and am aware of how to access the HIPAA Policies and Procedures.

I hereby agree to:

honor and comply with the Code of Conduct, and the HIPAA Policies and Procedures, and all Federal and State laws, rules and regulations governing the use and disclosure of confidential information and patient information;

check with my supervisor or the Hospital's Privacy or Security Officer if I am unsure whether an action involving patient information complies with the Code of Conduct, the HIPAA Policies and Procedures; and applicable Federal and State laws, rules and regulations governing the use of patient information;

cooperate fully with the Hospital's effort to comply with the Code of Conduct, the HIPAA Policies and Procedures; and applicable Federal and State laws, rules and regulations governing the use of patient information;

to report suspected violations of the Code of Conduct, the HIPAA Policies and Procedures, and/or Federal and State laws, rules and regulations governing the use of patient information to the Privacy Officer or Security Officer or another appropriate high-level officer or administrator of the Hospital; and cooperate with all inquiries by the administrators of the Hospital concerning the use, disclosure, transfer, security, release, sharing, utilization, examination, access to, or analysis of a patient's information and work to correct any improper practices that are identified.

EXECUTION OF CERTIFICATION

I understand that my obligations, as set forth above, will continue throughout my employment with the Hospital and after the termination of my employment. Further, my obligations will continue after the termination of any agreements I may have with the Hospital. I understand that, to the extent that I violate my obligations hereunder or under any State or Federal law, regulation or rule, I will be subject to disciplinary action which may include termination, and I may also be subject to civil and criminal penalties under State and Federal laws, regulations or rules.

ACKNOWLEDGED AND AGREED:

Name:

Date:_____

COMPUTERIZED MEDICAL RECORDS

The issue of **CONFIDENTIALITY** is reinforced with all students - access is limited to medical records of assigned patient only. Students must not print any patient record data. Failure to comply will result in disciplinary action. In addition to the Confidentiality Statement, students must comply with additional computer System ID agreements as per policy at each clinical agency.

STUDENT COMPUTER USAGE

Purpose:

These procedures were established to help keep the computing environment safe for our students, faculty and staff. To help us provide prompt, courteous service, all departments under our service umbrella must follow these guidelines.

Procedures:

Downloading, copying or storing files

Students, faculty and staff are prohibited from downloading, copying or storing any unauthorized data on any school computer. This rule applies to both network servers and local workstations.

Prohibited files include, but are not limited to:

- Music files in any form--MP3, WMA, WAV or CD audio
(This restriction applies to both illegally downloaded music and legitimately purchased music.)
- Video files
- All copyrighted material for which the department does not hold a license
- Pornography

Software

CSN IT Personnel supports the following software:

- Windows 7
- Windows XP Professional
- Microsoft Office
- Internet Explorer
- FireFox
- Citrix
- Electronic Mail
- Meditech
- Adobe Applications
- Empower Web
- MOODLE
- Clinical Reference Systems (CRS) Adult/Pediatric/Women
- Sophos Antivirus
- Kaplan

Unauthorized programs will be removed immediately and your supervisor will be notified. These unauthorized programs include, but are not limited to:

- Unlicensed software
- Music-sharing applications such as Napster and Kazaa
- Third-party screen savers
- Any software downloaded from the Internet.

Internet Access and Usage

- User's access and usage are monitored using tracking software.
- Abuse will be reported to the appropriate individuals.

Security

- All computer access is controlled and monitored by log-identification.
- Student must log off prior to leaving a computer.
- Each Student is assigned with a unique User ID and Password that should not be shared with others.
- Violations are immediately reported to the CSN System Administrator and to the Dean of Cochran School of Nursing.

POLICY FOR MEDITECH SYSTEM

PURPOSE: To provide guidelines for use of the Meditech system by faculty and students.

Implementation

- A. Freshman students will sign (1) Management Information System (MIS) user agreement form, which will be cosigned by the dean or designee. User identification (ID) will be assigned using student:
S □ □ □ □ □ (Last 3 letters last name/First 2 letters first name)
MIS or designee will assign student menu, student access, and secure passwords.
- B. Freshman will sign the Meditech Agreement Form and it will be filed with the CSN System Administrator.
- C. The issue of **CONFIDENTIALITY** will be reinforced with all students- access is limited to medical records of assigned patient only. Students are not permitted to print any patient record data. Failure to comply will result in disciplinary action. (See Administrative Policy C-08)
- D. CSN will notify MIS Department or designee when a student is no longer enrolled (leave of absence (LOA), withdrawal or graduation), for deletion of student privileges.
- E. Instructors will review all student documentation.
- F. Students will retrieve data for clinical assignment from the computers available in the Library or Computer Room.
- G. Students are not to access patient information from home on Meditech Live or Test. Access to Meditech is traceable and will be reported to the Dean.

SECTION III: STUDENT SERVICES

FINANCIAL AID OPPORTUNITIES & POLICY

I. Processes for determining eligibility for Federal Student Aid.

There are many factors that the Financial Aid Officer (FAO) must consider when reviewing a student's application for aid from Federal Student Aid (FSA) programs. These factors include: is the student a U.S. citizen or permanent resident, is the student making satisfactory academic progress, or has the student previously defaulted on a FSA loan. To answer these questions, schools receive information about the student from several different sources, including the Department of Education's Central Processing System (CPS) for financial aid applications and the National Student Loan Data System (NSLDS).

A student must have financial need to receive all FSA funds except for Unsubsidized Stafford and Plus Loans under the Direct Loan and Federal Family Education Loan Program. Unlike scholarship programs that may award funds based on academic merit or the student's field of study, aid awards are based on the student's need for assistance. The FAO is responsible for sorting through all the information and determining whether the student can receive FSA funds.

Financial Aid makes up the difference between what the student can pay and the cost of the educational program. The student's cost of education consists of tuition, books and supplies, room and board, transportation, personal and child care expenses. An educational budget (costs of student attendance) is set up by the school for the student annually. The financial need analysis is done by the Department of Education's Central Processing System (CPS) through the student's submission of the Free Application for Federal Student Aid (FAFSA). The Central Processing System then submits the Institutional Student Information Record (ISIR) to the school via computer.

II. Application Process

Students must complete the FAFSA to determine Grants and Federal Student Loan eligibility.

Upon receipt of the ISIR from CPS, the FAO will package the student and create an award letter. The award letter includes the student's educational budget, the estimated family contribution and/or expected awarded financial aid, and the balance of need. The FAO reviews the award letter with the student and the student counter-signs the award letter. One copy is given to the student and the second copy is filed with the student's personal financial aid records. The school will adjust the financial aid package if the student receives other awards or aid, to make certain there are no duplicate benefits, and that the total aid benefits do not exceed the student's cost of attendance. When this occurs, the school is obliged to make the necessary adjustments. Upon adjustments, the FAO will submit

an adjusted copy of the financial aid package to the student and explain the changes. Each time this occurs, the student counter-signs the award letter.

Scholarships designated by the Cochran School of Nursing are determined annually by the Dean, FAO and designated faculty members. These scholarships may be based upon financial need, academic excellence, or excellent bedside manner. The financial aid package of the student is used to determine the balance of need. After the awards and loans are designated, an award letter, which includes the education costs, family contribution, balance of financial need and the award, is given to the student. The student counter-signs the letter and the copy. The copy is retained in the financial aid record of the student. The letter indicates the specific semester(s) the award can be used. Any adjustments are explained to the student in a conference by the FAO

A financial aid record is maintained on each student who receives financial aid. This record is available for review by the student with the FAO. The school conforms to the regulations of the Family Rights and Privacy Act of 1974, which provides access for students to information about themselves, permits students to challenge information maintained as educational records by the school, and limits the release of such information about students without the student's consent. Students will find further details in the school Policy O-11 "Confidentiality and Safety of Student Educational Records."

Regulations regarding refund and/or repayment are important for the student when considering financial aid. See the FA-2 policy for the school tuition refund. Go to www.studentloans.gov for information concerning repayment of Federal Direct Loans, which is also available at the Financial Aid Office.

The FAO will meet with the students at the beginning of each semester to discuss financial obligation and monies available.

III. Financial Hold

1. A financial hold is the status into which students are placed as a result of non-payment of tuition on the required date. During the course of any semester, students who are on financial hold will be able to attend class and participate in all course activities. They will be allowed to take quizzes and examinations that occur as scheduled. At the beginning of the financial hold, students are expected to make an acceptable payment plan with the Bursar. These students will not have access to any grades they achieve from the various testing that occurs until the financial hold is removed.

2. Any student who is non-compliant with the Student Payment Promissory Note Policy at any time will receive a Late Fee (non-negotiable) for each month in non-compliance; as well as being placed on “Bursar Hold” which will prevent the student from receiving grades and transcripts until payment is received.

IV. Withdrawal & Tuition Refund

A. Add and Drop Tuition Refund Schedule for All Students

When a student officially withdraws from a course or from the school, a refund will be made according to the following schedule:

- Up to 1st Friday after classes begin there is a 100% refund
- Up to 2nd Friday after classes begin there is a 80% refund
- Up to 3rd Friday after classes begin there is a 50% refund
- Up to 4th Friday after classes begin there is a 20% refund
- After the 4th Friday after classes begin there is no refund

B. Withdrawal

The student who wishes to withdraw from the school must complete the Withdrawal form in the Registrar’s office by the official withdrawal date stated on the school calendar. A WP or a WF will be placed on the transcript, and no tuition is refunded.

C. Financial Aid Recipients

When a student has financial aid awarded, the student must be enrolled for a specified period of time, such as a semester. When a student is receiving these funds and is not enrolled as scheduled, the FAO is required to determine if you were enrolled long enough to keep all of the financial aid paid to you. The FAO must calculate a Return to Title IV (R2T4) any time there is a withdrawal, drop, or stopping of attendance in classes and the student receiving a “WP/F” designation (see policy C-3)

V. Financial Aid Programs

A. State Programs

1. Tuition Assistance Program (TAP)

- a. Must be a resident of New York State for one-year and a United States citizen or permanent resident alien.
- b. Must be enrolled full time (12 credits or more per semester).
- c. Funds from TAP are for tuition payment only.
- d. Financial aid is based on the student’s family’s last taxable income statement.
- e. The Free Application for Federal Student Aid (FAFSA) and TAP (direct link from FAFSA) is required to be completed as the initial application for financial aid. (The annual deadline is the last week in June.)

2. Part-Time Tuition Assistance Program (TAP)

- a. This Grant prorates the full award based on number of credits taken.
- b. It is based on New York State taxable Income and other factors.
- c. Funds from Part-Time TAP are for tuition payment only.
- d. The student must be a resident of New York State for one-year and a United States citizen or permanent resident alien.
- e. The student must have met first-time freshman requirements and taken at least 6 credits.
- f. The part-time TAP application must be completed by the last week in June.

3. Aid for Part Time Study (A.P.T.S.)

This program is for part-time undergraduate study at participating degree-granting institutions in New York State. Part-time study is defined as enrollment for 3 - 11 credit hours per semester. To be considered for a part time award at a participating institution, a student must:

- a. Be a United States citizen or eligible non-citizen.
- b. Be a legal resident of New York State.
- c. Have graduated from a high school in the United States, earned a GED, or passed a federally approved "Ability to Benefit" test as defined by the Commissioner of the State Education Department.
- d. Be enrolled as a part-time student.
- e. Be matriculated in an approved program of study in a participating New York State postsecondary institution.
- f. Be in a good academic standing.
- g. Not have exhausted Tuition Assistant Program (TAP) eligibility.
- h. Have a tuition charge of at least \$100.00 per year.
- i. Not be in default on a student loan guaranteed by HESC or on any repayment of state awards.
- j. Meet income eligibility.

4. Regents Awards for Children of Deceased and Disabled Veterans

Awards of \$450 per year are available to eligible New York State residents who (1) apply to New York State Higher Education Services Corporation and (2) request a Children of Veterans Supplement (CV) award and (3) are:

- a. Residents of New York State for one-year and a United States citizen or permanent resident alien.
- b. Applying for full-time enrollment (12 credits or more per semester).
- c. Children of parents with a service-connected disability that resulted in death or 50% disability.

5. **Regents Awards for Children of Deceased Police Officer - Firefighter - Correction Officers Awards.**
 - a. Awards of \$450 per year are available to eligible New York State residents who are children of Corrections Officers, Police Officers, Firefighters or Volunteer Firefighters who died as a result of injuries sustained in the line of duty.
 - b. Contact New York State Higher Education Services Corporation and request a Child of Deceased Police Officer - Firefighter - Corrections Officer Supplement.

6. **Vietnam Veterans Tuition Award**
 The Vietnam Veterans Tuition Award (VVTA) Program provides financial aid to veterans who served in Indochina between December 1961 and May 1975. Awards are available for both full and part-time study. Contact the New York State Higher Education Services Corporation Services Corporation (NYSHESC) and request a Vietnam Veterans Tuition Award Supplement.

7. **State Aid to Native Americans**
 Up to \$2000 may be awarded yearly to enrolled members of Indian tribes within New York State for half-time or full-time study in the state. Contact: Native American Education Unit, New York State Education Department, Albany, NY 12234.

8. **Other Scholarships**
 The State Health Department awards New York State Health Service Corps Scholarships for professional study of Nursing. For further information contact the NYS Education Department, Bureau of HEOP/VATEA/Scholarships, Albany, NY 12234.

B. Federal Programs

1. **Federal Pell Grants.**
 The requirements for Pell Grants are:
 - a. Pell Grants are for undergraduate students who demonstrate financial need and who have not previously earned a Bachelor's degree. It may also be used to assist with related costs, such as, necessities for living; i.e., cost of commuting, room and board. Pell Grants do not have to be repaid
 - b. Students must file the Free Application for Federal Student Aid (FAFSA) annually. The FAFSA forms are available at the Financial Aid Office or online at www.fafsa.ed.gov.

2. **Federal Direct Loans Program**
 The federal government provides funds directly to borrowers in the Direct Loan Program.

The requirements for Federal Direct Loans are:

- a. The Free Application for Federal Student Aid (FAFSA) is required
- b. Full and part-time students are eligible.
- c. Federal loans are awarded after any grants or scholarships, and are applied toward any unmet cost of attendance.
- d. The maximum amount of combined subsidized and unsubsidized loans that students may borrow for the academic year is as follows:

	Dependent Student	Independent Student
First Year	<u>\$5,500 (Maximum)</u> <u>\$3,500 Subsidized</u>	<u>\$9,500 (Maximum)</u> <u>\$3,500 Subsidized</u>
Second Year	<u>\$6,500 (Maximum)</u> <u>\$4,500 Subsidized</u>	<u>\$10,500 (Maximum)</u> <u>\$4,500 Subsidized</u>

4. The following types of Loans are available through the Federal Direct Loan programs

- a. **Direct Subsidized Loans** are awarded to students who demonstrate financial need. Borrowers are not charged interest while they are enrolled in school at least half-time.
- b. **Direct Unsubsidized Loans** are awarded to students regardless of financial need. Borrowers are responsible for paying the interest that accrues during any period.
- c. **Direct Parent PLUS Loans** allow parents to borrow on behalf of their dependent undergraduate children who are enrolled at least half-time. Borrowers are responsible for the interest that accrues throughout the life of this loan. The amount borrowed in any year cannot exceed educational costs, taking into account all other financial aid received.

5. U.S. Bureau of Indian Affairs Aid to Native Americans

A student eligible for this financial aid must file annually with the Bureau of Indian Affairs and complete a FAFSA. For information on this program of educational assistance, contact the Bureau of Indian Affairs/Education, 3701 N. Fairfax Drive, Suite 260, Arlington, VA 22203.

6. Veterans Administration (VA) Educational Benefits

Eligible veterans and children of deceased veterans or those with service-connected disability can apply for veterans educational benefits. The

amount of the award varies. Contact any regional Veterans Administration Office in your area for information details and forms or call 1-800-635-6534 for an application and information. Verification of enrollment and any other required documents from the VA are criteria for renewal of benefits.

C. Private Organizations

Several community, civic, fraternal and service organizations offer scholarships. Applicants should check with their high school or college counselors for known scholarships and apply.

A current list of scholarships available at Cochran is provided to student applicants who need financial assistance for tuition and fees.

VI. Application for Financial Aid to Cochran School of Nursing

1. Scholarship

In order to be considered for a scholarship awarded by the Cochran School of Nursing the student must complete the Free Application for Federal Student Aid (FAFSA).

2. Federal Direct Stafford Loans (Guaranteed Stafford Loans)

A student applying for a Federal Direct Loan must complete the FAFSA Application.

3. Scholarship or Grants from Private Organizations

Applicants should also apply to a number of possible scholarship organizations as well as to the state and federal programs. A list of the Scholarships and Grants at Cochran is available in the Student Services Department.

4. Early Application

It is important that appointees and applicants make all applications for the financial aid program at an early date.

VII. Accepting Financial Aid

When a student accepts financial aid at CSN he or she must agree to the following terms:

- a. All financial aid recipients are required to read the financial aid section of the handbook.
- b. General information is communicated to students through their student e-mail account and financial aid information is communicated through the FAO (FAO) via written and personal interviews.

- c. Students are obligated to notify the Registrar of any name, address, or phone number changes.
- d. Financial aid recipients are obligated to inform the FAO of any scholarships, loans, or other forms of assistance awarded to them from sources outside of CSN.
- e. The FAO reserves the right on behalf of CSN to review and cancel any award at any time because of changes in a student's financial status, academic status, or due to an awarding error.
- f. Disbursement of a student's financial aid award will be in the form of a direct credit to the student's CSN account.
- g. It is the student's responsibility to ensure that their tuition is paid in full by the fee due date, either by financial aid, payment plan, cash or other resources.
- h. A student receiving federal financial aid earns the aid based on the number of days in which they have attended class. A recipient who fully withdraws from CSN before 60 percent of the term is completed will have their aid recalculated based on the number of days attended. The unearned aid will be refunded to the appropriate federal financial aid program. A student earns Title IV funds in direct proportion to the length of term enrolled.
- i. Financial aid awards are made for one academic year only. One half of the award will be applied each semester. Students are responsible for applying annually.
- j. The Department of Education sets annual and aggregate limits of the amount of debt a student can obtain from the federal government. It is your responsibility to monitor your federal loan limits. If the student has reached their undergraduate or total Federal Direct Stafford Loan limits, the student will not be eligible to receive additional Federal Loans. If the FAO determines that the student has exceeded the limit, CSN will reduce or cancel the Federal Loan and if the loan has been disbursed, the student will be billed for any amount disbursed beyond the allowable loan limit. Be sure to borrow only what is needed for educational purposes and monitor the cumulative debt. Borrowers can review their student loan balances at the National Student Loan Data at www.nslds.ed.gov. The federal FSA ID and password is needed to access the information.

SUMMER EXTERNSHIP

Students may be employed in Nursing Assistant positions, during the summer, while enrolled in the school. The externship is a competitive paid program designed to acculturate the student to the hospital and role of the nurse.

GUIDELINES FOR FINANCIAL ASSISTANCE AWARDS

All students in the school are scholars, each deserving of consideration for any awards given during the academic year. The word scholar is defined as, “one who attends a school or studies under a teacher” (Webster, 1991). Scholarship is defined as, “a grant-in-aid to a student”. Award in the same source is broadly defined to mean, “confer or bestow as being deserved or merited or needed”.

Within this framework, the Dean, the Financial Aid Officer, and a committee of faculty representing each year of the program, review each student’s achievement, evidence of interest and need in award deliberations.

1. The student(s) may demonstrate financial need based upon analysis of the Free Application for Federal Student Aid (FAFSA) (see #29B) or by evidence of inability to qualify, but expressed need.
2. Students who have unexpected and rare emergencies during the semester are able to request and get financial assistance to solve an immediate crisis.
3. The Dean, and Financial Aid Officer, in consultation with faculty will evaluate candidates for the distribution of funds.
4. Decisions regarding awards are made within specific parameters that have been developed by grantors and the combined judgement of the Dean, FAO, and selected faculty.
5. A check in the designated amount will be made payable to the student or to the recipient's Student Aid Account.
6. See Student Policy S7 for awards and criteria.

SCHOLARSHIPS AND AWARDS (STUDENT POLICY 4)

AWARDS CEREMONY

- A. **Patricia Aitcheson Memorial Nursing Award** was established in 2001 by her husband to honor the memory of Patricia Aitcheson. \$1,000 is presented at the Awards Ceremony to second year students who demonstrate compassion and caring and elicits feelings of trust in patients.
- B. **The Piyari Akhtar Memorial Scholarship** was established in 2006 by her son to honor the memory of Piyari Akhtar. A \$500 annual award will be presented to a second year student with a grade point average in the top half of the class. The recipient must demonstrate genuine caring, communication, and practice safe and effective nursing interventions. This student must also demonstrate the preservation of dignity in meeting the basic human needs of the geriatric client.
- C. **The Sybil Cohen Dickoff Nursing Scholarship** was established in 1998. Incoming candidates will be evaluated based on the following criteria and presented at the Awards Ceremony:

- Academic accomplishments
- Evidence of community service which demonstrates compassion for those in need
- Financial need

Awards will be made from the accumulation of contributions to the account. Presentation is made at the Awards Ceremony. An anonymous packet of information is assembled for each recommended student and provided to the Dickoff Family.

- D. **Nora Dryer Memorial Scholarship** was set up by family and friends to honor the memory of Nora Dryer, former Instructor at Cochran School of Nursing. \$500 is presented at the Awards Ceremony to second year students who demonstrate academic excellence and financial need.
- E. **The Minerva W. Herrmann Memorial Award** –Set up in 2004 by Mrs. Hermann’s son, Mark S. Hermann, Chairman of the Board of Trustees at St. John’s Riverside Hospital. The recipient will be a senior student who demonstrates both caring and has financial need. The amount of the award is \$1,000.
- F. **The Alma Jett Woodfield Memorial Scholarship Award**, as bequeathed by her Estate, offers an award of \$1,000 to aid a needy nursing student with the payment of tuition fees.
- G. **Kettenring-Howorth Scholarship** to be presented at the Awards Ceremony to a student ranked in the top half of the class at the end of freshman year. The recipient must demonstrate energy and commitment to complete nursing school and become a self-actualized professional nurse. Current or past experience as a paramedic or EMT is a plus as well as above average compassion, caring and clinical competence. In addition demonstrate evidence of financial need. Amount of scholarship to be at 85% of monies earned on invested fund.
- H. **Helen C. Reiff Memorial Scholarship** was set up by, Dennis R. Reiff, in honor of his mother, who was a registered nurse. The award in the amount of \$1,000 is given to a student who has expressed an interest in community/outpatient nursing .
- I. **Walshin Memorial Scholarships**, in the amount of one thousand dollars, are presented to the three students who have earned the highest grade point nursing average at the end of freshman year. Scholarships are presented during the Awards Ceremony in October each year.
- J. **The Auxiliary of St. John’s Riverside Hospital** - Auxiliary offers two awards of \$500.00 each to a student at the end of the freshman year that has shown outstanding ability in the performance of bedside nursing.
- K. **The Bundy Scholarship Awards**
The number of recipients varies each year. Recipients are students who have completed Basics, hold a B average and demonstrate financial need. The amount of the award is \$1000 per student.

OTHER ANNUAL AWARDS

- A. **Switzer**

Beginning in 1985, the Switzer Foundation has provided Cochran School of Nursing with up to ten thousand dollars annually. Recipients must be female, have no previous Bachelor's Degree, have full U.S. Citizenship and live within 50 miles of New York City. Financial need and student potential must also be considered. Graduation dates are followed up and if a recipient leaves the school, monies which are always credited to the students aid account are re-awarded to another student. Awards are made to one freshman and several senior students in amounts not to exceed \$2,000.00.

B. **Hudson Valley Foundation**

Hudson Valley Bank contributes \$2500.00 each year to be credited to the Scholarship Fund. This is awarded to a student who has a special financial need.

C. **St. John's Riverside Hospital Administrative Scholarships**

Scholarship amounts of \$500.00 are given in the spring term. One to an academically high achieving senior, two to academically successful freshmen.

D. **Miscellaneous Scholarship Fund**

Contributions to this fund are spontaneous and cumulative over time. Awards are frequently made to students experiencing a crisis who are capable, but who need assistance to get through the semester.

PINNING CEREMONY PRESENTATIONS

A. **The Mary C. Pryor Award**

The faculty of the Cochran School of Nursing awards a plaque to the graduating student who has shown genuine concern and commitment to their fellow students. Evidence of compassion, resourcefulness, respect and accountability must be exhibited.

B. **The Lamberti-Belliveau Humanitarian Award**

Given by the former Yonkers General Administration (ParkCare Pavilion) in honor of Gertrude Dean Lamberti and Geneva Musgrave Belliveau, former Cochran Alumnae, awards a plaque to the graduating student who manifests unselfish caring and promotes patient welfare and advocacy.

C. **Notify as follows:**

- *The Lamberti-Belliveau Humanitarian Award* - Note to Bunny Lamberti and invitation to graduation dinner.
- *Mary C. Pryor Award* - Director of Cochran School of Nursing
- *Caryl LeKashman Award* - Chief Financial Officer, St. John's Riverside Hospital.

GRADUATION PRESENTATIONS

- A. **The Franco Schirippa Memorial Medical Staff Award** offers an award and an award bar to the graduating student who receives the highest

academic grade point average in nursing courses taken at the Cochran School of Nursing.

- B. **Andrus Pavilion, St. John's Riverside Hospital** offers an award of \$500.00 and a bar attachment for the pin to a member of each graduating class who has excelled in genuine kindness, gentleness, and thoughtfulness.
- C. **The Auxiliary of St. John's Riverside Hospital**, Auxiliary offers an award of \$500.00 and a bar attachment for the pin to a member of each graduating class who has shown outstanding ability in the performance of bedside nursing.
- D. **The Cochran School of Nursing Alumni Association** presents an award of \$1000.00 and a bar attachment to the most deserving graduate who demonstrates outstanding scholastic ability and superior nursing skill. Grades must be in upper third of class.
- E. **The Ann Dorrian Memorial Scholarship** offers one \$500 award to be given to a graduating senior who has demonstrated an interest in pursuing a position in psychiatric nursing upon graduation. The nursing student must have at least a 3.0 overall GPA and have achieved not less than a grade of B in Nursing 204.
- F. **Carol Humphreys Scholarship** – offers one \$500 award to be given to a Day or Evening student who has demonstrated a love of nursing and a commitment to caring for patients and colleagues during his/her student years and has grade point average in the upper half of the graduating class.
- G. **Caryl LeKashman Award** – a \$300.00 award to be presented annually to a graduating student who has excelled in obstetrical nursing.
- H. **Pearl Weinberger Dunlop Memorial Pin Award** - Reimbursement cost up to \$100.00 on an already purchased Cochran School Pin and a framed certificate presented at graduation to a student who has demonstrated exceptional school spirit, participated enthusiastically in volunteer activities, who has shown pride in attendance and has successfully completed all of the nursing courses.
- I. **Walshin Scholar** - award bars are presented to three Walshin Scholarship winners. Each recipient is presented with a one thousand-dollar scholarship at the Awards Ceremony at the beginning of senior year. Award bars are presented at graduation and are designed to be worn attached to Cochran School of Nursing pin.
- J. **Special Pin Award** - An alumna occasionally donates her pin which can be polished, re-engraved and given to an outstanding student who will represent Cochran School of Nursing during her nursing career.

**STUDENT RECORDS AND PRIVACY
COMPLETE POLICY IS LOCATED ON THE RIVERSIDE HEALTHCARE
SYSTEM, INC. (RHCS) INTRANET**

The school conforms to the regulations of the Family Education Rights and Privacy Act of 1974, which provide access for students to their educational records contained in the school's files. This regulation permits students to challenge such information within the limits allowed by law, and limits the release of such information without student consent. A certain type of information can be designated "Deny Information". This includes lists of names, honors, publicity-capping, graduation, health fairs, etc. If a student does NOT wish to have name or hometown included in the type of new release, please notify the Dean's office in writing.

REQUEST FOR LETTERS OF REFERENCE

Requests for letters of reference from instructors or Cochran administrators may be obtained by writing to the: Cochran School of Nursing, 967 North Broadway, and Yonkers, NY 10701. Please note: "Attention" followed by the name of the instructor or administrator from whom you are requesting the letter.

Students or graduates must make their request in writing (Education Law 1974) and the student or graduate must be in good financial standing with the school.

TRANSCRIPT REQUESTS

A student copy of grades in the form of an unofficial transcript is provided to students following each semester.

All requests for transcripts will be honored in a timely fashion when the following information is provided:

- Full Name (including Maiden)
- Day or Evening Student
- Social Security Number
- Name and Address (to send to)
- Date Requested
- Fee includes \$5.00 for each requested transcript after the initial transcript (provided free of charge) has been issued. Acceptable payment may be rendered in the form of personal check and/or money order payable to: "Cochran School of Nursing". If mailed to the school, please send to: Cochran School of Nursing, Student Services Department, 967 North Broadway, Yonkers, New York 10701.

SECTION IV: LEARNING RESOURCES

LIBRARY AND COMPUTER LEARNING RESOURCES (CURRICULUM POLICY 6)

I. Purpose of the Library:

- A. Foster the educational mission of the school.
- B. Support the curriculum and serve the information, study, and research needs of students and faculty.
- C. Support the clinical and administrative missions of Riverside Health Care System.

II. Functions of the Library:

- A. Assist in fulfilling curriculum objectives.
- B. Contribute to learning by providing an accessible and pleasant environment.
- C. Maintain adequate and current learning materials and equipment.
- D. Communicate information regarding materials to faculty and students.
- E. Provide adequate staffing and support to users.
- F. Work within the framework of support and communication provided by the Curriculum Committee.
- G. Establish information literacy through library orientations, bibliographic instruction, online searching assistance, and other student-centered learning methods.

III. Guidelines for Maintaining Collection:

- A. Within the annual budget, decisions regarding materials are made by the Director of Libraries in consultation with the faculty.
- B. Holdings considered necessary to support the curriculum are purchased and maintained within the circulating and/or reference collections.
- C. A balance among subject areas is maintained.
- D. Outdated editions are replaced with new editions.

- E. Current publications of the American Nurses Association and National League for Nursing are acquired.
- F. Nursing textbooks and books that support research in the nursing field; audiovisual materials (i.e. DVDs and videocassettes); computer software (including interactive multimedia programs); CD-ROM products; online resources; periodicals; and pamphlets are previewed, evaluated, and may be recommended by faculty members prior to purchase. Any items acquired are maintained in the Library's reference and/or circulating collections.
- G. Retention of Library Holdings will be as follows:
 - 1. All materials that are current and in active use.
 - 2. Books of historical interest in nursing and medicine.
 - 3. Classics in a field.
 - 4. Periodicals not more than five years old.
- H. Weeding Policy:
 - 1. The Director of Libraries will oversee the weeding of the library collection.
 - 2. Faculty is encouraged to recommend to the Director of Libraries titles that should be removed, replaced, and/or included in the collection.
 - 3. Weeding is continuously performed on an on-going basis.
 - 4. Materials that are over five years old are reviewed for removal and/or replaced.
 - 5. Materials that have more recent editions and that are available for purchase.
 - 6. Materials those are damaged and irreparable.
 - 7. Materials may be donated or placed for library book sales.

IV. Circulation of Library Materials:

A. Obtaining Library materials:

1. All students must complete a Library Membership Form before they can check out any library materials from the circulating collections (non-reference books and CD-ROMs).
2. Patrons will receive a barcode to be placed on their hospital identification badges after library registration has been completed. These barcodes will help library staff to identify current library patrons.
3. Library materials from the circulating collections may be borrowed for a two-week period (14 days).
4. Library materials may be renewed once for an additional two-week period. After the first renewal, the library item must be returned. There will be a 48 hour waiting period before the item can be checked out again by the same patron.
5. Students may place a reserve for library materials.
6. Students who check out library materials for other patrons will be held responsible for overdue fines or library materials that are lost or damaged.

B. Returning Library materials:

1. A fine of 25 cents per day per item will be imposed on students who fail to return library materials on the assigned due date.
2. Renewals are allowed in-person, by telephone, or via email.
3. Overdue materials will not be renewed if fines have not been paid.
4. Library materials that are lost or returned damaged will be charged to students at the current cost of replacement.

C. Materials which never leave the Library include:

1. Periodicals
2. Reference books
3. Selected reserve material

4. *Videos and DVDs. (*Note: **ONLY Faculty is exempt from this policy.**)

V. Library Services:

- A. Individual stations for in-house viewing of audio-visual material.
- B. Computers for NCLEX preparation, accessing course material, word-processing, Internet access, and other online resources for research and course related assignments.
- C. Professional staffing. Two librarians are available for information and reference services and one library assistant for general inquiries and customer service.
- D. Bibliographic instruction on all electronic databases.
- E. Access to several electronic databases from campus or remote locations.
- F. Interlibrary loan services.
- G. Borrowing privileges.
- H. Placing reserves or holds for highly circulated items.
- I. Desk copy requests for faculty.
- J. Use of audiovisual equipment.
- K. Photocopying.

VI. Orientation:

- A. The Director of Libraries or the Reference Librarian will orient new faculty members and students to library policies and practices:
 1. Library hours
 2. Circulation policy
 3. Holdings of existing collections
 4. Audiovisual equipment and materials
 5. Computers and software

6. Library services (computerized literature searches, Internet instruction, reference assistance, interlibrary loans, photocopying).
- B. Faculty members and students may request individual orientation at any time from the Director of Libraries or the Reference Librarian.

VII. Bibliographic Instruction:

- A. The Director of Libraries or the Reference Librarian will provide sessions in bibliographic instruction to first year students at the beginning of the fall and spring semesters. This session also includes an orientation to the library facility.
- B. All students may request an appointment for individual bibliographic instruction with the Reference Librarian or Director of Libraries.

VIII. Photocopying:

- A. Two photocopiers are available in the Library.
- B. Two computer printers are available in the reading areas.
- C. Students will be charged 5 cents per page for photocopies including copies made from the computer printers.
- D. Used paper is available to patrons who wish to copy free of charge.
- E. Students may bring their own photocopying paper, but must consult with the library staff to ensure that the paper is in good condition. Students may not use their own paper in the photocopy machines.

IX. Activity in the Library:

- A. Quiet conversation will be permitted only if it is not disturbing those who wish to study.
- B. Hospital and school-related events will be posted on the library's MOODLE page
- C. No eating, drinking, smoking, or use of cell phones is allowed in the library.

COMPUTER RESOURCES

Several computers are available for student use. Computers are located in the Library, Computer Lab, and Student Lounge.

The computers in the library, computer lab, and student lounge have Internet access and Microsoft applications. Several nursing computer-assisted instruction programs are also accessible from the computers. All computers provide access to Meditech, the hospital's computerized patient record system.

CLASSROOMS

Classrooms are equipped with up-to-date audio-visual, which include starboards and projectors. Each classroom has a computer with Internet access and VHS/DVD equipment. Students are provided with the use of Internet based learning resources.

STANDARDIZED TESTING AND REMEDIATION SERVICES

Another important additional learning resource and tutorial is the Standardized Testing Program at Cochran.

The Cochran School of Nursing has contracted with a computerized testing program, Kaplan. The Kaplan testing program measures the level of student's nursing knowledge in comparison with the level of nursing knowledge of similar nursing students across the country.

The overall purpose of the Kaplan assessments and remediation program is to increase the passing scores on the National Council Licensure Exam (NCLEX) and lower program attrition rates. During the course of study at Cochran students will engage in web based testing of the nursing content learned. Some Kaplan tests require proctoring and some do not and may be taken from home or at school.

The testing will produce a detailed diagnostic score report for each student which will identify individualized areas of content weakness and indicate where the student needs to focus their study efforts. The Kaplan program also offers review modules to reinforce nursing concepts. The review modules include case studies, and critical thinking exercises to promote the application of knowledge to clinical practice.

In addition to the review modules, the Kaplan program also offers Practice Assessments and computerized tutorials to further reinforce the nursing content. Using these computerized tutorials and practice assessments the student will be given immediate feedback on responses, both right and wrong. Students are encouraged to utilize the entire Kaplan program.

LEARNING LAB/ PEER TUTORING

Human Patient Simulator and Open Labs

To complement the student learning experience at CSN, the school has expanded the use of the Human Patient Simulator in addition to formal simulations in each nursing course. The student will also be able to practice clinical assessment skills in open labs. The dates and times for the open labs are posted along with sign up sheets. .

Peer tutoring service is available to all students at no charge.

The Peer Tutoring Program provides a pool of capable student tutors who are approved to work one on one with students to achieve greater confidence and success as learners.

Student seeking a Peer Tutor:

- Must be registered for the course in which you wish to receive tutoring
- May sign up for 1 appointment per week
- Must be on time for your appointments
- If need to cancel an appointment, must email the Peer Tutor at least 24 hours prior
- Repeated cancellations (more than 2) may jeopardize participation in the Program
- All Tutors and tutees are expected to adhere to an Academic Code of Conduct. Any violation will result in termination of Peer Tutoring Services

Anyone interested in becoming a peer tutor must meet the following criteria:

- Must be currently enrolled in the school
- Receive a faculty recommendation
- Have a B in the course they wish to tutor in
- Have good interpersonal skills and a desire to help other students
- Complete the Tutor Application
- Complete an interview with the Peer Tutor Coordinator/Dean

SECTION V: STUDENT SAFETY AND SECURITY

PERSONAL SAFETY GUIDELINES (STUDENT POLICY 7)

CAMPUS SAFETY

Cochran School of Nursing complies with the requirements of Public Law 101-542, Title II. Therefore, faculty, staff and students are required to report criminal actions or other emergencies occurring on campus to the Director, at St. John's' Riverside Hospital Security Department, Police Department, and the student organization safety committee. Incidents at other sites should be reported to the Security and Police Departments at the respective site. It is the Director's responsibility to monitor response and follow through on such incidents.

ID BADGE/ ACCESS TO CAMPUS FACILITIES

ID badges are manufactured and distributed by Hospital Security. Any person in the school without I.D. badges is to be directed to the Security Office. If suspicion is raised by their presence, Security Ext. 4445 or 2222 (Emergency) should be immediately notified. Twenty-four hour security is available at each hospital and can be utilized for escort if there is any reason to be concerned for personal safety. Group travel to and from the affiliating agencies is encouraged. Any incidents of questionable nature are to be reported to the Director's Office, to Security and to the Committee on Student Safety.

I.D. BADGES must be returned to the Dean's Office upon graduation, leave of absence, or withdrawal from the school.

ENFORCEMENT AUTHORITY

The Director of Security/Safety enlists the assistance and cooperation of all members of the academic community in the promotion of responsible and practical community security. Disorderly persons and persons involved in criminal offenses may be detained and removed by Hospital Security Personnel from the campus/hospital. Coordination and procedural details are covered in St. John's Riverside Hospital, Policy Procedure Manual.

INFORMATION

The annual orientation program conducted by the Director of Student Services informs students about security procedures and crime prevention. The student handbook also provides information on I.D. badges, valuables, parking and gate passes.

STATISTICS

Student organization safety committee in conjunction with the Director of Security/Safety will record statistics concerning any occurrence of: murder, rape robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug abuse violations,

weapons possession. Such information will be published annually in the minutes of the Hospital EOC. Incidents will be discussed with all students at orientation and to applicants upon request. All incidents of previously specified crime should be reported to campus security authorities in a timely manner. The report shall contain those statistics covering the most recent calendar year and the two preceding years for which data are available.

POSSESSION OR USE OF DRUGS OR ALCOHOL

Students, faculty and staff must comply with the policy on drug and alcohol abuse as specified by the SJRH Policies. All persons on school/hospital property must comply with policies and procedures concerning weapons.

DOMESTIC VIOLENCE/GENDER MOTIVATED CRIME

Cochran School of Nursing is concerned with domestic violence, child abuse, sexual assault and rape. Throughout the curriculum information on these topics is covered where appropriate in the following courses: Foundations of Nursing Practice, Pediatric Nursing and Psychiatric Nursing. To specifically fulfill the terms of Section 6450 of the Education Law, a three hour module has been added to the first year curriculum.

Help is available from the Victims Assistance Services at the Rape Crisis Helpline 684-9877 and from the Westchester Mental Health Association at the hotline for Spouse Abuse 997-1010. Students may also contact the Dean or Faculty Advisor.

SEXUAL HARASSMENT

Cochran School of Nursing affirms the principle that its students, faculty and staff have a right to be free from sexual harassment. Such behavior, by any individual within CSN facility, will not be tolerated. Educational programs addressing the issues of rape and sexual violence are ongoing at CSN. Prevention/education programs include presentations at new student orientation.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's grade, employment or employment decisions, or when such conduct interferes with student achievement or job performance. Stalking is defined in general terms as engaging in a course of conduct or repeatedly committing acts towards another person, including following another person without proper authority with either: intent to place the person in reasonable fear of bodily injury, or intent to cause substantial emotional distress to the person. Sexual harassment is a violation of Federal Law: Title IX of the 1972 Education Amendment and State Law: New York State Human Rights Acts. To ensure academic freedom and an educational environment free of intimidation, Cochran School of Nursing has the obligation to investigate any complaints of sexual harassment. Students and staff are encouraged to report incidents and/or seek assistance from the Dean.

For Security and Safety Emergencies at SJRH – Dial: 2222.

EXTERNAL DISASTERS: PLAN OF RESPONSE (STUDENT POLICY 8)

When school is in session and any disaster occurs, Nursing Faculty and students are responsible to the Dean who in turn will receive direction from the Chief Operating Officer/Chief Nursing Officer Patient Care Services (COO/CNO).

School of Nursing Faculty, Staff, Students

1. Switchboard will call the School, Ext. 4282, 4283, that the Condition Alert is activated. The Dean will notify the Nursing office of the School's readiness for assignment.
2. Secretaries will facilitate communication by remaining at their desks after notifying the following:
 - Dean or designee of the School
 - Library and Staff
 - Faculty, staff and students in classrooms
3. The onsite faculty and students in clinical areas will notify the school of their location and readiness for assistance.
4. Secretary will compile list and location of available students and faculty.
5. The Dean or designee of Cochran School of Nursing will coordinate with the Vice President of Patient Services to direct faculty and students.
6. Students and faculty will remain in class or on clinical until directed elsewhere.
7. If disaster strikes at other than class or clinical time, faculty should assemble in classroom S2.

STUDENT ROLE IN A FIRE

1. Turn in alarm from nearest alarm box.
2. Notify Switchboard operator. (Dial 2222) Give exact location and type of fire.
3. Fight fire with proper extinguisher at hand.
4. Assign someone at the safest telephone and notify Switchboard of your extension.
5. DO NOT use elevators.
6. Assign someone to direct fire personnel to exact area of fire.

7. Evacuate personnel not assigned to handling fire via exits determined by conditions of fire.
8. Exit through Entrance to Visitors Parking Lot or Exit to S-3 parking lot.

IF FIRE IS IN OTHER AREA OF HOSPITAL:

1. Determine location of the fire according to alarm system.
2. Close all doors and windows in your immediate area.
3. Station someone at a telephone to relay information and instructions.
4. Remain calm and perform your normal duties.
5. DO NOT use elevators.
6. Wait for further instructions.
7. Switchboard will call the School, Ext. 4282, 4283 that the Condition Alert is activated, and both faculty and students will notify the nursing office of their readiness for assignment.
8. Secretaries will facilitate communication by remaining at their desks after notifying the following:
 - Dean or designee of the School
 - Library and Staff
 - Faculty, staff and students in school
9. Secretary will compile list and location of available students and faculty.
10. The Dean or designee of Cochran School of Nursing will coordinate with the Vice President of Patient Services to direct faculty and students.
11. Students and faculty will remain in class or on clinical until directed elsewhere.
12. If disaster strikes at other than class or clinical time, faculty should assemble in classroom1.

**ROLE OF THE FACULTY, SCHOOL PERSONNEL,
AND STUDENTS WHEN FIRE ALARM SOUNDS**

IF FIRE IS IN YOUR AREA:

1. Turn in alarm from nearest alarm box.
2. Notify Switchboard operator. (Dial 2222) Give exact location and type of fire.
3. Fight fire with proper extinguisher at hand.
4. Assign someone at the safest telephone and notify Switchboard of your extension.
5. DO NOT use elevators.
6. Assign someone to direct fire personnel to exact area of fire.
7. Evacuate personnel not assigned to handling fire via exits determined by conditions of fire.
 - A. Exit through S 1 to Visitors Parking Lot.
 - B. Exit to S-3 parking lot.

IF FIRE IS IN OTHER AREA OF HOSPITAL:

1. Determine location of the fire according to alarm system.
2. Close all doors and windows in your immediate area.
3. Station someone at a telephone to relay information and instructions.
4. Remain calm and perform your normal duties.
5. DO NOT use elevators.
6. Wait for further instructions.

SAFEGUARDING PERSONAL BELONGINGS

Students are requested not to borrow money, personal property or garments from other persons.

Students are advised to bring to class or clinical areas only what is necessary and to keep all valuables on their person at all times. The school is not responsible for lost or stolen items.

SAFEGUARDING HOSPITAL AND SCHOOL PROPERTY

Hospital /school property must not, under any circumstances, be taken from the hospital/school premises. Students will be dismissed from the nursing program if found to be pilfering, borrowing or taking anything whatsoever from the hospital or school.

SECTION VI: STUDENT AMENITIES

STUDENT LOUNGE

The Student Lounge is located on **floor S1**, for the enjoyment of the students.

The following rules govern their use:

1. **NO SMOKING** – This is a smoke free building.
2. **CLEAN UP AFTER YOURSELF** – includes food wrappers, cups, soda cans, food in refrigerator, etc.

SMOKING IS NOT ALLOWED IN THE SCHOOL, HOSPITAL OR ON ST. JOHN'S RIVERSIDE HOSPITAL CAMPUS.

STUDY AREAS

Students may study in the evenings in the Library, the S-1 floor study room/student lounge.

BATHROOMS

Female – located on S-1 level, S-2 and 4th floors.

Male – located on S-1, 4th floor and main lobby.

FOOD SERVICES

Cafeteria Hours:

- | | | |
|----|-----------|--------------------|
| 1. | Breakfast | 7:45 AM – 10:00 AM |
| 2. | Lunch | 11:15PM – 1:30 PM |

The **cost** of meals will be the responsibility of the individual student. Meals may be purchased in the St. John's Riverside Hospital Cafeteria on a cash basis. While on affiliation, students may purchase meals in the hospital cafeteria.

Coffee Shop

Students may use the Coffee Shop and Gift Shop on the first floor of the hospital. Take out service is available. Coffee Shop hours are Monday to Thursday 6:00 AM to 7:00 PM, Friday 6:00 AM to 6:00 PM, Saturday 8:00 AM to 5:00 PM and Sunday 8:30 AM to 3:30 PM.

Student Kitchen Area on S1:

Refrigerator and a microwave are provided for students who choose to bring lunch.

PARKING

Students are expected to park in designated parking areas. Parking in lot requires stickers and entrance cards.

SECTION VII: STUDENT COMMUNICATION

In the case of a change of home address, telephone number, or name, **the student is responsible for informing the Registrar.** It must be completed in order for the student's record to be accurate and current for all official correspondence.

EMERGENCY SCHOOL CLOSING

Occasionally it is necessary to close the school or have delayed openings due to inclement weather. Announcements are made on radio station WFAS-AM 1230 or WFAS-FM 103.9 or 106.3 and on the school website. Such information is also available on recorded message by calling (914) 964-4282 or 4284, after 5:30 A.M. for day classes or after 3:00 P.M. for evening classes.

STUDENT MAILBOXES

All letters and messages for students are placed in their mailboxes. Students are permitted to remove only THEIR OWN mail from the boxes. Students are responsible for checking their mailboxes daily for messages and are not to remove a message from another student's mailbox.

STUDENT E-MAIL CORRESPONDENCE

E-mail is the official method of communication with the students at Cochran School of Nursing. These communications may include, but are not limited to, information about student courses, assignments, student activities and other administrative business. E-mail delivers information in a convenient, timely and cost effective manner. Students must be aware that the use of e-mail is a standardized channel of communication by the School and faculty.

Each student upon enrollment is issued an e-mail account with an address on the "cochranschoolofnursing.us" domain. The e-mail account is the official address to which the School will send e-mail communications.

Students are expected to use their Cochran School of Nursing e-mail frequently and consistently to remain informed of all School, course and clinical communications. The School expects students to check their e-mail at least bi-weekly.

SECTION VIII: PARTICIPATION IN SCHOOL EVENTS

ACADEMIC EVENTS

Each year the Cochran School of Nursing holds two formal academic events, pinning ceremony and graduation ceremony, held in June, for all students who successfully complete the course of study that year.

The Graduation is the formal and official traditional and beautiful event held in June for all graduates of Cochran who completed their studies during the year. The stage party and the students march in cap and gown, families are invited. At Graduation, numerous awards are given for high academic achievement and other significant activities.

Cochran also hosts a pinning ceremony for all seniors, no matter when you graduate during the year, prior to the official Graduation.

VOLUNTEER ACTIVITIES

One of the professional responsibilities of a nurse is contributing expertise to better health care of the community. To encourage this commitment to serve as a professional, CSN encourages the student to participate in community service activities sponsored by the school. You may elect to volunteer for projects such as Monthly Blood Pressure Screenings, Health Fairs, or special local fundraiser activities such as American Cancer Walk.

STUDENT ORGANIZATION

Please see Student Organization Handbook Rules and Regulations on Cochran School of Nursing website.

NATIONAL STUDENT NURSE ASSOCIATION: NSNA

The National Student Nursing Association (NSNA) is a non-profit organization founded in 1952 for students enrolled in Associate, Baccalaureate, Diploma, and Generic Graduate Nursing Programs. It is dedicated to fostering the professional development of nursing students. The organization has over 60,000 members in 50 states, the District of Columbia, Guam, Puerto Rico and the U. S. Virgin Islands.

The Foundation of the NSNA (FNSNA) was created in memory of NSNA's first Executive Director, Frances Tompkins, as a non-profit corporation organized exclusively for charitable and educational purposes. The organization provides undergraduate and graduate nursing scholarships among a long list of member benefits, which can be obtained by logging on to www.nsna.org and then clicking on Member Services.

The Cochran School of Nursing was one of the first nursing programs in the nation to implement NSNA's Total School Membership Plan (TSMP) in September 2004. The function and purpose of the CSN NSNA TSMP membership is to facilitate and foster the preparation of nursing students to function as professional nurses and to enrich the educational experience of the student nurses by providing opportunities to participate with other schools of nursing in the nation.

Membership into NSNA is for a period of two years, which is included in your school fees.

SECTION IX: ACCREDITATION

ACCREDITATION

Cochran School of Nursing is currently registered with the State of New York Education Department and is accredited by the Accreditation Commission for Education in Nursing (ACEN). Contact information is listed below for any questions, concerns, or complaints:

The State Education Department Division of Professional Education, 89 Washington Avenue, 2nd Floor, West Wing, Albany, NY 12234-1000, Phone:(518) 488-2967; Fax:(518) 473-0114.

The Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia, 30326, Phone: (404) 975-5000; Fax:(404) 975-5020.

SECTION X: SUPPORT SERVICES

COCHRAN SCHOOL OF NURSING

ROOM	NAME	ADMINISTRATION	Extension
S-2	Annemarie McAllister, Ed.D, RN Columbia University	Dean	4415
S2-2	Diana Krpic	Information Literacy Officer / Director of Finances	4283
216	Paula Graham, MS, RN	Director of Learning Resources	4276
S1	Drew Thompson	Director of Student Services	4665
		ADMINISTRATIVE STAFF	
202	Chan Bridgelall	Secretary Cochran School of Nursing	8906*
S1	Maria Goncalves	Financial Aid Officer	4316
S2-3	Eileen Little	Executive Secretary	4284
S1	Lisa Pegues	Registrar / Bursar	4225
S1	Drew Thompson	Admissions	4606
		FACULTY	
218	Susan Feinstein, MS, RN University of Pennsylvania	Instructor Psychiatric Nursing	4386
204	Annamma John, MS, RN Mercy College	Instructor Maternity Nursing	4699
202	Susan Joseph, MS, RN Mercy College	Instructor Advanced Medical- Surgical	8858*
210	Phyllis Magaletto, MS, RN Mercy College	Instructor Medical-Surgical	4353
214	Jacqueline McMahan, MS, RN, Pace University	Instructor Medical-Surgical	4289
208	Laurie Nigro, MS, RN Mercy College	Instructor Nursing Basics	8859*
216	Patricia O'Connor-Morris, MS, RN College of Mt. St. Vincent	Instructor Advanced Medical- Surgical	8857*
211	Elizabeth Robinson, MS, RN, Lehman College	Instructor Nursing of Children	8829*
209	David Stanghellini, MSN, RN, Benedictine University	Instructor Nursing Basics	4286
	Paul Hersh, MLS	Director of Libraries	8871*
	Jane Castrignano, MLS	Librarian	4281

***If calling from outside hospital dial 798 and number.**

Adjuncts are utilized to provide clinical instruction as needed.

	NAME	OTHER CONTACTS	
SJRH	Nicole Navedo, RN, ADN	Health Officer – Occupational Health	4305
		EXTENSIONS IN SCHOOL	
		Admissions Inquiry	4296
		First Floor Faculty Lounge	4387
		S1 Classroom #A	5367
		S1 Classroom #B	5048
		S1 Computer Room #C	5366
		Classroom #3 (S-2 Lab)	5161
		Wall Phone (S-2 near elevator)	5138
		Fax (Copy Room S-2)	964-4266
		Fax (S1 Floor)	964-4796
		Fax (Library)	964-4971

EMERGENCY 2222