CUNY School of Professional Studies

Undergraduate Nursing Program Student Handbook

Spring 2018
Dear Student,

Welcome!

On behalf of the faculty and staff of the nursing program at CUNY School of Professional Studies, I would like to welcome you and offer congratulations on your admission to the college.

Pursuing a college degree is one of the most worthwhile undertakings in one’s life. Therefore, I am pleased that you have chosen to join the student body at CUNY SPS, in your quest for knowledge. I know the memories you create during this experience will enrich and inspire your life.

Throughout your tenure as a student, there will be many challenges. Embrace them as you aspire toward personal and professional growth and development. Always be mindful that education is a journey to be savored. Therefore, invest fully in your pursuit of learning.

Please take a few minutes to familiarize yourselves with the information contained in this handbook. It will provide an overview of the Nursing Program, the requirements and some of the rules and regulations that will guide you during your tenure at CUNY SPS.

Please sign the Nursing Student Policies Acknowledgement Form found in the appendices of this handbook then submit it by the end of the month.

Best regards,
Dr. Margaret Reilly, Academic Program Director
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Nursing Program Mission

The mission and vision of the School of Professional Studies online nursing programs is to offer a liberal arts-based educational experience which will guide students in attaining the knowledge, skills, and values essential for professional nurse leaders and managers, including the ability to make sound judgments and address the health needs of diverse cultural groups.

Nursing Program Philosophy

The philosophy of the CUNY SPS Nursing programs encompasses the faculty’s beliefs about the concepts of Education, Nursing, Persons, Society/Environment and Health and provides a framework for the nursing curriculum. The nursing program’s mission, philosophy and goals and outcomes are consistent with the School of Professional Studies’ Mission statement calling for education to be responsive to emerging needs of the student.

Persons

The faculty defines persons to include the individual, family, and community. The nurse interacts with them during normal life events as well as critical life situations. All persons have worth and dignity and are to be respected within the context of their belief systems which include physical, psychological, cultural and spiritual dimensions. The faculty believes that each person has an innate ability and responsibility to choose among situations in their life. Nurses facilitate a person’s healthcare decision making by providing appropriate health education and health care interventions so that patients, families, and communities can fulfill their human potential.

Nursing Education

The faculty believes that education for professional nursing practice is rightfully conducted in an institution of higher learning, with a strong foundation of liberal arts and sciences supporting the nursing major. Nursing education is a partnership characterized by mutual respect between faculty and students. The responsibility for learning lies with the students, who come equipped with prior knowledge and experiences as well as a desire for lifelong learning. The faculty encourages the students’ spirit of inquiry and provides educational experiences that foster the responsibility, independence, and critical thinking of the learner.

Nursing

The faculty believes that nursing is an evidence-based practice profession, which promotes optimal health across the life span through health teaching, health counseling, and provision of care and support for individuals, families and communities. In the rapidly changing health care environment of the 21st century, the registered nurse must be ready to assume greater responsibility for the successful outcome of patient health care goals. Understanding the complexity that cultural beliefs and practices provide in an unfolding healthcare situation is critical for the nurse if she/he is to successfully assist the patient to attain and maintain their highest level of wellness and achieve greater health equity.

Being knowledgeable in healthcare policy, politics and delivery systems as well as having a deeper understanding of the role of other healthcare personnel will prepare nurses to advocate for their patients as they negotiate the complex labyrinth of services needed to maintain optimal health. To support these efforts, nurses must demonstrate facility with technology, intellectual curiosity and a sense of social responsibility.

Society/ Environment

The faculty believes that the environment is the context in which persons fulfill their basic needs and achieve their greatest potential. In the environment there are mutual and simultaneous interactions among persons.
Societal groups within the environment include families, communities, institutions and nations and these are interrelated and interdependent. Our community is global and our patient population is mobile. The patient comes from the community and returns to the community in a whole or altered state. A deeper understanding of the resources available to the patient in the community and the role the family plays in helping the patient achieve their highest level of wellness is essential for all healthcare workers. To ensure patients’ optimal health, nurses must also be able to access and utilize the best available data in developing effective plans of care.

Health
The faculty believes that health is a state of wellness or optimal functioning encompassing both disease and non-disease states of the individual. It includes a physical, psychological, social and spiritual dimension. A person’s health state influences the interchanges between individuals, family and community.

Accreditation
The CUNY SPS RN to BS program in Nursing at CUNY School of Professional Studies is accredited by the Commission on Collegiate Nursing Education (CCNE) (www.aacn.nche.edu/ccne-accreditation).

Program Goals and Outcomes

Program Goals
- **Graduation rates** – 75% of students will complete the nursing program within five years of starting the nursing courses.
- **Program Satisfaction** – 80% of students will report satisfaction with the program on semester surveys.
  - 80% of program graduates will report that the program has adequately prepared them to practice as a professional baccalaureate registered nurse as measured by the Graduate Nurse Follow-up Survey.
  - 80% of employers will be satisfied with the performance of the program graduates as measured by the Employer Satisfaction Survey.
- **Job Placement** - 80% of graduates of the program seeking employment will be employed within one year following graduation.

Program Outcomes
1. Provide care that is cognizant of and respectful of the patient’s cultural beliefs and practices.
2. Participate in patient safety and quality initiatives within the context of an inter-professional team.
3. Practice the profession of nursing based on a set of core values which incorporate a humanitarian, altruistic and social justice perspective.
4. Communicate effectively with patients, families, communities and the interprofessional health team to promote health.
5. Integrate reliable evidence to provide the highest quality patient care.
6. Advocate for relevant local and global healthcare policy.
7. Apply leadership and management concepts to ensure best possible health care outcomes.
8. Use critical thinking skills to make sound clinical judgments.
9. Utilize and manage all available health information technology to provide safe and effective patient care.
Graduate Nursing Program Curriculum

By building on prior learning, the curriculum of the CUNY SPS RN to BS program prepares associate's degree and diploma nurses for the increasingly complex and varied roles that they will be expected to assume. These include:

- Providing a safe environment for the delivery of care;
- Practicing nursing through a humanitarian, altruistic and philanthropic lens;
- Communicating effectively;
- Making sound clinical judgment;
- Working with an interdisciplinary team, including clients, families and other stakeholders; and,
- Effectively managing patient care to ensure best possible healthcare outcomes.

To view the full curriculum, visit: [http://sps.cuny.edu/programs/bs_nursing/curriculum](http://sps.cuny.edu/programs/bs_nursing/curriculum)

Nursing Program Policies

I. Communication

All student-faculty communication should follow this format:

- Student first discusses issues/concerns with course instructor
- If additional information/clarification is needed the course instructor and/or student will speak with Program Director

II. Participation in Classes

- Be prepared with required text(s) and supplies
- Complete all coursework on time
- Actively participate as required in Blackboard

Note about submitted assignments:

Online course at CUNY SPS use SafeAssign for student submission of written assignments. SafeAssign compares submitted assignments against a set of sources to identify areas of overlap between the submitted assignment and existing works. Essentially it is used to ensure that students’ work is not plagiarized and helps students identify how to properly attribute sources rather than paraphrase.

The following are some resources to help understand the correct way to cite and use sources in assignments:

- [https://owl.english.purdue.edu/owl/resource/560/01/](https://owl.english.purdue.edu/owl/resource/560/01/)
- [https://owl.english.purdue.edu/owl/owlprint/563/](https://owl.english.purdue.edu/owl/owlprint/563/)
- CUNY SPS writing fellows: [http://bacwritingfellows.commons.gc.cuny.edu/](http://bacwritingfellows.commons.gc.cuny.edu/)

*Please note that once a student uploads an assignment to SafeAssign it becomes a part of the SafeAssign’s source pool.*

III. Health Assessment Performance Evaluation

As part of the requirements for NURT 301 (Health Assessment and Promotion in Nursing Practice within Culturally Diverse Populations) student will participate in a performance evaluation. This will be conducted at the New York Simulation Center for the Health Sciences (NYSIM - [http://nysimcenter.org/](http://nysimcenter.org/)); and/or alternative regional simulation center. Students pay a $160.00 fee for the coordination and scheduling of
this experience when registering for NURS 301.

Students will be responsible for registering for a scheduled half-day session for their Health Assessment performance evaluation. The course instructor will designate specific dates and times. The instructor will evaluate the Health Assessment performance. Students that fail to show up for their scheduled Simulation encounter will be financially accountable for arranging a make-up session. All students must complete a designated Simulation encounter to complete the course. Additional details will be provided in the course syllabus and course site.

IV. Residency Requirements
In order to enroll in the CUNY SPS RN to BS program, students must provide documentation of one of the following categories:
- U.S. Citizenship
- Permanent Residency
- Granted asylum, refugee status, temporary protected status, withholding of removal, deferred enforced departure, or deferred action status by the U.S. Government

V. Clinical Course Requirements
There are two clinical courses a student will be required to take:
- NURS 303 – Caring for Patients, Including Diverse Populations, in their Communities
- NURS 499 – Nursing Capstone (Clinical)

Students enrolled in clinical courses must meet the following requirements:

A. Clinical Placement
Nursing faculty will work with students to determine clinical placements and potential preceptors. Students who are employed in a health care agency may have the option of fulfilling their clinical requirements at their place of employment with approval. The faculty also recognizes that many of the newly graduated AAS students have not yet secured employment as a RN and may be challenged to secure a preceptor. With this in mind a flexible approach to clinical courses has been developed:
- Students who are able to identify an appropriate site for clinical experience and preceptor can do so.
- Students who are not able to do so are placed in traditional clinical groups with a clinical adjunct faculty member. Student preferences for days/ times for these traditional clinical experiences are considered when making arrangements.

B. Preceptorship
Clinical preceptor experiences are one-to-one relationships created between the CUNY SPS RN student and more experienced nurses who have achieved a minimum of a baccalaureate degree, preferably a Master’s Degree. Under close, expert supervision, the student gains advanced expertise and receives feedback to facilitate synthesis and integration of new knowledge with the students’ existing knowledge base and level of skill. These experiences enhance the students’ expertise in health assessment, leadership/management, and population-focused health care.
1. Students are responsible for finding a qualified preceptor (with the approval of the course instructor) in order to successfully complete the clinical portion of the clinical courses.
2. Clinical Request Form: The student must identify the agency and preceptor and complete the CUNY SPS Clinical Request Form and submit it by October 15 for the spring term or April 15 for the Fall term to nursingclinical@spsp.cuny.edu. The form may be accessed in the Appendix.

Additional details can be found in the course syllabi for each course.
C. Roles of the Instructor, Preceptor, and Student

1. Clinical Preceptor
   - Signs the Clinical request form and submits a valid RN license and current resume/ biographical summary.
   - Supports, encourages, and assists students to apply new knowledge in diverse clinical settings related to health assessment skills, leadership/management strategies, and diverse health care settings.
   - Guides and directs students in utilizing a variety of strategies to promote optimal health of individuals and groups.
   - Commits time, talent, sensitivity, and experience to meet the individual learning needs of students.
   - Facilitates the students' transition to professional baccalaureate nursing practice.
   - Collaborates with course instructor to ensure that clinical preceptorship learning goals are achieved.
   - Communicates with clinical course instructor on a regular basis.
   - Provide feedback to the course instructor for student clinical evaluation (Clinical Experience from 303/499).

2. Course Instructor
   - Collaborates with the preceptor and student in the development of an experience that reflects the student's needs, interests, and the clinical setting.
   - Provides feedback to assist student and preceptor to enhance success in the clinical preceptor experience.
   - Evaluates student performance incorporating preceptor feedback.

3. Students
   - Identifies own individual strengths, weaknesses, and learning needs.
   - Develops a learning plan that addresses course outcomes with the preceptor and the course instructor. Practices in the clinical setting directly under the supervision and guidance of the preceptor.
   - Follow all policies, procedures, and regulations of both the clinical agency and CUNY SPS's RN to BS program.
   - Completes all course assignments.

D. Create a CastleBranch Account
   Go to [http://portal.castlebranch.com/UK65](http://portal.castlebranch.com/UK65) to create your account. This is where students will submit clinical clearance requirements.

E. Clinical Background Check
   Beginning fall 2017 all CUNY nursing students must complete a background check and drug screen (done within 30 days of the start of the semester). CUNY SPS students will complete these as part of the clinical Castle Branch requirements. See the NURS 303 and 499 Clinical Checklist located in the Appendix.

F. Professional Liability Insurance Requirements
   All students participating in a clinical experience must have Professional Liability Insurance. The City University of New York provides liability insurance coverage for nursing students participating in a clinical experience with an affiliated agency. This is provided at no cost and requires no action on the part of the students. However it is restricted to your participation in the clinical experience as it relates to your required coursework as a Nursing student at CUNYSPS.

For students who are currently working as Registered Nurses, it is recommended that you purchase your own professional liability insurance policy. Nurses can be sued and while you may be covered by your employer's policy, there may be limitations. Below is a list of companies where you can obtain your own professional liability insurance should you choose to do so.
Liability Insurance Companies:
- Nurses Service Organization - http://www.nso.com/
- CM&F Group, Inc. - https://www.cmfgroup.com/
- Proliability - http://www.proliability.com/

Please know that the CUNY School of Professional Studies neither endorses nor recommends any particular insurance company. The list provided above is not all inclusive of insurance companies.

If you have questions about professional liability insurance please feel free to reach out to the nursing faculty and staff. Contact information can be found via http://sps.cuny.edu/whoweare/departments/nursing.

G. Student Health Requirements for Practicum Experience
All health documents (a completed physical examination form completed by licensed a health care provider (MD, NP, DO) and requisite lab/immunizations must be submitted to CastleBranch account. The physical examination form is available at the end of this handbook. If students do not have health clearance they will not be able to participate in clinical courses for that semester.

Note that proof of immunization to rubella, rubeola, mumps, hepatitis B and varicella are required. Health forms are located in appendix and is available at: http://sps.cuny.edu/filestore/1/8/6/9_f9cdcbbe0ec884b/1869_dec44ede42f0a53.pdf.

Students must be free from addiction to drugs, alcohol or other behavior altering substances; able to stand, walk, bend, push, grasp and lift without restriction; and have normal sight, hearing and speech (with correction).

H. CPR Certification
Students in clinical courses are required to be certified in BLS for Healthcare Providers by the American Heart Association or CPR for the Professional rescuer by the Red Cross (adult/child and AED) and provide documentation of this to the Castle Branch account with a copy of NYSED RN license and current registration prior to course registration.

I. Clinical Performance
Clinical learning experiences will include the provision of comprehensive nursing care to multi-cultural client systems in a variety of community settings. Students are expected to successfully meet the objectives and requirements of both the theory and the clinical components of the course in order to receive a satisfactory grade for the entire course.

Infection control/standard precautions
Standard Precautions are expected to be implemented by all students in the clinical setting. Exudative lesions, weeping dermatitis, or other possible communicable conditions should be brought to the attention of the clinical instructor prior to giving care. Appropriate barrier precautions should be implemented to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated. Exposure to blood or body fluids must be reported to the clinical instructor, in a timely manner.

J. Uniform and Hygiene Policy
Appropriate business professional attire is required. Hygiene should reflect an understanding of professionalism, asepsis, and safety.

K. Accidents/Injury/Incidents During Clinical Experiences
If a student is injured during a clinical experience they must follow the protocols of the host agency. In addition, any accidents/injuries/incidents must be reported to the Nursing program staff and an incident report
completed.

L. Use of Electronic Devices
Students are not permitted to make any recordings or to take any photographs at their clinical placement site.

M. Confidentiality
Confidentiality of all information and records related to client care is a patient right in New York State and mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Students who fail to maintain the patient’s right to confidentiality will receive a course grade of “F” and will not be permitted to return to clinical site.

N. Social Media Guidelines
The proliferation of Facebook, Twitter, Pinterest, Instagram, and other social media sites necessitates guidelines to ensure safe use. While there are many benefits of these sites for patients, consumers, nurses, and other healthcare personnel, as professionals we have an obligation to maintain patient confidentiality and privacy, prevent disparaging postings regarding our employment and schools, and maintain professional boundaries. The following are some specific rules health care professionals (including students) must follow:

- Do not capture or share any photo of any client (or potential client) in any way (e.g., Instagram, Snapchat, Youtube, Facebook, Twitter, etc.).
- Use of any type of audio, video, image capture (e.g., smartphone camera) in or near any clinical agency is strictly prohibited.

Important reminders:
- All information you share online is viewable to the world, is not confidential, and may impact your professional reputation.
- While you may delete content from a social media site, it may still remain available and discoverable to others.
- Understand and use privacy settings so that your personal related social media activity remains separate from your professional and educational activity.

The following resources provide additional information and guidance regarding professional nursing standards and social media:

- CUNY Policy on Acceptable Use of Computer Resources (http://spc.cuny.edu/filestore/2/0/2/8/6475b18dd6ec31e/2028_710134152ea137f.pdf)
- ANA- Social Networking Principles Toolkit (http://www.nursingworld.org/socialnetworkingtoolkit)
- NCSBN- Social Media Guidelines (https://www.ncsbn.org/2930.htm)
- White paper: A Nurse’s guide to the use of social media (https://www.ncsbn.org/Social_Media.pdf)
- Additional information is provided within the HIPAA guidelines (http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html)

O. Other Requirements
Students are required to follow the policies and procedure of the placement site.

Academic Integrity and Professional Expectations
According to the American Nurses Association, The Standards of Professional Performance describe a competent level of behavior in the professional role, including activities related to ethics, education, evidence-based practice and research, quality of practice, communication, leadership, collaboration, professional practice evaluation, resource utilization and environmental health. All registered nurses are expected to engage in professional role activities,
including leadership, appropriate to their education and position. Registered nurses are accountable for their professional actions to themselves, their health care consumers, their peers, and ultimately to society.

Consistent with these standards, the BS in Nursing program at the CUNY School of Professional Studies and therefore expects students to demonstrate a set of values and attitudes consistent with the highest professional standards, and to comply with professional nursing standards and institutional codes of conduct. This includes compliance with Academic Integrity Policies. It is essential that all Nursing students become familiar with these policies. The full text of these policies may be accessed via https://sps.cuny.edu/about/dean/policies/academic-and-student-policies/academic-integrity.

Any suspected violations of the Academic Integrity Policies will be investigated, as outlined below.

**Process for Academic Integrity Violation:**

Faculty report all evidence of academic integrity violations to the Academic Director and the Associate Dean for Academic Affairs. An investigation follows by the Academic Integrity Officer. Examples of academic integrity violations can include:

- Fails to provide information required for clinical experience placement, including a criminal background check or other prescreening or immunization requirements;

- Is ineligible for participation in the clinical experience at a health facility for any reason;

- Fails to complete successfully the required number of clinical experience hours for course completion; and/or falsifies required clinical documentation.

- Demonstrates a lack of commitment to the values of the nursing profession as evidenced through behavior and attitudes during a clinical experience or within an online learning environment. This may include submitting assignments, blogs, discussion board posts, exams or other examples of student works that is not original to the submitter.

- Please note that both a student who submits a previously submitted assignment as well as the student who shared their assignment will be charge with academic integrity violation.

- Additionally any sharing of one’s BB login user name and/or password is against CUNY SPS policies.

- Potential consequences for academic integrity violations will follow CUNY Academic Integrity procedures and may include: suspension; notation on one’s records of academic integrity violations; program dismissal; and/or notification to the NYS Office of Professions.

- If a student’s behavior appears to present an immediate danger to the welfare and safety or rights of staff or patients, the dean suspends the student pending an investigation and decision.

- A student who receives a warning or is dismissed from the School of Nursing may appeal the decision according to the college’s Grievance policy http://www.esc.edu/academic-affairs/catalogs-guides/.
Admission/ Retention in the Nursing Program

Applicants must submit proof of Associate Nursing Degree and NYS RN licensure. Applicants are ranked based on their AAS degree GPA (minimum of 3.0) and admission essay score.

Newly graduated nurses, without a license, may be admitted conditionally on a case by case basis. These students are required to obtain a NY State RN license prior to their second semester (by January 1st for fall admissions; and August 1st for spring admissions).

Graduates of Diploma programs will receive 36 credits for their nursing education, if they have passed the NCLEX and have a current NYS RN license to practice. This would include credit for Anatomy and Physiology and Microbiology as these subjects were embedded within their education.

Diploma nurse graduates are required to fulfill the requirements for the liberal arts and sciences, general education (CUNY Pathways), and the core curriculum for the RN to BS nursing program to meet the required 120 credits for a BS in nursing degree.

A minimum grade of “C” is required in all Nursing Program courses. A student may not progress to the next course in the sequence without having attained a “C” in the previous course. Students earning less than a C grade in a Nursing Program course may repeat the course one time and must attain a grade of C or better. A second earned grade of less than C in any Nursing Program Course will result in dismissal from the program.

Students who are dismissed from the Nursing Program may be eligible to apply for another major in the college. Students have the right to appeal the dismissal decision.

Student Resources

For information about the students services provided to CUNY SPS students visit http://sps.cuny.edu/student_resources/index.html.
Appendices
CUNY SPS RN-BS NURSING PROGRAM CLINICAL REQUEST FORM

Send this form to: Nursing.Clinical@sps.cuny.edu

| Student Name: |  
| CUNY SPS Email: |  
| Course: | □ NURS 303  □ NURS 499 | Semester: |  
| Current Job Title: |  
| Company Name: |  
| Company Address: |  
| Languages student speaks: |  

Student will self-identify three goals for the practicum experience:

1. ____________________________________________
2. ____________________________________________
3. ____________________________________________

Select one Option:

___ Option 1: I will be placed by CUNY SPS
___ Option 2: I will obtain my own preceptor and practicum site (complete below)

Preceptor Name: ____________________________
Credentials: ____________________________
Title: ____________________________
Specialty: ____________________________
Preceptor Phone: ____________________________
Preceptor Email: ____________________________
Preceptor License #: ____________________________
Facility Name: ____________________________
Facility Address: ____________________________

Describe Anticipated Clinical Practicum Experience:

________________________________________________________________________________________________________

Please note that if the student is also an employee of the facility, the clinical practice hours must be completed in a different setting/role than the regular nursing position, with a preceptor who is NOT a direct supervisor and during scheduled work hours.

This is to acknowledge that I have agreed to serve as a preceptor for the above named student in CUNY SPS RN-BS program. I understand that services rendered by me, under the direction of the assigned course faculty member, are voluntary and without compensation. I agree to complete the Preceptor feedback form required for student submission at the end of the clinical practice experience.

Preceptor Signature: ____________________________ Date: ____________________________
Student Signature: ____________________________ Date: ____________________________

___ Preceptor resume/ biographical sketch is attached

One of the following must be selected:

___ Student may participate as a volunteer (without an affiliation agreement)
___ Affiliation agreement (contract) already in place
___ Affiliation agreement (contract) required

Revised December 2017
NURS 303 and NURS 499 Clinical Checklist

☐ Attend NURS 303 or 499 Clinical Information Session Webinar

☐ Complete and submit Clinical Plan Survey https://goo.gl/forms/0qqlXD7m6piVai822

☐ Set up a CastleBranch account to submit clinical documents, go to the CUNY SPS CastleBranch Portal https://portal.castlebranch.com/UK65

Select

Then select the following package:
1. CZ29: Background Check, Drug Test & Compliance Tracker [NURS 303 Students]
2. CZ29bg: Background Check Only [NURS 499 students]
3. CZ29dt: Drug Test Only [NURS 499 students]

The CastleBranch Compliance Tracker requires the following documents:
☐ Completed and signed Health Exam
☐ Lab Titers and Immunizations
☐ Front and Back of signed BLS for Health Professionals Card
☐ Verification of Influenza Vaccine
☐ Copy of NYS RN license
☐ Copy of current NYS RN registration

You will also need to complete the
☐ Background check
☐ Drug Screen

Additional Requirements for Clinical Placement include:
☐ Complete Clinical Request Form, send to Nursing.Clinical@sps.cuny.edu
☐ Obtain CUNY SPS Student ID https://sps.cuny.edu/about/directory/office-public-safety/student-identification-cards
CUNY School of Professional Studies
Student Health Form for Nursing Clinical Placements

Form MUST be signed by student AND Provider. Submit completed and signed form to your CASTLEBRANCH Account

Student’s Name _________________________________________________________________________ Sex □ M □ F
Last    First

Address ___________________________________________________________________________________________
Street                          City                          State                          Zip Code

Telephone _________________________________ eMail _________________________________________________

Date of Birth ______________________________________ ________________________________________

In case of emergency, notify ___________________________________________________________________________

Student’s Signature ____________________________ Date___________________

PERSONAL HISTORY (to be completed by the student)
Check and describe condition below:

Allergies □ Yes □ No                Heart □ Yes □ No

Asthma □ Yes □ No                  Injuries □ Yes □ No

Cancer, Cysts, Tumors, etc. □ Yes □ No  Kidney □ Yes □ No

Convulsions or Epilepsy □ Yes □ No               Musculo-Skeletal □ Yes □ No

Diabetes □ Yes □ No                   Nervous □ Yes □ No

Drug-Alcohol Habit □ Yes □ No         Rheumatic Fever □ Yes □ No

Ears □ Yes □ No                      Thyroid □ Yes □ No

Eyes □ Yes □ No                      Tuberculosis □ Yes □ No

Fainting □ Yes □ No                  Venereal Disease □ Yes □ No

Gastro-Intestinal □ Yes □ No        Other □ Yes □ No

Describe any item checked yes: _________________________________________________________________

________________________________________________________________________________________________________

List Previous and current serious illness, operations, and current medications: __________________________

________________________________________________________________________________________________________

Please note: Some clinical placement agencies may require additional medical clearance.

The CUNY School of Professional Studies does not discriminate on the basis of sex, age, color, veteran’s status, race, religion, national origin, sexual orientation or handicap.
Physician examination

(To be completed by a licensed Health Care Provider)

Height _______ Weight _______ B.P. _______/ ______ mm/Hg Pulse ______/min Vision O.D. _______ CORR _______ O.S. _______ CORR _______

T.B. SKIN Test within 1 year: Results in mm __________ Date __________

OR Quantiferon Gold TB Result __________ Date __________ (within one year of this medical record date)

Or a Chest X-Ray (within one year of this medical record date) Result: __________________________ Date __________

Date of last annual flu vaccine ___________ Hgb _______ GM% Urine Analysis: Protein _______ Glucose _______

Date of Last Tetanus ____________(Td) Booster (Should be given every 10 years)

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<thead>
<tr>
<th>Normal</th>
<th>Abnormal</th>
<th>Remarks – Describe Abnormalities Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head and Neck</td>
<td></td>
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<tr>
<td>Nose and Sinuses</td>
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<tr>
<td>Mouth and Throat</td>
<td></td>
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<tr>
<td>Gums and Teeth</td>
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<tr>
<td>Eyes</td>
<td></td>
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<tr>
<td>Ears, Hearing</td>
<td></td>
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<tr>
<td>Chest, Breasts, Lungs</td>
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<tr>
<td>Heart</td>
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<tr>
<td>Vascular System</td>
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<tr>
<td>Lymphatic System</td>
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<tr>
<td>Abdomen and Viscera</td>
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<tr>
<td>Hernia</td>
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<tr>
<td>Anus and Rectum</td>
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<tr>
<td>Genito-Urinary System</td>
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<tr>
<td>Endocrine System</td>
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<tr>
<td>Spine and Musculoskeletal</td>
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<tr>
<td>Skin-Identifying Marks, Scars, Tattoos</td>
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<tr>
<td>Neurologic</td>
<td></td>
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<tr>
<td>Psychiatric</td>
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</tbody>
</table>

Recommendation for physical activities: □ Full activity □ Limited activity □ No activity

Please attach to this form the following:

☐ proof of immunization by titer or vaccination to rubella, rubeola, mumps, and varicella

☐ record of PPD/Mantoux skin test for tuberculosis or QuantIFERON TB Gold blood screening test or chest x-ray if History of positive PPD/BCG

☐ proof of Hepatitis B vaccination (3 doses and dates), and if declined, attach declination form

Health Care Provider (MD, NP) Name __________________________ License # __________________________ Date __________

Health Care Provider Signature __________________________ Address __________________________

Telephone __________________________ DATE OF EXAMINATION __________________________

Medical Provider Stamp
Hepatitis B Declination Statement [optional]

Name ____________________________________ Date ______________

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis virus infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccination, I could be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I understand that I can receive the vaccination series.

Signature ____________________________________
Attestations
By signing below, I acknowledge and agree to the following:

1. I have received and reviewed the CUNY School of Professional Studies (CUNY SPS) Nursing Program Policies handbook.
2. I will abide by the rules and regulations set forth in the Undergraduate Nursing Program Policies handbook.
3. I understand that information course schedules, registration, withdrawal and tuition deadlines, and other pertinent policies and deadlines are available via the CUNY SPS website (http://sps.cuny.edu/).
4. I understand that I am required to purchase professional liability insurance prior to beginning my clinical courses.
5. I understand that I am required to have a current CPR (BLS) for health professionals’ certification prior to beginning my clinical practicum courses.
6. I understand that I am required to obtain a physical and proof of immunity before placement at any facility.
7. I understand that I am required to sign the Confidentiality Agreement prior to beginning my clinical placement.

Name: 

Home Address: 

Telephone Number: 

E-mail address: 

Date: 

Signature: 

NOTE: This form is a program requirement and will be maintained in your school records. Please submit this form in NURS 300 BB site; if waived from 300 submit via email, fax or mail to:

Email: Nursing@sps.cuny.edu
Fax: 646.344.7269 (ATTN: Nursing Program)
Mail: Czanna Valente, Assistant Director, Nursing Program
      CUNY School of Professional Studies
      119 West 31st Street, 10th Floor  New York, NY  10001
Professional Expectations
According to the American Nurses Association, The Standards of Professional Performance describe a competent level of behavior in the professional role, including activities related to ethics.

Consistent with these standards, the BS in Nursing program at the CUNY School of Professional Studies therefore expects students to demonstrate a set of values and attitudes consistent with the highest professional standards, and to comply with professional nursing standards and institutional codes of conduct. This includes compliance with Academic Integrity Policies.

Examples of academic integrity violations can include:
- Fails to provide information required for clinical experience placement, including a criminal background check or other prescreening or immunization requirements;
- Is ineligible for participation in the clinical experience at a health facility for any reason;
- Fails to complete successfully the required number of clinical experience hours for course completion; and/or falsifies required clinical documentation.
- Demonstrates a lack of commitment to the values of the nursing profession as evidenced through behavior and attitudes during a clinical experience or within an online learning environment. This may include submitting assignments, blogs, discussion board posts, exams or other examples of student works that is not original to the submitter.
- Please note that both a student who submits a previously submitted assignment as well as the student who shared their assignment will be charge with academic integrity violation.
- Additionally any sharing of one’s BB login user name and/or password is against CUNY SPS policies.

The CUNY SPS Nursing program considers academic integrity an essential value and all incidents will be investigated with appropriate consequences applied. Potential consequences for academic integrity violations will follow CUNY Academic Integrity procedures and may include: suspension; notation on one’s records of academic integrity violations; program dismissal; and/or notification to the NYS Office of Professions.

Nursing Student Policies Handbook.
https://media.sps.cuny.edu/filestore/1/8/7/5_e6b04bb404c6405/1875_1b18aad69958866.pdf

I have reviewed the Academic Integrity Policies for the CUNY SPs Nursing Program and agree to abide by these standards.

Student Signature: _____________________________ Date: ______________

Student Printed Name: _____________________________

NOTE: This form is a program requirement and will be maintained in your school records.
Confidentiality of all information and records related to client care is a patient right in New York State and mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

I understand and agree that in the pursuance of my work as a student in the Nursing program of CUNY School of Professional Studies I must hold all health information with regard to specific patients, healthcare workers and healthcare facilities in confidence. I understand that I will be privy to such information both in the classroom, as well as at clinical affiliation sites. I also understand that all health information regarding specific patients, healthcare workers and healthcare facilities, whether it is obtained in written, verbal, or any other format, is considered a privileged communication between the patient and the patient’s health care provider, and as such, may not be released without the patient’s written consent.

I further understand that any violation of the confidentiality of health information will result in a course grade of F and I will not be permitted to return to the clinical site.

Student Signature: ____________________________ Date: ________________

Student Printed Name: ____________________________

NOTE: This form is a program requirement and will be maintained in your school records. Please submit this form to NURS 300 BB site; if waived from 300 submit via email, fax or mail to:

Email: Nursing@sps.cuny.edu
Fax: 646.344.7269 (ATTN: Nursing Program)
Mail: Czarina Valente, Assistant Director, Nursing Program
      CUNY School of Professional Studies
      119 West 31st Street, 10th Floor
      New York, NY 10001
Attestation # 4: CUNY School of Professional Studies Personal Consent and Release

Students can elect to opt out of onsite photo sessions when they occur. I hereby authorize The City University of New York and its affiliates, licensees, successors and assigns (collectively, “CUNY”) to make use of my appearance in connection with CUNY SPS Nursing (the “Program”), as follows:

1) To photograph me and any materials I include in my performance (e.g., photographs, audio or video clips);
2) To record my voice, conversation and sounds, including the performance of any musical composition(s), during and in connection with the Program; and
3) To edit, use, reproduce, exhibit and distribute, in whole or in part, in any manner and media now known or hereinafter invented, an unlimited number of times in perpetuity throughout the world, these photographs and recordings, in support of, or to promote, CUNY’s educational programs and mission.

I hereby waive the right to inspect or approve any of the photographs or recordings. I understand that CUNY will be the exclusive owner of all of the photographs and recordings.

I also agree that CUNY may use my name, voice, likeness and biographical material for promotion of the Program.

I hereby release and hold harmless CUNY and those acting pursuant to its authority from liability for any claims by me or any third party in connection with my participation in the Program or the actions of CUNY in reliance of this consent and release. I have read and fully understand the terms of this consent and release.

Student Signature: ________________________________ Date __________________

Student Printed Name: ________________________________

Address: ___________________________________________

Phone: ___________________________________________

NOTE: This form is a program requirement and will be maintained in your school records. Not submitting this form may result in the inability to register for the clinical courses.

Please submit this form as directed to the Attestation Link in the Undergraduate Nursing Orientation Site. You can also send to:

Email: Nursing@sps.cuny.edu
Fax: 646.344.7269 (ATTN: Nursing Program)
Mail: Czarina Valente, Assistant Director, Nursing Program
CUNY School of Professional Studies
119 West 31st St., 10th Floor
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