Undergraduate Nursing Student Policies Handbook

Spring 2020
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).

**Undergraduate Nursing Programs**
- RN to BS in Nursing
- AAS-RN to BS Dual Joint with Queensborough Community College (QCC)
- RN to BS - MS in Nursing Education [Accelerated]
- RN to BS - MS in Nursing Informatics [Accelerated]
- RN to BS - MS in Nursing Organizational Leadership [Accelerated]

*Fall 2019 AAS-RN to BS Dual Joint programs with Bronx CC, Borough of Manhattan CC, and La Guardia CC will commence. These students will matriculate to CUNY SPS beginning Fall 2021.*

* Advanced Certificates in Nursing Education, Nursing Informatics, and Nursing Organizational Leadership will commence Fall 2020.

**Undergraduate Nursing Program Goals and Outcomes**

**Undergraduate Nursing Program Goals**
- **Graduation rates** – 75% of RN to BS and Dual Joint nursing students will complete the nursing program within five years of starting the nursing courses; 75% of accelerated BS- MS in Nursing program students will graduate within seven years.
- **Program Satisfaction** –
  - 80% of students will report satisfaction with the program on semester surveys.
  - Program graduates and employers will report 80% or higher satisfaction based on program learning outcomes.
- **Job Placement** - 80% of graduates of the program seeking employment will be employed within 12 months of graduation.

**Undergraduate Nursing 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.

Undergraduate 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: [https://sps.cuny.edu/online-nursing-degree-programs](https://sps.cuny.edu/online-nursing-degree-programs).

Nursing Program Policies

I. Communication

All students should regularly visit the Blackboard Organization: CUNY SPS UNDERGRADUATE Nursing Notes for UNDERGRADUATE Nursing Students for important Program information

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 courses 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 use author’s work without acknowledgment.

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 NURS 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/); 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 course instructors 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 (Clinical - 45 hours)
- NURS 499 – Nursing Capstone (Clinical – 90 hours)

Additional details are provided in the semi-annual Clinical Planning Information webinar, also posted in the CUNY SPS UGRAD Nursing Notes Blackboard Organization for students, and the respective course syllabi and course sites.

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 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 SPS Nursing program) in order to successfully complete the clinical portion of the clinical courses.

2. Preceptor Agreement Form: The student must identify the agency and preceptor and complete the CUNY SPS Preceptor Agreement Form and submit it to nursing.clinical@sps.cuny.edu. The form may be accessed in the Appendix.

C. Roles of the Instructor, Preceptor, and Student

1. Clinical Preceptor
   a. Signs the Clinical Preceptor Agreement form and submits a valid RN license (as appropriate) and current resume/biographical summary.
   
b. 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.
   
c. Guides and directs students in utilizing a variety of strategies to promote optimal health of individuals and groups.
   
d. Commits time, talent, sensitivity, and experience to meet the individual learning needs of students.
   
e. Facilitates the students’ transition to professional baccalaureate nursing practice.
   
f. Collaborates with clinical course instructor to ensure that clinical preceptorship learning goals are achieved.
   
g. Communicates with clinical course instructor on a regular basis.
   
h. Provides feedback to the course instructor for student clinical evaluation (Preceptor Feedback form 303/499).

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

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

e. 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.

f. Clinical Background Check: Beginning Fall 2017 all CUNY SPS 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 clearance requirements and submit to their secure Castlebranch account for review. See the NURS 303 and 499 Clinical Checklist located in the Appendix.

g. 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 CUNY SPS. Students that identify their own clinical site, must have their own professional liability insurance.

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 while at work, 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:**
- CM&F Group, Inc. - [https://www.cmfgroup.com/](https://www.cmfgroup.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 [https://sps.cuny.edu/about/directory](https://sps.cuny.edu/about/directory).

h. 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 of this handbook which is also available at: [http://sps.cuny.edu/filestore/1/8/6/9_f9cddbbe0ec884b/1869_dec44ede42f0a53.pdf](http://sps.cuny.edu/filestore/1/8/6/9_f9cddbbe0ec884b/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).

i. 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 RN registration prior to course registration.

j. **Clinical Performance:** Clinical learning experiences will include the provision of comprehensive nursing care to multi-cultural client systems in a variety of community/clinical 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.

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

l. **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 CUNY SPS Nursing program staff.

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

n. **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.

o. **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://www.cuny.edu/about/administration/offices/CIS/policies/ComputerUsePolicy.pdf)
- CUNY Best Practices in Social Media for Academic Libraries
  (http://commons.qc.cuny.edu/wiki/index.php/Best_Practices_in_Social_Media_for_Academic_Libraries)
- ANA- Social Networking Principles Toolkit
- NCSBN- Social Media Guidelines
- 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)

p. Other Requirements: Students are required to follow the policies, procedures and requirements of the clinical 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/cuny-school-professional-studies-and-university-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 charged 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 student may be suspended pending an investigation and decision.

Admission/Retention in the Undergraduate Nursing Program
Applicants must submit proof of Associate Nursing Degree and New York State 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.

Retention in the BS in Nursing
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 may repeat only one nursing course, one time only. This includes students who withdrew from a course for any reason and students who completed the course with a grade below C. 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.

Retention in the RN to BS – MS Programs [accelerated]
All students will maintain a 3.0 overall GPA per semester and at graduation. To ensure this criteria is met, a minimum grade of “B” is required in all nursing courses. Students earning less than a “B” grade in a Nursing course may repeat the course one time and must attain a grade of “B” or better. A second earned grade of less than “B” 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.

Nursing Appeals
Upon receiving an official notice of dismissal from the Registrar students can appeal this decision by submitting an official CUNY SPS Nursing Dismissal Appeal form, along with a copy of the official letter of dismissal and any evidence of support. All documentation must be emailed to NursingAppeals@sps.cuny.edu

The deadline to submit appeals is as follows:
• Winter & Spring Appeals September 15th
• Summer & Fall Appeals February 15th.

Student appeals and all submitted documents will be presented at a scheduled full-time faculty meeting by the
chairperson of the appeals committee. A decision will be made and will be voted on by the full-time and consortial faculty members. If a majority (consensus) of full-time and consortial faculty support the decision, then the decision stands of either accepting or denying the student appeal.

Student will receive a notification from the Academic Director of the SPS Nursing Program regarding the decision of either granting or denying the appeal which will be placed in the student file for future reference. Students will not be allowed to submit another appeal for the same situation to the CUNY SPS Nursing Appeals Committee. Students can re-appeal the decision to the CUNY School of Professional Studies Committee on Academic Standing.

Student Resources

Academic Integrity
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. Students should review the CUNY SPS Academic Integrity Policy on the website and included here: https://sps.cuny.edu/about/cuny-school-professional-studies-and-university-policies/academic-and-student-policies/academic-integrity.

Accessibility and Accommodations
The CUNY School of Professional Studies is firmly committed to making higher education accessible to students with disabilities by removing architectural barriers and providing programs and support services necessary for them to benefit from the instruction and resources of the University. Early planning is essential for many of the resources and accommodations provided. Please see: http://sps.cuny.edu/student_services/disabilityservices.html.

Online Netiquette and Anti-Harassment Policy
The University strictly prohibits the use of University online resources or facilities, including Blackboard, for the purpose of harassment of any individual or for the posting of any material that is scandalous, libelous, offensive or otherwise against the University’s policies. Please see: http://catalog.sps.cuny.edu/content.php?catoid=2&navoid=205.

Library Services
You must use your Baruch library user name and password to access the library. It was sent to your SPS email at the start of the semester and is different from your SPS email or your Blackboard login http://www.baruch.cuny.edu/library/sps/.

For information about the students services provided to CUNY SPS students visit https://sps.cuny.edu/student-services.
Appendices
UNDERGRADUATE NURSING CURRICULUM

120 credits are required for the B.S. in Nursing, as follows:

**General Education:** Some of these will be transfer credits from students’ associate’s degree programs

- 12 credits from the Required Common Core
- 18 credits from the Flexible Common Core

**Generic Nursing:** A minimum of 30 nursing credits transferred in from the students’ associate or diploma degrees. In most cases, students will transfer in 40 or more credits. CUNY SPS accepts a maximum of 90 transfer credits.

**RN-BS in Nursing:**

- 9 credits non-nursing courses (Chemistry, Statistics, Pathophysiology).
  - 27 credits nursing courses
  - Clinical Practice Experiences – among the 27 credits in nursing courses there are two courses that require a clinical component:
    - NURS 303 – includes one clinical credit or 45 hours.
    - NURS 499 – Nursing Capstone Course (clinical) includes two clinical credits or 90 hours for the capstone project.
- 3 to 9 credits electives: Students will be required to take electives, at least 3 credits of which will be from the NURS courses, based on transfer credits applied to the degree.

<table>
<thead>
<tr>
<th>General Education Requirements</th>
<th>30 Credits</th>
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<tbody>
<tr>
<td><strong>Required Core</strong></td>
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<tr>
<td>English Composition</td>
<td>6</td>
</tr>
<tr>
<td>Quantitative Reasoning</td>
<td>3</td>
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<tr>
<td>Life and Physical Sciences</td>
<td>3</td>
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<tr>
<td><strong>Flexible Core</strong></td>
<td>18</td>
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<tr>
<td>World Cultures</td>
<td>3</td>
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<tr>
<td>US Experience and Its Diversity</td>
<td>3</td>
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<tr>
<td>Creative Expression</td>
<td>3</td>
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<tr>
<td>Individual and Society</td>
<td>3</td>
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<tr>
<td>Scientific World</td>
<td>3</td>
</tr>
<tr>
<td>An additional course from one of the above categories</td>
<td>3</td>
</tr>
<tr>
<td><strong>AAS Nursing Credits</strong></td>
<td>30 to 40 Credits</td>
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<tr>
<td><strong>Required Non-Nursing Courses</strong></td>
<td>9 Credits</td>
</tr>
<tr>
<td>BIO 310 - Pathophysiology and Pharmacology (Prerequisite: BIO 200)</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 100 - General Chemistry (Prerequisite: None)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 215 – Statistics (Prerequisite: None)</td>
<td>3</td>
</tr>
<tr>
<td><strong>BS in Nursing Courses</strong></td>
<td>27 Credits</td>
</tr>
<tr>
<td>NURS 300 - Transition to Professional Nursing (Prerequisite: None)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 301 - Health Assessment (Pre- or Co-requisite: NURS 300)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 302 - Health Teaching (Pre- or Co-requisite NURS 300 and NURS 301)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 303 - Caring for Patients in their Communities (clinical) (Prerequisite: NURS 301 and Pre- or Co-requisite: NURS 302)</td>
<td>4</td>
</tr>
<tr>
<td>NURS 313 - Nursing Informatics (Prerequisite: None)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 350 - Principles of Nursing Research (Prerequisite: MATH 215)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 461 Global Health and Policy Issues (Prerequisite: NURS 303)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 499 Nursing Capstone (clinical) (Prerequisite: NURS 303, NURS 350, Co-requisite: NURS 461)</td>
<td>5</td>
</tr>
<tr>
<td><strong>RN-BS Nursing Electives – must select 1</strong></td>
<td>3 Credits</td>
</tr>
<tr>
<td>NURS 312 Palliative Care (Prerequisite: None)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 314 Case Management (Prerequisite: None)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 331 Aging &amp; Chronic Disease Management (Prerequisite: None)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 451 Nursing Leadership Innovation (Prerequisite: NURS 302)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 399 Independent Study (Prerequisite: NURS 301)</td>
<td>1 – 3</td>
</tr>
<tr>
<td><strong>Free Electives (As needed to reach 120)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>120</td>
</tr>
</tbody>
</table>

*Note: Students may also satisfy Nursing elective requirements via approved certifications.*
ACCELERATED BS to MS in NURSING
In each of the 150 credit BS - MS in Nursing programs students will complete coursework required for each degree. However, several BS level courses will be satisfied through the more advanced MS coursework, which includes all essential content, but with an expanded approach. Students also take the essential core MS courses and an 18 credit MS concentration, as illustrated in the table below. Students may enroll full-time or part-time. Students who opt out of dual program may earn the B.S. in Nursing by completing all related undergraduate coursework. Students in the RN-BS program who would like to transition to a BS-MS programs may submit an application after completing nine credits (N300, N301, N302) in the RN-BS program and maintaining a B (3.0) or better average.

<table>
<thead>
<tr>
<th>Undergraduate</th>
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<tbody>
<tr>
<td>General Education</td>
<td>30 Credits</td>
</tr>
<tr>
<td>Required Core</td>
<td>12</td>
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<tr>
<td>Flexible Core</td>
<td>18</td>
</tr>
<tr>
<td>AAS Nursing Credits</td>
<td>30 to 40 Credits</td>
</tr>
<tr>
<td>Required Non-Nursing Courses</td>
<td>9 Credits</td>
</tr>
<tr>
<td>BIO 310 - Pathophysiology and Pharmacology (Prerequisite: BIO 200)</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 100 - General Chemistry (Prerequisite: None)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 215 – Statistics (Prerequisite: None)</td>
<td>3</td>
</tr>
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</tr>
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<td>3</td>
</tr>
<tr>
<td>NURS 303 - Caring for Patients in their Communities (clinical) (Prerequisite: NURS 301 and Pre- or Co-requisite: NURS 302)</td>
<td>4</td>
</tr>
<tr>
<td>NURS 615 - Advanced Nursing Informatics (fulfills NURS 313 - Nursing Informatics)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 626 - Advanced Nursing Research Methods (fulfills NURS 350 - Principles of Nursing Research. Prerequisite: NURS 625)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 461 Global Health and Policy Issues (Prerequisite: NURS 303)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 499 Nursing Capstone (clinical) (Prerequisite: NURS 303, NURS 350, Co-requisite: NURS 461. Note: Prerequisite fulfilled with NURS 626)</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRADUATE</th>
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</thead>
<tbody>
<tr>
<td>MS in Nursing Core</td>
<td>21 Credits</td>
</tr>
<tr>
<td>NURS 600 - Policy &amp; Ethics in Nursing (Prerequisite: None)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 601 - Nursing Theory &amp; Role Development (Prerequisite: None)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 602 - Healthcare Finance and Management* (Prerequisite: None)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 611 - Advanced Practice Health Assessment (Prerequisite: An undergraduate health assessment course)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 612 - Advanced Practice Pathophysiology* (Prerequisite: An undergraduate Pathophysiology course)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 613 - Advanced Practice Pharmacology (Prerequisite: None)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 615 - Nursing Informatics (Prerequisite: None) (credits included in BS portion)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 625 - Statistics for Advanced Nursing Practice* (Prerequisite: None)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 626 - Advanced Nursing Research Methods (Prerequisite: NURS 625) (credits included in BS portion) Electives (as needed to reach 150 credits)</td>
<td></td>
</tr>
<tr>
<td>Nursing Education - 18 Credits</td>
<td>Nursing Informatics - 18 Credits</td>
</tr>
<tr>
<td>NURS 610 - Nursing Curriculum &amp; Program Planning (3 credits) (pre-req NUR 601)</td>
<td>NURS 616 - Understanding and Management of Decision Support and Health Information Systems (3 credits) (pre-req NUR 615)</td>
</tr>
<tr>
<td>NURS 620 - Pedagogical Strategies &amp; Best Practices in Nursing Education (3 credits) (pre-req NUR 601)</td>
<td>NURS 617 Project Management and Systems Analysis and Design for Quality Patient Outcomes (3 credits) (pre-req NUR 615)</td>
</tr>
<tr>
<td>NURS 630 - Measurement and Evaluation in Nursing Education (3 credits) (pre-req NUR 625)</td>
<td>NURS 618 - Nursing Informatics Applications: Education, Research, Quality Management, Patient Care, and Evidence Based Practice (3 credits) (pre-req NUR 615)</td>
</tr>
<tr>
<td>NURS 639 - Nursing education practicum (6 credits) (pre-req NUR 620)</td>
<td>NURS 619 - Nursing Informatics Practicum (6 credits) (pre-req NUR 619)</td>
</tr>
</tbody>
</table>

*Courses fulfil the undergraduate elective requirement (where needed based on AAS transfer credits)
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
Asthma □ Yes □ No
Cancer, Cysts, Tumors, etc. □ Yes □ No
Convulsions or Epilepsy □ Yes □ No
Diabetes □ Yes □ No
Drug-Alcohol Habit □ Yes □ No
Ears □ Yes □ No
Eyes □ Yes □ No
Fainting □ Yes □ No
Gastro-Intestinal □ Yes □ No
Heart □ Yes □ No
Injuries □ Yes □ No
Kidney □ Yes □ No
Musculo-Skeletal □ Yes □ No
Nervous □ Yes □ No
Rheumatic Fever □ Yes □ No
Thyroid □ Yes □ No
Tuberculosis □ Yes □ No
Venereal Disease □ 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.
PHYSICAL 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)

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

Student Health Form for Nursing Clinical Placements, Page 2 of 2
CUNY School of Professional Studies
Nursing Program

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
Attestation # 1: CUNY SPS Undergraduate Nursing Student Policies Acknowledgement Form

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:

EMPL ID

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 in NURS 300 Blackboard Course site as directed to the Attestation Link in the NURS 300 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 charged 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: ___________________________ EMPL ID _______________

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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
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: ________________________________ EMPL ID __________

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      CUNY School of Professional Studies
      119 West 31st Street, 10th Floor
      New York, NY 10001
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: ____________________________________________

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