WELCOME TO THE IONA UNIVERSITY MS NURSING PROGRAM

Dear Students,

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

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

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

Sincerely,

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

Notices

1. This handbook is subject to change without prior notice. Any policy changes will be communicated through email and posted on BlackBoard courses. The Director of Nursing of the Director’s designee is responsible for distributing any changes in policy.

2. While every effort is made to ensure the accuracy of information provided in this Handbook, accuracy cannot be guaranteed. Iona University reserves the right to make changes at any time without prior notice. The University provides this information in this Guide solely for the convenience of the reader, who may not rely upon it as a promise or legal obligation. Iona University expressly disclaims any liability based on the contents. The information contained in this handbook apply for the 2023-2024 academic year but its contents do not constitute a contract between the student and University.
# Table of Contents

<table>
<thead>
<tr>
<th>Department of Nursing</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission and Goals</td>
<td>4</td>
</tr>
<tr>
<td>Nursing Graduate Program Student Learning Outcomes</td>
<td>5</td>
</tr>
<tr>
<td>Curriculum Plans</td>
<td>6</td>
</tr>
<tr>
<td>Accreditation</td>
<td>8</td>
</tr>
<tr>
<td><strong>General Information &amp; Policies</strong></td>
<td>8</td>
</tr>
<tr>
<td>Admission</td>
<td>8</td>
</tr>
<tr>
<td>Advisement and Registration</td>
<td>8</td>
</tr>
<tr>
<td>Communication Practices</td>
<td>8</td>
</tr>
<tr>
<td>Faculty Availability</td>
<td>9</td>
</tr>
<tr>
<td>Student Representation</td>
<td>9</td>
</tr>
<tr>
<td>Chain of Command</td>
<td>9</td>
</tr>
<tr>
<td>Writing Policy</td>
<td>9</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>9</td>
</tr>
<tr>
<td>Technology Policy</td>
<td>10</td>
</tr>
<tr>
<td>Electronic/Cell Phone Use Policy</td>
<td>10</td>
</tr>
<tr>
<td>Social Networks</td>
<td>10</td>
</tr>
<tr>
<td>Video Policy</td>
<td>10</td>
</tr>
<tr>
<td>Complaint &amp; Grievance Procedure</td>
<td>10</td>
</tr>
<tr>
<td>Student Complaint &amp; Grievance Policy &amp; Procedure</td>
<td>11</td>
</tr>
<tr>
<td><strong>Program Expectations, Requirements, and Policies</strong></td>
<td>11</td>
</tr>
<tr>
<td>Code of Academic and Clinical Conduct</td>
<td>11</td>
</tr>
<tr>
<td>Professional Behaviors</td>
<td>12</td>
</tr>
<tr>
<td>Civility Statement</td>
<td>14</td>
</tr>
<tr>
<td>Patient Safety</td>
<td>14</td>
</tr>
<tr>
<td>Just Culture</td>
<td>14</td>
</tr>
<tr>
<td>Grading and Course Completion</td>
<td>15</td>
</tr>
<tr>
<td>Grade Rounding</td>
<td>16</td>
</tr>
<tr>
<td>Program Progression Requirements</td>
<td>16</td>
</tr>
<tr>
<td>Incomplete “I” Policy</td>
<td>17</td>
</tr>
<tr>
<td>Leave of Absence Policy</td>
<td>17</td>
</tr>
<tr>
<td>Withdrawal Policy</td>
<td>18</td>
</tr>
<tr>
<td>Transfer Policy</td>
<td>18</td>
</tr>
<tr>
<td>Performance Standards for Admissions and Progression for Clinical Coursework</td>
<td>19</td>
</tr>
<tr>
<td>Student Practice Requirements</td>
<td>24</td>
</tr>
<tr>
<td>Obtaining a Preceptor Process</td>
<td>26</td>
</tr>
<tr>
<td>Evaluation of Clinical Progress</td>
<td>26</td>
</tr>
<tr>
<td>Attendance</td>
<td>26</td>
</tr>
<tr>
<td>Exam Taking Policy</td>
<td>27</td>
</tr>
<tr>
<td>Exam Confidentiality</td>
<td>29</td>
</tr>
<tr>
<td>ExamSoft</td>
<td>29</td>
</tr>
<tr>
<td>Examplify Requirements</td>
<td>30</td>
</tr>
<tr>
<td>Impaired Student</td>
<td>30</td>
</tr>
<tr>
<td>Exposure</td>
<td>30</td>
</tr>
<tr>
<td><strong>Academic Standards Policy and Procedures</strong></td>
<td>31</td>
</tr>
<tr>
<td>Departmental Warnings</td>
<td>31</td>
</tr>
<tr>
<td>Departmental Probation</td>
<td>32</td>
</tr>
</tbody>
</table>

Student Handbook 3/2023
The Department of Nursing is committed to a policy of nondiscrimination based on race, color, creed, national origin, ethnicity, age, gender, marital status, sexual orientation, veteran status, disability, or economic status in the administration of its educational, recruitment, and admissions policies; scholarship and loan programs; and athletic or other university-administered programs. All institutional processes and policies are in compliance with Title IX of the 1972 Education Amendments and Section 504 of the Rehabilitation Act of 1973, respectively.

IONA DEPARTMENT OF NURSING

MISSION

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

GOALS

The Department of Nursing Goals are to:

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

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

The graduate will be able to:

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

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

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

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

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

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

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

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

HealthCare Organizational Leadership Plan of Study

(there are full-time and part-time options available. Below is the 2-year full-time option).

<table>
<thead>
<tr>
<th>Full Time – 2 years</th>
<th>Credits</th>
<th>Spring Semester I</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester I</td>
<td></td>
<td>Spring Semester I</td>
<td></td>
</tr>
<tr>
<td>NUR 500 Role Development in Advanced Nursing Practice: Philosophical, Theoretical, &amp; Ethical Basis</td>
<td>3</td>
<td>NUR 503 Translating Evidence into Nursing Practice 2.5/0.5 [30 hours practice]</td>
<td>3</td>
</tr>
<tr>
<td>NUR 501 Leadership Competencies in Advanced Nursing Practice 2.5/0.5 [30 hours practice]</td>
<td>3</td>
<td>NUR 504 Health Care in a Global Society</td>
<td>2</td>
</tr>
<tr>
<td>NUR 502 Research &amp; Evidence-Based Practice in Advanced Nursing Practice 2.5/0.5 [30 hours practice]</td>
<td>3</td>
<td>NUR 520 Foundations of Organizational Leadership</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NUR 521 Human Resources Management in Health Care 2.5/0.5 [30 hours practice]</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Term Credits:</strong></td>
<td>9</td>
<td><strong>Term Credits:</strong></td>
<td><strong>Total</strong> 11</td>
</tr>
<tr>
<td>Summer I</td>
<td></td>
<td>Fall II</td>
<td></td>
</tr>
<tr>
<td>NUR 522 Principles and Application of Finance and Budget Planning 2.5/0.5 [30 hours practice]</td>
<td>3</td>
<td>NUR 631 Health Care Quality &amp; Safety 2.5/0.5 [30 hours practice]</td>
<td>3</td>
</tr>
<tr>
<td>NUR 630 Role Practicum: Operations Leadership [120 hours clinical]</td>
<td>2</td>
<td>NUR 632 Design Thinking for Institutional Change 2/1 [60 hours practice]</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NUR 700 Role Practicum: Strategic Leadership [60 hours clinical]</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Term Credits:</strong></td>
<td>5</td>
<td><strong>Term Credits:</strong></td>
<td><strong>Total</strong> 7</td>
</tr>
<tr>
<td>Spring II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 523 Health Care Economics &amp; Strategic Planning 2.5/0.5 [30 hours practice]</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 701 Synthesis of Health Care Organizational Leader Role</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 710 Role Practicum: Organizational Leadership [60 hours clinical]</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Term Credits:</strong></td>
<td>6</td>
<td><strong>Term Credits:</strong></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td><strong>Total Credits:</strong> 38</td>
<td>Clinical: 240  Practice: 270 Total Clinical/Practice hours: 510</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Nursing Education Plan of Study
(there are full-time and part-time options available. Below is the 2-year full-time option).

<table>
<thead>
<tr>
<th>Fall Semester I</th>
<th>Credits</th>
<th>Spring Semester I</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 500 Role Development in Advanced Nursing Practice: Philosophical, Theoretical, &amp; Ethical Basis</td>
<td>3</td>
<td>NUR 503 Translating Evidence into Nursing Practice 2.5/0.5 [30 hours practice]</td>
<td>3</td>
</tr>
<tr>
<td>NUR 501 Leadership Competencies in Advanced Nursing Practice 2.5/0.5 [30 hours practice]</td>
<td>3</td>
<td>NUR 510 Advanced Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>NUR 502 Research &amp; Evidence-Based Practice in Advanced Nursing Practice 2.5/0.5 [30 hours practice]</td>
<td>3</td>
<td>NUR 505 Advanced Concepts of Health Assessment: Across the Lifespan 1.5/0.5 [30 hours practice]</td>
<td>2</td>
</tr>
<tr>
<td>NUR 501 Leadership Competencies in Advanced Nursing Practice 2.5/0.5 [30 hours practice]</td>
<td>3</td>
<td>NUR 511 Advanced Concepts of Pathophysiology: Across the Lifespan</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Term Credits:</strong></td>
<td>9</td>
<td><strong>Total Term Credits:</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>Credits:</strong></td>
<td><strong>Total Credits:</strong> 40</td>
<td><strong>Clinical:</strong> 240 <strong>Practice:</strong> 270 <strong>Total Clinical/Practice hours:</strong> 510</td>
<td></td>
</tr>
</tbody>
</table>
Accreditation

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

General Information & Policies

Admission

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

The admission requirements are:

1. BS degree in Nursing or BSN degree from an accredited program with a minimum 3.0 GPA; or MSN with a non-nursing baccalaureate degree with a minimum 3.0 GPA
2. Graduate Statistics course within past 5 years with a minimum grade of a B or taken within the first semester of the program prior to matriculation into the program.
3. Unencumbered RN New York State License or eligibility to obtain one by start of program
4. Upon acceptance, a comprehensive criminal background check with no violations to preclude for clinical practice.

Advisement and Registration

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

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

Communication Practices

Iona University email is the official method of communication. Students are responsible for checking their Iona University email at a minimum every 24 hours. Students, faculty, and staff are expected to establish and maintain their email accounts so that they will receive important communications in a timely manner.

The Department of Nursing uses several communication strategies to promote information exchange and involvement.

Course-specific Blackboard sites where direct email messages to individuals and groups are frequently used to communicate important information to students.

Faculty schedule and post regular office hours each semester. Faculty will announce or post procedures for contacting and/or scheduling appointments. Course faculty office hours are posted on the syllabus and/or office door.
Students may request letters of reference from faculty by emailing the individual faculty member.

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

**Student Representation**
Student involvement in the governance of the Department of Nursing is important and valued. Students may participate in open forums for their respective programs. The purpose of the student participation is to:
- Share nursing and program updates to the nursing student body enrolled in nursing program in a timely manner, respective to the program.
- Receive student feedback and suggestions on current program offerings.
- Identify and discuss common issues amongst students in the program with nursing administration. Individual student issues should be addressed by following the department’s chain of command.

There will be a minimum of one meeting per semester. All students currently enrolled in nursing (NUR) graduate courses during the time of the meeting. The chair is the Director of Nursing, and department’s administrative assistant will attend.

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

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

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

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

**Technology Policy**

A laptop computer is needed for all nursing exams. Nursing students should purchase a laptop as all nursing exams are computerized. PCs and Mac computers are compatible with the testing platform. To date, Chrome books are incompatible with some applications. Technology must meet standards and capabilities for required platforms utilized for purposes of testing and completion of course requirements, including but not limited to functional camera and microphone. Use of technology tools in the classroom may include YouTube, iTunes, Exam Soft, Case Studies, Zoom, and podcasts. All technology must be used appropriately. Students are prohibited from transferring course materials to electronic or social media websites without specific approval from the course faculty. Examplify, ATI proctored testing, and Simulation platforms may be accessed only at times specified by the faculty in the classroom.

**Electronic/Cell Phone Use Policy**

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

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

**Social Networks**

Professional conduct extends to all forms of social network platforms and other means of communication. Students must follow HIPAA guidelines when dealing with information about clients and patients within social networks; no pictures or sharing of protected patient information health information of any kind may be posted on social media. Students must follow all applicable University policies and privacy laws regarding information about other students, faculty, and staff met during their time at the Department of Nursing.

**Video Policy**

In addition to the Iona’s photo/video policy, this policy specifically addresses the use of video by the Nursing faculty and staff in the laboratory and simulation setting. The Department of Nursing uses videoing for educational and quality improvement purposes only. The videoing is conducted using Sim Capture and housed in
Complaint and Grievance Procedure
Students are encouraged to raise issues and concerns regarding courses, policies, procedures, or other activities of the Department of Nursing. To achieve best results and hasten the resolution process, students are asked to follow the chain of commands (see second of chain of command).
If the topic of concern is a broader program or personal issue, students should first meet with their faculty advisor who will assist in resolving the issue and/or deciding upon appropriate next steps, including meeting with the Director of Nursing.
Grade grievance and academic decision appeals are addressed in the section of Academic Standards.

Student Complaint & Grievance Policy and Procedure
This policy is meant to address conduct toward a student that violates ethical or professional nursing standards.
The following complaints and formal resolutions are not covered by this policy as other formal processes are available through the University and take precedence over this policy including:
- Academic standards (i.e. dismissals)
- Academic integrity issues
- Grade grievances
- Sexual harassment
- Disability issues
- Discrimination issues

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

Program Expectation, Requirements, and Policies

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

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments, the expectation is that all students and faculty:
1. Advocate for the rights of all patients.
3. Take appropriate action to ensure the safety of patients, ourselves, and others.
4. Provide care for the patient in a timely, compassionate, and professional manner.

Student Handbook 3/2023
5. Communicate with patients in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our own actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual belief.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of patient care and excellence in nursing.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the patient, ourselves, or others.
14. Abstain from the use of substances in the academic and clinical setting that impair judgment.
15. Strive to achieve and maintain an optimal level of personal health.
16. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
17. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

**Professional Behaviors**

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

All students are expected to:
1. Follow the policies and guidelines of the University, Program, and the affiliating agency.
2. Be honest and demonstrates integrity in all situations.
3. Practice nursing using legal/ethical principles that demonstrate cultural sensitivity.
4. Provide patient care with preceptor’s approval. (applies to MS in Nursing Education program)
   a. Students will perform only those procedures and administer medications that are approved by the instructor.
   b. Students will adhere to accepted guidelines when performing any procedure.
   c. Students will assess the patient’s condition and response to therapy.
   d. Students will ensure the safety and comfort of the patient during and after procedures.
5. Maintain personal appearance according to program policies.
7. Be punctual and dependable.
8. Attend all clinical sessions.
9. Report to preceptor when coming on and leaving the clinical area.
10. Collaborate with others on the health care team with respect and professionalism.
11. Accept responsibility for assignment (e.g., complete assignment, complete own work, perform ongoing chart review for changes).
12. Apply knowledge from previous courses.
13. Support an inclusive learning environment that embraces diversity of peers, faculty, and patients.
14. Present or discuss one’s own views in a way that demonstrates respect for those with opposing viewpoints.
15. Pursue learning independently without being consistently dependent upon others or over utilizing any one set of resources in a way that might limit access to others.
16. Maintain appropriate body language and non-verbal cues that demonstrate respect for others.
17. Maintain professional and personal boundaries that are appropriate for the situation.
18. Voice criticism and negative perspectives in an appropriate way and at appropriate times.
19. Be attentive and respectful when others are speaking.
20. Respect those with opposing opinions.
21. Engage in self-assessment and reflection on a regular basis to promote professional growth and development.
22. Respect and respond appropriately to criticism. Use critiques from faculty and preceptor in a positive way by developing a success plan for improvement.
23. Demonstrate sensitivity for interpersonal differences, including cultural, racial, religious, gender, age, sexual orientation, and ability.
24. Utilize an appropriate level and type of language for the person, group, and/or situation.
25. Utilize a tone and attitude that demonstrates respect for others and their roles.
26. Use a volume and clarity of speech that is understandable to the listener or audience.
27. Utilize professional tone and language in all correspondences.
28. Identify themselves and explain their role to the patients and other members of the healthcare team.

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

**Civility Statement**

Incivility is a critical issue in healthcare settings which may cause a breakdown in communication, impact patient safety, and lead to patient harm. Civility is an essential component to professionalism, safety, communication, and patient outcomes. AACN (American Association of Colleges of Nursing) identifies professionalism and professional values as one of the nine essential of baccalaureate nursing education. “…Accountability is described a responsibility for individual actions and behaviors, including civility. [And in] order to demonstrate professionalism, civility must be present” (AACN, 2008, p. 26). The ANA Code for Ethics of Nurses (2015) requires nurses to treat colleagues, students, and patients with dignity and respect and stt that any form of harassment, disrespect, or threatening action will not be tolerated. Civility includes behaviors acceptable to the profession. These behaviors are expected of both students and faculty members and includes politeness, courtesy, and respect in interprofessional interactions, whether in clinical, lab, or classroom settings.

**Patient Safety**

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

**Just Culture**

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

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

**Definitions**

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

Examples of Human Error Student Practice Events:

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

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

Examples of At-Risk Behavior:

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

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

Examples of Reckless Behavior:

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

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

Examples of Systems Issues:

- Malfunctioning equipment
- Interdepartmental delays
- Inadequate supplies

**Behaviors not included in this policy**

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

**Just Culture Procedure**

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

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

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

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

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

Systems Issues
System Issues Contributing to Event – Director of Nursing and clinical course coordinator will address system issues through established processes. Director of Nursing will address clinical setting system issues with appropriate clinical agency management and administrative staff. Student involvement in resolution of system issues will be encouraged as a learning opportunity.

Grading and Course Completion
The University’s grading system is the established academic performance rating system used in the graduate nursing programs.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point and Grade Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
</tbody>
</table>
1. For the graduate program, a minimum grade of “B-” or “P” has been established as the satisfactory level of academic achievement in the Program. Failure to achieve at least B- or an “P” grade (which would equate to a 80 or higher grade) in a course will result in failure of the course.

2. If a final course grade “C+” or below or a “U” grade is obtained in any course, you will not be permitted progress in the plan of study. See Program Progression and Academic Standards Policy sections.

3. Evaluation measures with weighted percentage for each course are posted in the course syllabus.

**Grade Rounding**

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

**Program Progression Requirements**

Students must progress through the curriculum in accordance with pre-requisite and co-requisite requirements.

1. For matriculation, students must have completed a graduate statistics course with a minimum grade of a B within 5 years of admission or completed a graduate statistics course with a minimum grade of a B within the first enrolled semester.

2. A cumulative GPA of 3.0 must be maintained throughout the program and be eligible for graduation.

3. Students must earn a minimum final course grade of B- or a P (that equates to a B- or better) in every nursing course.

4. If a final course grade of a C+ or below is awarded, see academic standards section.

5. Receive a grade of “pass” on all end-of-semester nursing clinical evaluations.

6. Students who enroll in courses for which they are not eligible will be administratively withdrawn from those courses in the Department of Nursing.

7. In the event a student is unable to complete the requirements of a course due to extenuating circumstances, the student may be eligible for an Incomplete or “I” grade, which may impact progression and extend the time to graduation. See incomplete policy section.
8. Students need prior approval from the nursing program before withdrawing from a nursing course. Students should email to the academic advisor and Director of Nursing for prior approval and discuss the impact the withdrawal will have on the student’s plan of study and graduation. Only two course withdrawals are allowed throughout the program. Note, even if approved, there is no guarantee there is an available seat the next time the course is offered in order to retake the course. Withdrawal without Director of Nursing authorization from a nursing course will result in dismissal from the Department of Nursing. See withdrawal policy section.

9. A nursing course is only allowed to be attempted up to two times. A withdrawal is counted as one attempt.

10. Demonstrate maturity, integrity, and professionalism in all settings.

11. Meet the cognitive, affective, and physical qualifications of the program as outlined in the Performance Standards for Admissions and Progression for Clinical Coursework section.

12. Maintain compliance with all health and clinical agency requirements.

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

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

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

Students who take a leave of absence will be expected to comply with any curricular or policy changes occurring within the degree program during their absence. Extensions to the requested leave of absence timeframe will be considered on a case-by-case basis by Director of Nursing. If a student leave of absence extends more than two semesters without an approved extension, student will be required to re-apply.

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

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

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

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

For students enrolled in the graduate nursing program, transfer credits may be considered for the core ordinarily. In exceptional cases, limited credit may be awarded for advanced courses.
A student who wishes to transfer to another graduate program at Iona must notify both graduate programs in writing and file an official application form with the appropriate dean’s office to which the transfer is made. The number of courses to be transferred into the new program will be determined by the department chair and approved by the appropriate dean. Grades from inter-school transfers will be computed in the cumulative grade point average.

**Performance Standards for Admission and Progression for Clinical Coursework**

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

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

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

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

Student Handbook 3/2023
<table>
<thead>
<tr>
<th>Affective Skills and Behavioral/Interpersonal/Emotional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to relate to colleagues, staff and patients with honesty, civility, integrity and nondiscrimination.</td>
</tr>
<tr>
<td>Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.</td>
</tr>
<tr>
<td>Capacity for development of mature, sensitive and effective therapeutic relationships.</td>
</tr>
<tr>
<td>Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds.</td>
</tr>
<tr>
<td>Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.</td>
</tr>
<tr>
<td>Negotiate interpersonal conflict effectively.</td>
</tr>
<tr>
<td>Ability to demonstrate cultural sensitivity and awareness.</td>
</tr>
<tr>
<td>Establishes professional rapport with patients/clients and colleagues.</td>
</tr>
<tr>
<td>Works with teams and workgroups.</td>
</tr>
<tr>
<td>Emotional skills sufficient to remain calm in an emergency situation.</td>
</tr>
<tr>
<td>Behavioral skills sufficient to demonstrate good judgment and prompt completion of all responsibility’s attendant to the diagnosis and care of patients.</td>
</tr>
<tr>
<td>Adapts rapidly to environmental changes and multiple task demands.</td>
</tr>
<tr>
<td>Self-regulates their own behaviors and attitudes, to ensure professional practice, and delivery of care.</td>
</tr>
<tr>
<td>Maintains sufficient mental/emotional stability to tolerate stressful situations, adapt to changes, respond to the unexpected, and maintain objectivity consistent with safe clinical practice.</td>
</tr>
<tr>
<td>Sustains safe nursing practice without demonstrated behavior of addiction to, abuse of or dependence on alcohol or other drugs that may impair behavior or judgment.</td>
</tr>
<tr>
<td>Continuously exhibits a functional state of alert, self-aware, and respectful behavior during classroom and clinical experiences.</td>
</tr>
<tr>
<td>Tolerates the mental demands of differing shifts, body rhythm changes, increasingly difficult patient workloads, and fatigue.</td>
</tr>
<tr>
<td>Demonstrates respect for individual differences such as cultural, ethnic, religious, gender, age and sexual orientation.</td>
</tr>
<tr>
<td>Communication</td>
</tr>
</tbody>
</table>
### Cognitive/Conceptual/Quantitative Abilities

- Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.
- Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities.
- Ability to comprehend three-dimensional and spatial relationships.
- Ability to react effectively in an emergency situation.
- Exhibit sufficient knowledge and clarity of thinking to process the information and apply it appropriately to situations in the classroom and clinical experiences.
- Calculates appropriate medication dosage given specific patient parameters, includes applying ratio/proportion concepts, use of conversion tables, and calculation of drug doses and solutions.
- Analyzes and synthesizes data and develops an appropriate plan of care.
- Collects data, prioritize needs and anticipate reactions.
- Comprehends spatial relationships adequate to properly administer injections, start intravenous lines or assess wounds of varying depths.
- Recognizes an emergency situation and responds effectively to safeguard the patient.
- Ability to use a computer for long periods of time.
- Learns effectively through a variety of modalities including, but not limited to, classroom instruction, small group discussion, group assignments, individual study materials, preparation and presentation of written and oral reports, and use of computer-based technology.

### Personal Behaviors

- Ability to adhere to Iona University Nursing’s policies, procedures and requirements as described in the Student Nurse Handbook, university catalog and student handbook and course syllabus.
- Ability to complete classroom and clinical assignments and submit assignments at the required time.
- Ability to adhere to classroom and clinical schedules.
- Attends class and clinical/lab on time.
- Reads, understands and adheres to all policies related to classroom and clinical experiences.
- Contacts instructor in advance of any absence or late arrival.
- Understands and completes classroom and clinical assignments by due date and time.
### Environment

- Recognize the personal risk for exposure to health hazards.
- Appropriately use equipment in laboratory or clinical settings needed to provide patient care.
- Tolerate exposure to allergens (latex, chemical, etc.)
- Tolerate wearing protective equipment (e.g. mask, gown, gloves)

- Takes appropriate precautions for possible exposures such as communicable disease, blood borne pathogens, and latex.
- Uses personal protective equipment (PPE) appropriately.

### Student Practice Requirements

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

### Requirements

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

- **Vaccination and titer requirements include:**
  - **COVID-19** - proof of full vaccination (defined as two doses of Moderna or Pfizer COVID vaccine or one dose of J&J COVID vaccine)
    - If an exemption from this requirement is granted, there is no guarantee of clinical placement, and the student may not be allowed to complete clinical hours at certain sites. If an exemption is granted and approved by Iona’s clinical partnering agency, the student will need to have weekly COVID testing and submit results to the Director of Nursing Clinical Partnerships. Any additional requirements by the clinical agency would need to be adhered to as well.
    - Due to the pandemic requirements mandated by Iona’s clinical partnering agencies, further requirements may be needed and a notification will be sent to students as quickly as possible.
  - **Influenza Vaccine** is required by October 15th annually.
  - **TDaP vaccine** must be within last 10 years. Td or Dtap vaccine is NOT acceptable.
  - **Blood titers/tests** are required once during the program. A “positive/reactive” titers demonstrate immunity and only need to be provided once during the program.
- **Measles, Mumps, Rubella (MMR) titer** that have a “Positive/reactive” result demonstrates immunity. Students who are not immune will need to receive boosters to gain immunity.
- **Varicella titer** that has a “Positive/reactive” result demonstrates immunity. Students who are not immune will need to receive boosters to gain immunity.
- **Hepatitis B Surface Antibody/Hepatitis B Surface Antigen status** has more options:
  - If your Hepatitis B surface antibody test result is “positive/reactive” result, you are considered immune.
  - If your Hepatitis B surface antibody is “negative/non-reactive” result, you are not considered immune so you must provide a negative **Hepatitis B Antigen test & Hep B waiver form**. The antigen test screens for active disease. *Please have both the Hep B surface antibody and Hep B surface antigen tests completed at the same time.*
  - You are encouraged to work with your healthcare provider to gain immunity to Hep B.
- **Hepatitis C Antibody titer** uses the HCV antibody test as a baseline only. A “positive/reactive” result demonstrates that you have been infected at some point in time and does not necessarily mean you currently have Hepatitis C. Please follow-up with your health care provider if you have a “positive or reactive” result. More information can be found here: [Hepatitis C Testing - What to expect when getting tested (cdc.gov)](https://www.cdc.gov/hepatitis/testing/what-to-expect-testing.htm).
- **TB Screening** is an annual requirement.
  - Negative Skin PPD test OR Quantiferon Gold blood assay
  - Only a positive or a previous positive result will require a chest X-ray and the TB Questionnaire to be completed and signed by your provider.

- **BLS for Healthcare Provider Certification** is required for the duration of the clinical program. A valid card only from [American Heart Association Basic Life Support for Healthcare Providers](https://www.heart.org/en) will be accepted.
- **Authorization for release of medical records form** is required once before beginning first clinical assignment - no renewal needed.
- **Malpractice insurance for “registered nurse”** is required before the start of clinicals and maintain active coverage throughout the duration of the nursing program. Visit [www.nso.com](https://www.nso.com) to purchase “nurse” malpractice insurance.
- **Background checks** need to be completed through Exxat annually. If a background check does not yield a “pass” result, the student will be asked to meet with the Director of Nursing to review and determine if the student is eligible for clinical. Note: if a student has a result that the clinical agency partners decline to accept, the student progression will be impacted.
- **10-panel drug screen** is completed through Exxat when required before a clinical placement depending on agency. An additional drug screen may be requested of a student at the discretion of the nursing faculty. If the drug screen yields a positive result, the student will be asked to meet with the Director of Nursing to review and determine if the student is eligible for clinical. Note: if a student has a result that the clinical agency partners decline to accept, the student progression will be impacted.
- Some clinical institutions may have additional requirements that are not part of the standard compliances. You will be notified prior to the start of your clinical if you must complete any additional requirements.
Obtaining a Preceptor

- Master’s students will complete “Preceptor Preferences” survey on Exxat. Students will be able to express preferences for general geographic location, specific site or preceptor request.
  - If a student is requesting a specific preceptor within the NYP Hospital System, the student must ask the preceptor to contact Susan Chin, PhD, RN, NEA-BC, NNP-BC, Program Director, Academic Partnerships, via email at sue9004@nyp.org and express their willingness to precept the student.
- Request for preceptors will be made to designated site personnel a minimum of two months in advance.
- Site will identify available preceptors. The director of nursing clinical partnerships will collect the preceptor credentials including the preceptor’s CV/resume and valid nursing license and submit to the clinical faculty.
- Course faculty will review submitted preceptor credentials and work with the director of nursing clinical partnerships to assign preceptor to student.
- Students will be notified of preceptor assignment via Exxat software.

Evaluation of Clinical Progress

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

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

Attendance and Classroom Expectations

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

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

Classroom Attendance & Expectations

1. Per Iona University policy, class attendance will be taken each session that the class meets or weekly for online/hybrid classes. Many of the courses have a participation grade which requires your attendance to earn the percentage assigned to this area. Excessive lateness or absence can be reflected in a course grade and may result in failure.
2. Students who will be absent from any class or related activities must notify the course instructor prior to the class start time.

Student Handbook 3/2023
3. Student absences from class, lab or clinical for personal reasons (vacation, personal time, etc.) are not sanctioned and no accommodations can be made for a student with an unsanctioned personal absence.

4. Students are responsible for all material presented during their approved absence and for meeting all course requirements.

5. Patient and facility information shared in class is subject to the same confidentiality standards governing patients’ health information.

6. Students must obtain permission from an instructor to audio record a class. Audio recordings are not to be distributed beyond the individual student’s use for the course without permission from faculty.

7. In cases where the absence was not previously approved or extenuating circumstances exist, opportunities to make up activities will be at the discretion of the faculty. Students have the responsibility to meet the same course objectives regardless of an absence.

8. Prolonged or frequent absences may make it impossible for students to achieve program and class objectives, which may result in a course failure.

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

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

The Iona nursing uniform and badge are to be worn only by students in structured clinical, simulation, lab, volunteer experiences, or special events determined and approved by Iona’s Department of Nursing. Students are allowed at their assigned agency only during approved clinical hours or sanctioned events when representing Iona Nursing. This only refers to students during their clinical experience and not if they are employees. Students are responsible for laundering their scrubs after each clinical experience/use and must change out of scrubs prior to attending any other campus activity, including class, if scrubs are the appropriate dress code. Good personal grooming should be always maintained. Students may be asked to leave the clinical area if students are not in compliance with the dress policy or if identification is not displayed.

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

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

Exam Taking Policy
The exam taking policy ensures all student examination results are earned under comparable conditions and represent fair and accurate measurement. The following regulations are designed to help ensure a standardized testing environment and will be used by all faculty.
1. Students are expected to arrive on time for testing sessions and are to be seated and ready to test at the designated start time.
2. All personal belongings should be placed in the front of the room or at a designated area determined by the faculty. This includes all bags, coats, hats, phones, watches, electronic devices, and any other items at the discretion of the faculty. All cell phones or other electronic devices should be turned off. Students may not wear large jewelry, smart watches, hats, or sunglasses during the exam.
3. Students should use the restroom prior to the testing session. Restroom use is restricted during the testing session and will be allowed only in emergency situations.
4. Students will not be permitted to leave the classroom during testing except in the case of an emergency.
5. Only a computer and mouse (as needed), Iona University identification, and a pencil will be allowed on the desk during the testing session.
6. Faculty will provide scratch paper for each student. Students will be required to print their name on the paper and return it to the faculty at the conclusion of the examination.
7. No food or beverages, including gum chewing will be allowed during testing sessions.
8. Students who prefer to wear earplugs for testing must discuss that request with their course instructor before using.
9. Talking during the exam is not permitted unless an emergency occurs, otherwise seen as cheating.
10. The exam clock will not stop during any break in testing.
11. Each exam can only be taken once. (Unless otherwise authorized by the Director of Nursing).
12. No questions will be answered during the examination unless related to an error/typo on the examination or a technical difficulty. Raise your hand for assistance if this occurs.
13. Do your own work. Any evidence of cheating will be subject to the University’s Academic Integrity Policy.
14. Students are required to upload the examination as soon as the examination is completed or when testing time has expired. Proctors should confirm the green screen prior to the student leaving the testing room. Students should not leave the testing session without confirming an examination upload with the proctor.
15. When the student leaves the testing session after the completion of the examination, the student will not be allowed to return to the testing session until all students have completed the examination.
16. Exam review session environments meet the same conditions as a testing environment.

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

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

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

ExamSoft
1. All students in the program will take the nursing exams on their own required laptop computer, as detailed in the course syllabus. Students using testing accommodations will also be required to use their own devices. Devices can be either MAC or PC with the most updated IOS.
2. If students have questions or technical difficulty during the exam, the proctor should be notified by a must raise hand.
3. Students must arrive at the exam site with their laptop fully charged and are required to have a back-up power cord with them.
4. Students will be responsible for downloading Examplify to their own devices during the week one of the nursing program. This download will only need to be performed once per device. Updates, if available, must be downloaded at least once per semester.
5. Students will be enrolled by faculty into courses in Examsoft. Faculty will provide the student with access to the appropriate exams in their courses. Students will receive notification by the faculty prior to each exam, instructing the student to download the exam to the computer for testing.

6. Students are expected to have a functioning computer for all examinations. Students are expected to report any problems with examination downloading or technical issues related to personal computers to the course faculty immediately or IT assistance and no later than 5:00pm on the last business day PRIOR to the scheduled testing session. If persistent computer issues prevent the student from using their own device beyond one exam, 5% may be deducted from the examination score.

7. Students are expected to have a functioning computer for all examinations. Students are expected to report any problems with examination downloading or technical issues related to personal computers to the course faculty immediately or IT assistance and no later than 5:00pm on the last business day PRIOR to the scheduled testing session. If persistent computer issues prevent the student from using their own device beyond one exam, 5% may be deducted from the examination score.

8. Students are expected to have a functioning computer for all examinations. Students are expected to report any problems with examination downloading or technical issues related to personal computers to the course faculty immediately or IT assistance and no later than 5:00pm on the last business day PRIOR to the scheduled testing session. If persistent computer issues prevent the student from using their own device beyond one exam, 5% may be deducted from the examination score.

9. Students are expected to have a functioning computer for all examinations. Students are expected to report any problems with examination downloading or technical issues related to personal computers to the course faculty immediately or IT assistance and no later than 5:00pm on the last business day PRIOR to the scheduled testing session. If persistent computer issues prevent the student from using their own device beyond one exam, 5% may be deducted from the examination score.

Examify: Minimum System Requirements:
https://examsoft.com/resources/examlify-minimum-system-requirements

Impaired Student
1. Iona University endorses the federal government’s effort in implementing the Drug Free Schools and Community Amendments of 1989 (Public Law 101-226). See Iona University’s Student Code of Conduct policies.

2. Students are prohibited from reporting to lecture, laboratory and/or clinical classes under the influence of alcohol or any substance that impairs physical or mental abilities.

3. The faculty and preceptor in the clinical experience are responsible for identifying students who display behaviors deemed inappropriate to the clinical setting and report this to the Director of Nursing. Identification of a student with possible impaired ability to practice is based on observed behaviors that may include, but are not limited to, the following:
   a. Alcohol on the breath/odor of alcohol
   b. Cognitive impairment
   c. Slurred speech
   d. Motor incapacity
   e. Patterns of absenteeism
   f. Patterns of tardiness
   g. Inconsistent performance
   h. Violation of professional behaviors

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

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

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

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

**Exposure**

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

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

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

**Academic Standards Policy and Procedures**

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

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

**Departmental Warnings**

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

1. Actions that could have or did result in serious injury to a patient.
2. Violations of accepted academic or agency practices, principles, or standards.
3. Failure to comply with student practice requirements.
4. Failure to meet course standards and expectations.
5. Excessive absenteeism such as missing two or more 2- or 3-hour block classes or chronic tardiness.
6. Failure to adhere to one or more of the professional behaviors outlined under *Code of Conduct*. 
The departmental warning will be part of the student’s academic record for the entirety of the student’s program of study. Warnings will be issued at the time of infraction or violation of accepted practices, principles, or standards. Students are required to meet with their course faculty to discuss the violation within 7 days if appropriate. Failure to comply with this policy may result in further academic standards consequences.

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

**Nursing Departmental Probation**

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

1. Failure to achieve a B- or better in a nursing course.
2. Students who receive a C+ or C in one nursing course. The student must repeat the nursing course and successfully pass with a B- or better.
3. Students whose cumulative Grade Point Average (GPA) falls below the stated standard of 3.0 at the time of matriculation into nursing coursework and throughout nursing coursework. *May be placed on University academic probation as well.
4. Any serious departmental written warning.
5. After two consecutive (defined as within the same semester or sequential semesters) or three non-consecutive written warnings.

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

At the end of the departmental probation period, the student must meet the professional and academic standards outlined in the MS Nursing Student Handbook and the conditions set forth by the Department of Nursing in order to return to good standing. While on nursing departmental probation, if a student incurs another incident that would result in being placed on nursing departmental probation, the student will be dismissed from the department of nursing.

**Nursing Departmental Dismissal**

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

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

1. Failure of clinical portion, which results in an F for the final course grade.
2. A final course grade of D or F in a single nursing course.
3. More than one nursing course throughout the program with a final course grade below a B-.
4. Failure to achieve a 3.0 cumulative GPA after being placed on academic probation.
5. Failure to demonstrate professional behavior standards outlined in the Code of Conduct.
6. Failure to meet the performance standards for nursing students despite reasonable accommodations.
7. Failure to meet criteria set out in program emails/electronic notifications.
8. Failure to meet criteria in official letters of warning and nursing departmental probation.
9. Incur an incident that would result in nursing departmental probation while on nursing departmental probation.

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

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

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

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

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

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

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

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

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

**Contact Information**

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

**Academic Support Services:** [https://www.iona.edu/academics/academic-support-services](https://www.iona.edu/academics/academic-support-services)

**Bursar's Office:** [https://www.iona.edu/offices/student-financial-services/contact-student-financial-services](https://www.iona.edu/offices/student-financial-services/contact-student-financial-services)

**Iona University Catalog:** [https://catalog.iona.edu/](https://catalog.iona.edu/)

**Libraries:** [https://www.iona.edu/libraries](https://www.iona.edu/libraries)

**Office of Accessibility:** [https://www.iona.edu/offices/accessibility-services](https://www.iona.edu/offices/accessibility-services)

**Office of Financial Aid:** [https://www.iona.edu/offices/student-financial-services](https://www.iona.edu/offices/student-financial-services)

**Office of Student Services:** [https://www.iona.edu/students/student-handbook/administrative-offices-student-resources](https://www.iona.edu/students/student-handbook/administrative-offices-student-resources)
Warning Report

Student Name: _____________________________  Course: _____________________________

Faculty Name: _____________________________  Date: _____________________________

☐ Failure to meet professional standards/expectations
☐ Overdue Clinical Compliance
☐ Unprepared for clinical or lab or class
☐ Consistently late for clinical or lab
☐ Missed clinical without appropriate notification of instructor
☐ Left clinical unit site without notifying instructor/staff
☐ Failed to report significant change in patient’s condition
☐ Failed to follow hospital/agency policy
☐ Engaged in unsafe practice
☐ Displayed inappropriate/disruptive/disrespectful behavior towards client/staff/instructors/peers
☐ Violated uniform dress code/policy
☐ Displayed inappropriate/disruptive/disrespectful behavior/communication towards professor/peers
☐ Consistently tardy in submitting assignments
☐ Violated professional ethical practice principles
☐ Other:  ____________________________________________________________

Referral

☐ Lab Referral
☐ Other:  ____________________________________________________________

Description of Incident:

________________________________________________________________________________________
________________________________________________________________________________________

________________________________________________________________________________________
________________________________________________________________________________________

Student Handbook 3/2023
☐ SPEET Completed

**SPEET Outcome**

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

**Outcome of Incident:** ☐ Consoling ☐ Coaching ☐ Counseling

______________________________________________________________________________

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

**Plan of Action:**

___________________________________________________________________________________________
___________________________________________________________________________________________

Faculty Signature: ______________________________________________________________

Student Signature: ______________________________________________________________

Date: ____________________
Iona University
Department of Nursing
Student Incident Report Form

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

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

PLEASE PRINT:

Student Name: ___________________________________ SID: _______________________________
Date of Birth: ______________________________ Phone Number: ____________________________
Date of Incident: _____________________________ Time of Incident: __________________________
Instructors Name: _____________________________
Please describe any other information related to the incident (Use separate sheet of paper if needed):
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

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

Describe how the incident occurred:
_____________________________________________________________________________________
_____________________________________________________________________________________

Any witnesses to the incident?

Student Handbook 3/2023
Who did you first report the incident to?

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

Needle stick  Cut  Strain  Burn  Bite  Puncture  Splash  Inhalation  Other:

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

Type of fluid involved: (Circle appropriate response)

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

Amount of exposure: (Circle appropriate response)

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

The following questions are for needlestick incidents only:

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

Needlestick from: (Circle appropriate response)

Recapping  Injection  Trash Bin  Linen  Full sharps container  Other:

The following question are for splash incidents only:

Splash to: (Circle appropriate response)

Mouth  Eye  Ear  Nose  Other:

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

If yes, explain _______________________________________________________________________

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

Washing  Rinsing  Bleeding

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

Gloves  Mask  Eye Protection  Gown  Apron  Resuscitation Mask  None  Other:

Source of Exposure: (Gather all information available)

Name of Source client___________________________ Date of Birth ______________________

Full Address: _________________________________________ Phone Number: ___________________

Attending Physician of Source Client: ______________________________________________________

Diagnosis of Source Client: ______________________________________________________________

Student Handbook 3/2023 38
Any known infectious agent of source client? (Circle appropriate responses)

HIV  Hepatitis A  Hepatitis B  Hepatitis C  Syphilis  Gonorrhea  Tuberculosis
Meningitis  Other:

Any relevant information regarding Source client? _____________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Student Medical Information:

Did you seek medical attention? (Circle appropriate response)  YES  NO
Where did you seek medical attention? __________________________________________________
Date of medical attention: _______________________________________________________________
Health Care Provider Name: _____________________________________________________________
Address: _____________________________________________________________________________
Phone Number: ________________________________________
Current Health Insurance: ________________________________________________________________

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

Student Signature: ________________________________________________________________
Date: _______________________________ Time: ______________________ AM  PM

Clinical/Lab Faculty Signature: _________________________________________________________
Date: _______________________________ Time: ________________________________

Course Coordinator Signature: __________________________________________________________
Date: _______________________________ Time: ________________________________
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Human Error</th>
<th>At Risk Behavior</th>
<th>Reckless Behavior</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>No prior counseling for practice related issues</td>
<td>Prior counseling for single non-related practice issue</td>
<td>Prior counseling for single “related” issue</td>
<td>0</td>
</tr>
<tr>
<td>General Nursing Practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Has knowledge, skill and ability</td>
<td>Task driven/rote learning or wrong action for this circumstance</td>
<td>Fails to demonstrate appropriate understanding of options/resources or Awareness of safety issues but in this instance cut corners</td>
<td>0</td>
</tr>
<tr>
<td>Understanding expected based on program level, course objectives/outcomes</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>I</td>
<td>Unintentional breach or no policy/standard/order available</td>
<td>Policy not enforced or cultural norm or common deviation of staff or policy/order misinterpreted</td>
<td>Student cut corners or deviated in this instance from policy/standard/order as time saver. No evidence or suggestion of a pattern of behavior.</td>
<td>0</td>
</tr>
<tr>
<td>Internal Program or Agency Policies/standards/inter-disciplinary orders</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>D</td>
<td>Accidental/mistake/inadvertent error</td>
<td>Advantages to patient outweighed risk</td>
<td>Emergent situation - quick response required</td>
<td>0</td>
</tr>
<tr>
<td>Decision/choice</td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>E</td>
<td>Identified own error and self-reported. Identifies opportunities for improvement and develops action plan for ensuring incident will not be repeated.</td>
<td>Admitted to error and accepts responsibility. Identifies opportunities for improvement and develops action plan for ensuring incident will not be repeated.</td>
<td>Acknowledged role in error but attributes to circumstances and/or blames others to justify action/inaction. Cooperative during investigation. Demonstrates desire to improve practice.</td>
<td>0</td>
</tr>
<tr>
<td>Ethics/credibility/accountability</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

**Event(s):**

- Event Number: ___________

**Score:**

- Prior counseling for same or related issue with no or little evidence of improvement
- Knows or should have known correct action, role and limitations. In this instance action was “gross negligence/unsafe act” and demonstrated no regard for patient safety.
- Maliciously disregarded policy/standard/order for own personal gain
### Mitigating Factors – check all identified

- Unavailable resources (inadequate supplies/equipment)
- Interruptions/chaotic environment/emergencies – frequent interruptions/distractisons
- Inadequate supervision by faculty or preceptor
- Inappropriate assignment by faculty or preceptor
- Non-supportive environment – interdepartmental/staff/student conflicts
- Lack of response by other departments/providers
- Other (identify)

### Aggravating Factors – check all identified

- Especially heinous, cruel, and/or violent act
- Knowingly created risk for more than one client
- Threatening/bullying behaviors
- Prior formal student disciplinary record for practice issue(s)
- Other (identify)

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

<table>
<thead>
<tr>
<th>Criteria Score (from page 1)</th>
<th>Human Error</th>
<th>At-Risk Behavior</th>
<th>Reckless Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mitigating factors (subtract 1 point for 1 – 3 factors; 2 points for 4 – 6 factors; and 3 points for 7 or more factors)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aggravating factors (add 1 point for each identified factor)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Overall Score</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Criteria Score (from page 1)

- Human Error
  - # criteria in green = ___
  - IF 3 or more criteria in Green OR Overall criteria score is 6 or less, Address event by counseling student and/or improvement plan with student
- At-Risk Behavior
  - # criteria in yellow = ___
  - IF 3 or more criteria in yellow OR Overall criteria score is 7-15, Address event by coaching student, and/or developing remedial improvement plan with student
- Reckless Behavior
  - # criteria in red = ___
  - IF 3 or more criteria in red OR Overall criteria score is 16 or greater, Consider disciplinary action

### Clinical Course Coordinator/Faculty Signature:

### Director of Nursing Signature:

### Director of Nursing Signature:

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

Human Error = Inadvertently doing other than what should have been done; a slip lapse, mistake.

At-Risk Behavior = Behavioral choice that increases risk where risk is not recognized or is mistakenly believed to be justified.

Reckless Behavior = Behavioral choice to consciously disregard a substantial and unjustifiable risk.

Consoling = Comforting, calming; supporting student while examining event.

Coaching = Supportive discussion with the student on the need to engage in safe behavioral choices.

Remedial Action = Actions taken to aid student including education, training assignment to program level-appropriate tasks.

Counseling = A first step disciplinary action; putting the student on notice that performance is unacceptable.

Disciplinary Action = Punitive deterrent to cause student to refrain from undesired behavioral choices.

2020 Version 2.0 - North Carolina Board of Nursing (NCBON) [www.ncbon.com](http://www.ncbon.com); adopted and modified with permission
Iona University
Department of Nursing
Confidentiality Agreement

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

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

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

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

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

Name (PRINT full legal name): _______________________________________________________

Iona SID#: ___________________________ Date: _______________________

Signature: ____________________________________________________________
Date: _____________________________

Attention Health Care Provider:

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

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

Option 1 - Allergy

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

• Moderna - List the component(s): __________________________________________________
• Pfizer - List the component(s): __________________________________________________
• Janssen/Johnson & Johnson - List the component(s): ______________________________

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

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

• Moderna - Date of Vaccine & Reaction: ____________________________
• Pfizer - Date of Vaccine & Reaction: ________________________________
• Janssen/Johnson & Johnson - Date of Vaccine & Reaction: ______________________

Option 2 – Physical Condition/Medical Circumstance

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

Explanation: (attach a written narrative)

Certification

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

Duration of this medical exemption: Three (3) months

Provider Information

Medical Provider Name: ____________________________________________________________
Medical Provider Specialty: ____________________________

Signature: ____________________________________________

Provider License Number: ________________________________

Date: _________________________________________________

Name of Provider Company: ______________________________

Address: ______________________________________________

Email: _________________________________________________

Phone number: __________________________________________

Fax number: ___________________________________________

**Patient Information**

Patient Name: __________________________________________

Date: _________________________________________________

Student ID: _________________________

Student email: ______________________________

Phone number: _________________________________________
Iona University
Department of Nursing
COVID-19 Policy

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

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

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

Furthermore, I understand that the Department of Nursing and/or Clinical Affiliates have the final determination regarding clinical attendance and may withdraw clinical placements or dismiss any student from the clinical site at any time. As a result of this determination, the student will be unable to meet the requirements and will be dismissed from the nursing program.
Iona University
Department of Nursing
Request for COVID-19 Immunization Exemption Form

Name: _______________________________________________________________________________

Student ID: _____________________________ School/Department: ______________________________

University Email: _____________________________ Phone: ______________________________

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

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

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

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

In order to submit a request, please:
• Read the CDC COVID-19 Vaccine Information at https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html;
• Complete the following page of this form;
• Have your provider complete the provider section of this form;
• Attach all supplemental materials; and
• Submit the completed exemption request form with all required documentation to The Department of Nursing

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

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

Printed Name: _____________________________________________________________

Signature:  ___________________________________________________________________
Date: _____________________________________________________________

Student ID: _____________________

School Email: ________________________________

Phone number: ___________________________________________