



IONA UNIVERSITY

**NEWYORK-PRESBYTERIAN IONA
SCHOOL of NURSING & HEALTH SCIENCES**

**MS Nursing Program
Family Nurse Practitioner
Student Handbook
AY 2026-2027**

WELCOME TO THE IONA UNIVERSITY MS FAMILY NURSE PRACTITIONER PROGRAM

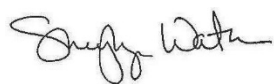
Dear Students,

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 of your professional career goals. Today's advanced practice nurse is at the forefront of health care, with the capacity to make authentic and lasting changes in the lives of individuals, families, population health, and communities.

Nursing education is highly specialized. Department policies and procedures have been designed to ensure that Iona University's MS Family Nurse Practitioner Program prepares intellectually and clinically competent, empathetic, compassionate, morally reflective, and confident graduates. This handbook is 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 New York-Presbyterian School of Nursing & 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, New York-Presbyterian Iona School of Nursing & 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 applies for the AY 2026-2027 academic year, but its contents do not constitute a contract between the student and the University.

Table of Contents

Department of Nursing	
Mission and Goals	4
Nursing Graduate Program Student Learning Outcomes	5
Curriculum Plans	6
Accreditation	8
General Information & Policies	8
Admission	8
Graduate Statistics Course Requirement	8
Advisement and Registration	9
Communication Practices	9
Faculty Availability	9
Student Representation	9
Chain of Command	9
Writing Policy	10
Academic Integrity	10
MS Nursing Program's Artificial Intelligence Policy	10
Technology Policy	10
Electronic/Cell Phone Use Policy	11
Social Networks	11
Video Policy	11
Complaint & Grievance Procedure	11
Student Complaint & Grievance Policy & Procedure	12
Program Expectations, Requirements, and Policies	12
Code of Academic and Clinical Conduct	12
Professional Behaviors	13
Civility Statement	14
Patient Safety	14
Just Culture	14
Grading and Course Completion	16
Grade Rounding	17
Program Progression Requirements	17
Incomplete "I" Policy	17
Leave of Absence Policy	18
Withdrawal Policy	18
Transfer Credit Policy	19
Performance Standards for Admissions and Progression for Clinical Coursework	19
Essential Attributes and Functional Abilities for Graduate Nursing Programs	20
Student Practice Requirements	22
Obtaining a Preceptor Process	24
Evaluation of Clinical Progress	24
Late Assignment Policy	25
Attendance & Expectations	25
Uniform Requirements	26
Exam/Quiz Taking Policy	27
Missed Exam/Quiz Policy	27
Exam Confidentiality	27
ExamSoft	28
Examplify Requirements	28

Impaired Student	29
Exposure	29
Academic Standards Policy and Procedures	30
Departmental Warnings	30
Departmental Probation	30
Department Dismissal	31
Clinical Failure	31
Academic Standards Procedure	31
Contact Information	32
Appendices	
Warning Report Form	34
Incident Report Form	36
Just Culture SPEET Tool	39
Confidentiality Agreement	41

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 respect for the unique perspectives and experiences of the individual.

GOALS

The Department of Nursing's Goals are to:

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

NURSING 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 comprehensive and sustainable population healthcare.
4. Lead within complex healthcare systems to recommend, design, and implement fair and impartial 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 a variety of populations across the continuum of care.
6. Embody a professional nursing identity that reflects moral courage, ethical principles, human dignity, integrity, commitment to excellence, 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 of Study

Number of Credits: 44 (total 800 direct clinical hours); (1 credit = 100 clinical hours; 0.25 = 25 clinical hours; 0.25 = 25 lab hours). **Note: The national accreditation requirements for direct-care clinical hours is a minimum of 750 hours.**

Length of Time: 3 years 8-semesters or 4 years 10-semesters; One start per year (Fall semester)

MSN-FNP 3-Year (8-semester) Plan of Study

Fall Year 1	Spring Year 1	Summer Year 1
NUR 506 Professional Role Development for an APRN: Theory, Advocacy, and Ethics – 3 credits NUR 507 Evidence Based Practice and Research Inquiry for Advanced Nursing Practice – 3 credits	NUR 508 Application of Epidemiology & Biostatistics – 3 credits [pre-req NUR 507] NUR 531 Advanced Clinical Pathophysiology across the Lifespan – 3 credits	NUR 509 Digital Health and Informatics in Clinical Practice – 2 credits NUR 530 Advanced Clinical Pharmacology for Advanced Nurse Practitioners – 3 credits
6 credits	6 credits	5 credits
Fall Year 2	Spring Year 2	Summer Year 2
NUR 532 Fundamentals of Clinical Reasoning and Diagnostics for Advanced Nurse Practitioners – 2 credits (with lab) [pre-req NUR 506, NUR 507] NUR 535 Advanced Clinical Health Assessment across the Lifespan – 3 (with lab) [pre-req NUR 506, NUR 507]	NUR 615 Primary Care Theory and Application for FNP I – 3 credits [pre-req NUR 508, NUR 530, NUR 531, NUR 532, NUR 535, co-req NUR 616] NUR 616 Primary Care Advanced Nursing Practicum I – 2 credits (200 hours) [pre-req NUR 530, NUR 531, NUR 532, NUR 535, co-req NUR 615]	NUR 625 Primary Care Theory and Application for FNP II – 3 credits [pre-req NUR 615, NUR 616, co-req NUR 626] NUR 626 Primary Care Advanced Nursing Practicum II – 2 credits (200 hours) [co-req NUR 625]
5 credits	5 credits	5 credits
Fall Year 3	Spring Year 3	Summer Year 3
NUR 635 Primary Care Theory and Application for FNP III – 3 credits [pre-req NUR 625, NUR 626, co-req NUR 636] NUR 636 Primary Care Advanced Nursing Practicum III – 2 credits (200 hours) [co-req NUR 635]	NUR 715 Primary Care Theory and Application for FNP IV – 3 credits [pre-req NUR 635, NUR 636, co-req NUR 716, NUR 750] NUR 716 Primary Care Advanced Nursing Practicum IV – 2 credits (200 hours) [co-req NUR 715, NUR 750] NUR 750 Transition to Practice for the APRN – 2 [co-req NUR 715, NUR 716]	X (have graduated)
5 credits	7 credits	

MSN-FNP 4-Year (10 semesters) Plan of Study

Fall Year 1	Spring Year 1	Summer Year 1
NUR 506 Professional Role Development for an APRN: Theory, Advocacy, and Ethics – 3 credits NUR 507 Evidence Based Practice and Research Inquiry for Advanced Nursing Practice – 3 credits	NUR 508 Application of Biostatistics & Epidemiology – 3 credits [pre-req NUR 507]	NUR 509 Digital Health and Informatics in Clinical Practice– 2 credits
6 credits	3 credits	2 credits
Fall Year 2	Spring Year 2	Summer Year 2
NUR 532 Fundamentals of Clinical Reasoning and Diagnostics for Advanced Nurse Practitioners – 2 credits (with lab) [pre-req NUR 506, NUR 507] NUR 535 Advanced Clinical Health Assessment across the Lifespan – 3 credits (with lab) [pre-req NUR 506, NUR 507]	NUR 531 Advanced Clinical Pathophysiology across the Lifespan – 3 credits	NUR 530 Advanced Clinical Pharmacology for Advanced Nurse Practitioners – 3 credits
5 credits	3 credits	3 credits
Fall Year 3	Spring Year 3	Summer Year 3
NUR 615 Primary Care Theory and Application for FNP I – 3 credits [pre-req NUR 508, NUR 530, NUR 531, NUR 532, NUR 535, co-req NUR 616] NUR 616 Primary Care Advanced Nursing Practicum I– 2 credits (200) hours) [pre-req NUR 530, NUR 531, NUR 532, NUR 535, co-req NUR 615]	NUR 625 Primary Care Theory and Application for FNP II – 3 credits [pre-req NUR 615, NUR 616, co-req NUR 626] NUR 626 Primary Care Advanced Nursing Practicum II– 2 credits (200 hours) [co-req NUR 625]	X
5 credits	5 credits	
Fall Year 4	Spring Year 4	
NUR 635 Primary Care Theory and Application for FNP III – 3 credits [pre-req NUR 625, NUR 626, co-req NUR 636] NUR 636 Primary Care Advanced Nursing Practicum III– 2 credits (200 hours) [co-req NUR 635]	NUR 715 Primary Care Theory and Application for FNP IV – 3 credits [pre-req NUR 635, NUR 636, co-req NUR 716, NUR 750] NUR 716 Primary Care Advanced Nursing Practicum IV– 2 credits (200 hours) [co-req NUR 715, NUR 750] NUR 750 Transition to Practice for the APRN – 2 credits [co-req NUR 715, NUR 716]	X
5 credits	7 credits	

Note: Students must have completed a pre-requisite of a graduate statistics course or equivalency with a minimum grade of B or better within 5 years of the program by the completion of the first semester (see Graduate Statistics Course Requirement).

Accreditation

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

General Information & Selected Policies

Admission

Students are admitted annually for a fall semester start.

The admission requirements are:

1. BS degree in Nursing or BSN degree from an accredited program with a minimum 3.000 GPA; or MSN with a non-nursing baccalaureate degree with a minimum 3.000 GPA
2. Graduate Statistics course within the 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.* (see section below)
3. Unencumbered RN New York State License or eligibility to obtain one by the start of the program
4. Upon acceptance, a comprehensive criminal background check with no violations to preclude clinical practice.

Graduate Statistics Course Requirement

A graduate statistics course or equivalency within the past 5 years with a minimum grade of a B is required for admission. If a graduate statistics course requirement has not been met at the time of admission, the following two options (A or B) are offered to meet this requirement:

- Option A: Take a graduate statistics course from an accredited university or at Iona in the first semester. If taken at Iona, enroll in MBA 510 OL (online): Quantitative Tool for Management.
- Option B: Complete Khan Academy's Statistics and Probability Course. There are 16 modules/units with frequent knowledge checks/quizzes as well as a comprehensive knowledge check at the end. Students will need to set up a free account.
- After completing these modules, students will take a Statistics Completion Final Exam in Blackboard by the end of Week 13 in the first enrolled course, NUR 506.
- The student must achieve a grade of $\geq 80.00\%$ on the exam to pass. Each student may take the exam up to two times before the end of Week 13 to achieve a passing score.
- At the end of Week 13, a student who scores below 80% will be required to enroll in a graduate statistics course at Iona University or an approved accredited university in the winter session.
- Students who do not meet the graduate statistics course requirement will be unable to register for NUR 508 Application of Epidemiology & Biostatistics, which is offered in the second semester of the program, and will delay their progression.
- The student must discuss with their academic advisor which option they chose by the first day of the

semester.

Advisement and Registration

Academic advisors are designated nursing faculty members who will be assigned to newly admitted students 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 student participation is to:

- Share nursing and program updates to the nursing student body enrolled in the nursing program in a timely manner, respective to the program.
- Receive student feedback and suggestions on current program offerings.
- Identify and discuss common issues among 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 are eligible to participate. The Director of Nursing or designee will preside.

Chain of Command

1. Any student having course/clinical problems or issues must first approach the appropriate instructor. If the student feels the problem was not resolved appropriately, the student should then make an appointment to see the next individual in the chain of command, the course coordinator if clinical. If the

matter remains unresolved, the student should then make an appointment to meet with the Director of Nursing.

2. Students should contact their academic advisor for guidance and support throughout this process.
3. Any student failing to follow this chain of command as stated will be sent back to the initial instructor until the procedure has been followed

Writing Policy

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

Academic Integrity

Iona University's Nursing Department faculty expect students to demonstrate integrity in all learning environments, including the classroom, laboratory/simulation, and clinical settings. Students are expected to uphold the highest standards of ethical and professional behavior as nursing students and as current or future members of the nursing profession. Integrity is a fundamental principle of the American Nurses Association (ANA) Code of Ethics (ANA, 2025).

Examples of academic and professional dishonesty include, but are not limited to, submitting another person's work as one's own, using unauthorized resources during examinations, and misrepresenting performance or activities in patient care settings. Such behaviors are unacceptable and will not be tolerated. Sanctions for academic dishonesty will be imposed in accordance with the Iona University Academic Integrity Policy. In addition to university sanctions, students who engage in dishonest behavior may be subject to disciplinary action under the Nursing Department's Professional Warning Policy.

All members of the nursing community, including faculty, administrators, staff, and students, share responsibility for reporting any reasonable suspicion of academic dishonesty. A determination of a violation does not require proof of intent to deceive.

The use of artificial intelligence (AI) tools in coursework is governed by the principles of academic integrity, transparency, and instructor guidance. Per the University policy, faculty will clearly define expectations regarding AI use and disclosure in their courses and assignments using these designated categories.

- AI Required – AI use is integral to the assignment and part of the learning objective
- AI Collaborative Use Allowed – Substantive use permitted with disclosure and attribution
- AI Limited / Assistive Use Allowed – AI may be used for defined support tasks such as brainstorming, outlining, or grammar assistance
- AI Prohibited – No AI tools may be used

MS Nursing Program's Artificial Intelligence Policy

Writing, analytical, and critical thinking skills are requirements for students in the graduate nursing program. Students are expected to engage in original thinking, critical analysis, and independent work without reliance on AI technologies. Students are not allowed to use any AI tools (e.g., ChatGPT, Perplexity) at any stage of the work process unless identified by the instructor for a specific assignment. AI-generated submissions are not permitted and will be considered academic dishonesty.

Technology Policy

A laptop computer is needed for all nursing exams. Nursing students should purchase a laptop as all nursing
FNP 7/2026

exams are computerized. PCs and Mac computers are compatible with the testing platform. To date, Chromebooks are incompatible with some applications. Students must have the Microsoft Works package on their laptops and can contact Iona's IT department for downloading if they do not have this package. It is the expectation that students will submit their work using Microsoft Word, PowerPoint, and Excel as appropriate for the assignment. Technology must meet standards and capabilities for required platforms utilized for purposes of testing and completion of course requirements, including but not limited to functional camera and microphone. Use of technology tools in the classroom may include YouTube, iTunes, ExamSoft, 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. No Smart glasses may be used in the classroom without instructor approval or during a quiz. Exemplify 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 the use of a 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 absent and incur a professional warning.
2. No student is to use cell phone or Smart glasses' 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 or health information of any kind may be posted on social media. In addition, students must take into consideration professional conduct related to the organization.

Students must practice ethical loyalty in a professional setting, which involves respecting and upholding a commitment to the organization's (University) values and goals. Students must follow all applicable University policies and privacy laws regarding information about other students, faculty, and staff met during their time at the Department of Nursing.

Video Policy

In addition to Iona's photo/video policy, this policy specifically addresses the use of video by the Nursing faculty and staff in the laboratory and simulation setting. The Department of Nursing uses video for educational and quality improvement purposes only. The videoing is conducted using Sim Capture and housed in a password-protected cloud storage system. Only Nursing faculty and staff related to the instructional environment have access to the videos. Refer to the University video policy for other uses.

Complaint and Grievance Procedure

Students are encouraged to raise issues and concerns regarding courses, policies, procedures, or other activities of the Department of Nursing. To achieve the best results and hasten the resolution process, students are asked to follow the chain of command (see second of chain of command).

If the topic of concern is a broader program or personal issue, students should first meet with their faculty advisor who will assist in resolving the issue and/or deciding upon appropriate next steps, including meeting with the Director of Nursing.

Grade grievance and academic decision appeals are addressed in the section on 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 or Department and take precedence over this policy including:

- Academic standards (i.e. dismissals)
- Academic integrity issues
- Grade grievances
- Sexual harassment
- Disability issues
- Discrimination issues

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

Program Expectations, Requirements, and Policies

Code of Academic and Clinical Conduct*

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

As students are involved in clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments, the expectation is that all students and faculty:

1. Advocate for the rights of all patients.
2. Maintain patient confidentiality.
3. Take appropriate action to ensure the safety of patients, ourselves, and others.
4. Provide care for the patient in a timely, compassionate, and professional manner.
5. Communicate with patients in a truthful, timely, and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for your own actions.
7. 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 the choice of cultural and spiritual beliefs.
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 the faculty and clinical staff's 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 an 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 the program in the classroom, laboratory, and clinical settings. Deviations will result in a professional warning, and/or failing clinical grade, and/or dismissal from the program.

All students are expected to:

1. Follow the policies and guidelines of the University, Program, and the affiliating agency.
2. Be honest and demonstrate integrity in all situations.
3. Practice nursing using legal/ethical principles that demonstrate cultural sensitivity.
4. Provide patient care with the 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.
6. Maintain confidentiality.
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 healthcare 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 overutilizing 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 regularly to promote professional growth and development.
22. Respect and respond appropriately to criticism. Use critiques from faculty and preceptors positively 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.
32. 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 the section on Academic Standards.

Civility Statement

Incivility is a critical issue in healthcare settings which may cause a breakdown in communication, impact patient safety, and lead to patient harm. The ANA *Code for Ethics of Nurses* (2025) requires nurses to treat colleagues, students, and patients with dignity and respect and states that any form of harassment, disrespect, or threatening action will not be tolerated. Civility includes behaviors acceptable to the profession. These behaviors are expected of both students and faculty members and include politeness, courtesy, and respect in interprofessional interactions, whether in clinical, lab, or classroom settings.

Patient Safety

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

Just Culture

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

Just Culture Policy

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

Definitions

Human Error: Student inadvertently did something other than intended or other than what should have been done; a slip, lapse, or 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 the scope of practice for which the student has been educated
- Fraudulent documentation, such as documenting prior to the completion of a task
- Deviation from established procedure.

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

Examples of Reckless Behavior:

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

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

Examples of Systems Issues:

- Malfunctioning equipment
- Interdepartmental delays
- Inadequate supplies

Behaviors not included in this policy

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

Just Culture Procedure

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

Procedure

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

Categories of Practice Events and Outcomes

Human Error – The clinical/lab faculty/adviser and/or clinical course coordinator will complete the Student Practice Event Evaluation Tool (SPEET). Clinical/lab faculty and/or clinical course coordinator will support and console the student. If indicated, a Student Success Plan will be developed with the student. A Student Incident

FNP 7/2026

Report will be completed and forwarded to the Director of Nursing. The Director of Nursing will review repeated human errors to determine if further action is warranted.

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

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

Systems Issues

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

Grading and Course Completion

The University's grading system is the established academic performance rating system used in graduate nursing programs.

Letter Grade	Grade Point and Grade Scale
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
F	0.00
P Passing	0.00
HP High Passing	0.00
U Unsatisfactory	0.00
I Incomplete	0.00
W Withdrawal	0.00
H Audit	0.00
SP Satisfactory Progress	0.00

1. For the graduate program, a minimum grade of "B-" or "P" has been established as a satisfactory level of academic achievement in the Program. Failure to achieve at least a B- or a "P" grade (which would equate

- to an 80 or higher grade) in a course will result in failure of the course.
2. In courses with exams, the weighted cumulative average of all examinations within a course must be **75**. Students who achieve an average cumulative examine grade of 75 will have the final grade calculated based on all course evaluation components identified in the syllabus.
 3. In courses with exams, if the cumulative average course examination grade is less than 75, the final course grade will be calculated solely on the cumulative examination grade. This would result in the student failing the course with a C (if the grade is 73-76) or F (if the grade is below 73).
 4. If a final course grade “C+” or below or a “U” grade is obtained in any course, you will not be permitted to progress in the plan of study. See Program Progression and Academic Standards Policy sections.
 5. Evaluation measures with weighted percentages 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 an 87, whereas 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 or equivalency 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 ≥ 3.000 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 the Academic Standards section.
3. Receive a grade of “pass” on all end-of-semester nursing clinical evaluations.
4. Students who enroll in courses for which they are not eligible will be administratively withdrawn from those courses in the Department of Nursing.
5. In the event a student is unable to complete the requirements of a course due to extenuating circumstances, the student may be eligible for an **Incomplete** or “**I**” grade, which may impact progression and extend the time to graduation. See the incomplete policy section.
8. Students need prior approval from the nursing program before withdrawing from a nursing course. Students should email the academic advisor and the Director of Nursing for prior approval and discuss the impact the withdrawal will have on the student’s plan of study and graduation. Only two-course withdrawals are allowed 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 the Director of Nursing’s authorization from a nursing course will result in dismissal from the Department of Nursing. See the 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 $\frac{3}{4}$ 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 a student is progressing in meeting their clinical practicum hours but is unable to complete prior to the close of the semester, students may request an incomplete.
- If the request is granted, the time to submit incomplete work from the previous semester is within the first week of the following semester in order to begin subsequent nursing courses. Students must have all final course grades prior to proceeding with the next course/semester if the courses are prerequisites 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 timeline of 3 weeks will 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 from the Director of Nursing and then, NewYork-Presbyterian Iona School of Nursing & Health Sciences (NYPISNHS) 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 MMG code. There is a nominal fee associated with this status, but it allows for constant communication. Information is provided through the NYPISNHS 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's note, specific to the condition, must be provided to medically clear the student to return to clinical. These requirements are in addition to the University reinstatement policies that must be adhered to in order to be reinstated.

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

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 the reason, options, and consequences for withdrawing.

2. Ensure that the time period has not passed the University's withdrawal period for that semester.
3. Students need prior approval from their Nursing Academic Advisor & Director of the Nursing program before withdrawing from a nursing course.
4. Students should email 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 that even if the withdrawal is approved, there is no guarantee there is an available seat the next time the course is offered 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 Nursing & 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 the 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 another accredited institution must be approved in writing by the Director of Nursing before the course is taken. A limit of six (6) transfer credits is permitted in a program in the School of Nursing & 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 core courses. In exceptional cases, transfer credits 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 Iona University's Accessibility Services Office to receive the appropriate accommodations. In addition, requests for accommodations for clinical practice must be reviewed and

accepted by the clinical partnering agency providing clinical learning opportunities for the student. If the partnering agency is unable to offer the requested accommodation(s), then the student may be unable to complete a clinical course successfully or progress through the nursing program.

Students may not receive any accommodation unless they have 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

Functional Ability	Standard	Examples of Required Activities
Motor Abilities	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care.	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.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as insulin syringes, administer medications by all routes, perform tracheostomy suctioning, and insert a urinary catheter. Ability to use electronic health records or handwrite legible charting notes.
Perceptual/ Sensory Ability	Sensory/perceptual ability to monitor and assess clients.	Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc. Hears and differentiates tonal variances or does so with the assistance of technology such as an amplified stethoscope. Visual acuity to read calibrations on a syringe and differentiate and assess color (cyanosis, pallor, blue versus green) Sees and accurately reads print, computer screens and handwriting. Tactile ability to feel pulses, temperature, palpate veins, texture, and moisture, with or without gloves. Olfactory ability to detect smoke, odor, and bodily fluids.

Affective Skills and Behavioral/ Interpersonal/ Emotional	Ability to relate to colleagues, staff, and patients with honesty, civility, integrity and non-discrimination. Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes. Capacity for the development of mature, sensitive, and effective therapeutic relationships. Interpersonal abilities are sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds. Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. Negotiate interpersonal conflict effectively. Ability to demonstrate cultural sensitivity and awareness.	Establishes professional rapport with patients/clients and colleagues. Works with teams and workgroups. Emotional skills sufficient to remain calm in an emergency situation. Behavioral skills sufficient to demonstrate good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of patients. Adapts rapidly to environmental changes and multiple task demands. Self-regulates their own behaviors and attitudes to ensure professional practice and delivery of care. Maintains sufficient mental/emotional stability to tolerate stressful situations, adapt to changes, respond to the unexpected, and maintain objectivity consistent with safe clinical practice. 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. Continuously exhibits a functional state of alert, self-aware, and respectful behavior during classroom and clinical experiences. Tolerates the mental demands of differing shifts, body rhythm changes, increasingly difficult patient workloads, and fatigue. Demonstrates respect for individual differences such as cultural, ethnic, religious, gender, age and sexual orientation.
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Communication	Ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language). Ability to communicate accurately with non-English speaking patients and their families using interpreters or appropriate technology. Possesses required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy. Communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors. Ability to listen attentively to individuals and groups.	Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in healthcare team discussions of patient care. Elicits and records information about health history, current health state and responses to treatment from patients or family members. Conveys information to clients and others to teach, direct and counsel individuals in an accurate, effective and timely manner. Establishes and maintains effective working relations with patients and co- workers. Recognizes and reports critical patient information to other caregivers. Ability to process non-verbal communication (i.e. body language/facial expressions) and how it pertains to current situation.
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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, which starts in the summer of the first enrolled year, 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. This is an annual fee. The Department of Nursing will review submitted documents to clear students for clinical through Exxat 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 the program of study and the length to graduation. If a student is late to meet deadlines, a program warning will be issued (see section on program warnings).

Students who begin their clinical practicum rotation but fail to remain clinically compliant with all requirements will be notified by the directors of nursing clinical partnerships that they are being removed from their clinical practicum site. In the rare event that a noncompliant student continues to attend a clinical practicum site, any hours completed will not count towards the total hours required and the student will receive a program warning.

Note: Family Nurse Practitioner students may not begin a clinical practicum rotation unless all clinical compliance requirements are met, there is an approved preceptor and site, and a confirmed affiliation agreement between the University and the site.

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:**
 - **Influenza Vaccine** is required by October 15th annually.
 - **TDaP vaccine** must be within the last 10 years. Td or Dtap vaccine is **NOT** acceptable.
 - **Blood titers/tests** are required once during the program. A “positive/reactive” titers demonstrate immunity and only needs to be provided once during the program.
 - **Measles, Mumps, Rubella (MMR) titers** that have a “Positive/reactive” result 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 healthcare 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/c/testing/).
 - **TB Screening** is an annual requirement.
 - T-Spot blood 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.
 - **COVID-19:** Due to the pandemic requirements mandated by Iona’s clinical partnering agencies, Covid-19 requirements may be needed, and a notification will be sent to students as quickly as possible if needed.
- **BLS for Healthcare Provider Certification** is required for the duration of the clinical program. A valid card only from the American Heart Association Basic Life Support for Healthcare Providers will be accepted.
- **Authorization for release of medical records form** is required once before beginning the first clinical assignment - no renewal needed.
- **Current active unencumbered nursing license in New York State**
- **Malpractice insurance for “nurse practitioner student”** is required before the start of clinicals and active coverage must be maintained throughout the duration of the nursing program. Visit www.nso.com to purchase “registered 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's progression will be impacted.
- **A 10-panel drug screen** is completed through Exxat when required before a clinical placement depending on the 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's 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 the "Preceptor Preferences" survey on Exxat. Students will be able to express preferences for general geographic location, a specific site, or preceptor request.
 - If a student is requesting a specific preceptor within the NYP Hospital System network, the director of nursing clinical experiences will forward the student preferences to NYP's program coordinator for academic partnerships. For students seeking a preceptor outside of NYP, the director of nursing clinical experiences will work with the MS in Nursing Family Nurse Practitioner program director to identify an appropriate placement.
- Request for preceptors will be made to designated site personnel a minimum of three months in advance.
- Sites will identify available preceptors. The director of nursing clinical experiences will collect the preceptor's credentials including the preceptor's CV/resume and valid nursing license and submit them to the clinical faculty.
- Course faculty will review submitted preceptor credentials and work with the director of nursing clinical experiences to assign a preceptor to the student.
- Students will be notified of preceptor assignments via Exxat software.

Evaluation of Clinical Progress

All students will receive formative and summative evaluations of clinical progress. Formative evaluations will consist of feedback from the 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 student's progress during the semester, and a 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 students to ensure this process is completed. The final decision on whether the student met clinical objectives and achieves the pass or fail for the clinical portion of the course rests solely with the course faculty.

MS Nursing Programs: Late Policy

Each assignment listed on the syllabus is due at the day and time specified by the course instructor. Any assignments turned into the course instructor after the due date and time are considered late. Students should follow submission instructions for each assignment, which can be found in the course syllabus.

The course instructor is under no obligation to accept a late assignment. An exception may be made if the student made arrangements in advance (such as in an email to the instructor), requesting an extension, or, in the event of an emergency. If the instructor grants an extension, a new due date will be established and communicated to the student. As long as the assignment is submitted by the revised deadline, no late points will be deducted.

If an assignment is submitted after the due date and time, and an extension has not been approved, the instructor has the discretion to determine whether or not to accept it. If accepted, point deductions will apply as follows: 5 points off for up to the first 24 hours and five points off for each additional day late. After 5 days past the due date, assignments will receive a grade of zero.

For discussion assignments, any posts submitted after the end of the weekly discussion deadline, whether they are initial posts or response posts, will not be accepted and will be graded zero. Refer to the section on **General Guidelines for Discussion Board Posts & Participation Responses**. Advance arrangements with the course instructor for late submission approval must be made in writing.

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 the completion of the 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 for all on-campus class sessions for hybrid courses. 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.
3. Student absences from class, lab, or clinical for personal reasons (vacation, personal time, etc.) are not sanctioned, and no accommodations can be made for a student with an unsanctioned personal absence.
4. Students are responsible for all material presented during their approved absence and for meeting all course requirements
5. Patient and facility information shared in class is subject to the same confidentiality standards governing patients' health information.
6. Students must obtain permission from an instructor to audio record a class. Audio recordings are not to be distributed beyond the individual student's use for the course without permission from the faculty.
7. In cases where the absence was not previously approved or extenuating circumstances exist, opportunities to make up activities will be at the discretion of the faculty. Students have the responsibility to meet the same course objectives regardless of an absence.
8. Prolonged or frequent absences may make it impossible for students to achieve program and class objectives, which may result in course failure.

Absences from On-Campus Class

Consistent with Iona University's values of a person-to-person, relationship-based learning environment, the MS in Nursing Family Nurse Practitioner Program uses a hybrid model for providing education. Core course and specialty courses have on-campus classes for which attendance is required as per University and Department of Nursing expectations. It is the responsibility of students to make every effort to attend on-campus classes, and attendance at the first on-campus class is mandatory. If you have any concerns about your ability to attend any of the scheduled on-campus classes, please discuss them with your course instructor.

The MS in Nursing Family Nurse Practitioner Student Handbook section on Classroom Attendance & Expectations provides information on the expectations as well as potential consequences for missing on-campus classes. While we acknowledge that unexpected events can happen that may affect a student's ability to attend on-campus class, please be advised that course instructors are not obligated to record a class or provide access via Zoom. In addition, as stated in the MS in Nursing Family Nurse Practitioner Student Handbook, students are responsible for all material presented during the on-campus class and for meeting all course requirements.

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 student's responsibility to disclose any changes in medical, psychiatric, and other conditions that may impact clinical attendance/performance and/or the safety of self or others. Written medical clearance must be provided to the 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 the proper identification of NewYork Presbyterian Iona School of Nursing & 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 always be maintained. Students may be asked to leave the clinical area if students are not in compliance with the dress policy or if identification is not displayed.

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

1. 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. The lab coat should have the Iona Nursing logo purchased through Flynn & O'Hara.
4. 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.

5. A Littman Cardiology IV stethoscope (or one of equivalent quality), reflex hammer, point of care reference guidelines (e.g., Hypocrisy, Davis Drug Guide, Merrick's Manual, UTD), 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. Students are encouraged to purchase an ophthalmoscope and otoscope for use during Advanced Health Assessment and clinical rotations.
6. No obvious body piercings including nose, eyebrow, tongue, and lip are permitted except for religious purposes. Hats and/or sunglasses are not permitted.
7. Hair must not touch the collar of the uniform, and styling must be professional and appropriate. Hair should be styled neatly and in such a manner that it does not move about freely, thereby becoming a possible source of contamination. Wigs must comply with the above. Hairbands are limited to 2 inches in width and must be white, black, or maroon in color, no fancy combs or barrettes are permitted. No unusual, unnatural hair colors. Facial hair must be clean and neatly trimmed.
8. Fingernails will not extend beyond the fingertips. Clear un-chipped nail polish may be worn. No artificial or acrylic nails or gel tips are allowed.
9. Tattoos may be visible unless a clinical site has a policy of no visible tattoos, if a policy exists, the student must abide by that policy and conceal any tattoos. Tattoos that may be offensive or cause distress to patients, coworkers, or visitors or that contain profanity, nudity, violence, racial references, alcohol, or controlled substances must be covered.
10. Students may not:
 - Use strong perfume, aftershave, colognes
 - Smell of cigarette smoke, cigar, or smoking products
 - Use chewing gum
 - Use heavy make-up

Exam/Quiz 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. All students must comply with the instructor's guidelines about lockdown browser requirements.

1. Talking during the exam and/or having an electronic device besides the laptop the exam is being taken on is found on or near the student is not permitted unless an emergency occurs; otherwise seen as cheating.
2. The exam clock will not stop during any break in testing.
3. Each exam can only be taken once (unless otherwise authorized by the Director of Nursing).
4. No study aids are allowed unless noted by the instructor.
5. Students are required to do their own work. Any evidence of cheating will be subject to the University's Academic Integrity Policy.
6. Students are required to upload the examination as soon as the examination is completed or when the testing time has expired.
7. Exam review session environments meet the same conditions as a testing environment.
8. Students are only allowed to review each exam one time per semester.

Missed Exam/Quiz Policy

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

Exam/Quiz 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 during the exam or at the exam review session.
4. Violation of the Test Confidentiality policy may result in a ZERO for the exam or course failure.

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

ExamSoft

Although some quizzes and exams are given on BlackBoard, the ExamSoft program may be used in the Family Nurse Practitioner program.

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 difficulties during the exam, the proctor should be notified by a must-raise hand.
3. Students must arrive at the exam site with their laptops fully charged and are required to have a backup power cord with them.
4. Students will be responsible for downloading Examplify to their own devices during week one of the nursing program. This download will only need to be performed once per device. Updates, if available, must be downloaded at least once per semester.
5. Students will be enrolled by faculty into courses in Examsoft. Faculty will provide the student with access to the appropriate exams in their courses. Students will receive notification from the faculty prior to each exam, instructing the student to download the exam to the computer for testing.
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 5:00 pm on the last business day PRIOR to the scheduled testing session. If persistent computer issues prevent the student from using their own device beyond one exam, 5% may be deducted from the examination score.
7. Students are expected to follow all pre-testing computer set-up instructions including, but not limited to, closing all applications and de-activating all anti-virus software. These practices will ensure the optimal performance of Examplify during the testing session.
8. Clockwork is an online web portal to be used by students with documented disabilities who are requesting accommodations. Students who register with this portal may also request accommodation letters to be sent directly to their professors so that they can view and confirm receipt of those letters. Students must provide documentation to the course coordinator as soon as possible and at least 4 working days PRIOR to the first examination.
9. All students are expected to follow the University's Academic Dishonesty Policy.

Examplify: Minimum System Requirements:

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

Notifications for minimum system requirements are sent out during the academic year as needed per the ExamSoft company 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 incident in writing.

Upon verification of the behavior, the Director of Nursing will:

 - a. Inform the student that blood and/or urine testing is being requested and that refusal may result in termination from the program.
 - b. Refer the student to the Counseling Center for assessment, education, and treatment, if blood or urine test is positive.
6. A student who has been dismissed for chemical impairment may petition for reinstatement by presenting evidence of successfully completing an intervention program to the Director of Nursing.

Exposure

In the event of an exposure during clinical experiences, the student will seek immediate care and contact their course faculty. The course faculty would contact the Director of Nursing as appropriate. The course faculty, along with the student, must complete **an incident report** (see 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 outlined in the MS in Nursing Family Nurse Practitioner Student Handbook and to all conditions identified in any communication from the Department of Nursing. Failure to comply may result in nursing departmental probation or dismissal.

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

Departmental Warnings

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

1. Actions that could have or did result in serious injury to a patient.
2. Violations of accepted academic or agency practices, principles, or standards.
3. Failure to comply with student practice requirements.
4. Failure to meet course standards and expectations.
5. Excessive absenteeism, such as missing two or more 2- or 3-hour block classes or chronic tardiness.
6. Failure to adhere to one or more of the professional behaviors outlined under the *Code of Conduct*.

The departmental warning will be part of the student's academic record for the entirety of the student's program of study. Warnings will be issued at the time of infraction or violation of accepted practices, principles, or standards. Students are required to meet with their course faculty 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 written (defined as within the same semester or sequential semesters) or three non-consecutive written warnings, the student will be placed on nursing departmental probation. A student may be placed on nursing departmental probation after any program warning. A student may be dismissed after an incident of a serious violation. See the section below for nursing departmental probation and dismissal for further information.

Nursing Departmental Probation

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

1. Failure to achieve a 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 3.000 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 in Nursing Family Nurse Practitioner Student Handbook will be dismissed from the Department of Nursing. The dismissal from the department does not impact their student status as an Iona University student. The following behaviors or actions will generally result in students being dismissed from the Department of Nursing.

1. Failure of the clinical portion, which results in an F for the final course grade.
2. A final course grade of 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 3.000 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 to 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 the section on patient safety.

Academic Standards Procedure

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

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

The nursing department will notify the student of the academic standards decision through Iona University's electronic communications. The student should contact their academic advisor for support in a change of status, plan of study, and/or meeting the 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. Appeals will be only be considered for dismissal from the program, not a probation academic decision or professional warning decision. A grade appeal follows the University “Appeal of Assigned Grade.” [Iona University Appeal of Assigned Grade](#)

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 or the identified time on the notification. If the student chooses to appeal a dismissal decision related to academic standards, the student must submit a written statement detailing the grounds for appeal based on the above grounds. The student is responsible for preparing a written statement and setting forth the facts and circumstances in support of the appeal. In order to have extenuating circumstances considered in an appeal, in addition to the written statement explaining the situation, the student must include with the appeal documents (1) a success plan for overcoming the extenuating circumstances and a statement of how the student will improve the management of any further challenges to their academic success.

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

The procedure for the Department of Nursing appeal process:

1. The student prepares and submits a written statement including all elements as outlined above to the Director of Nursing via electronic communication within 10 days of notification or the identified time on the 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 the School of Nursing & 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 Nursing & Health Sciences Academic Appeals Committee to review the academic and professional record, first appeal, and second appeal statements. The Committee will make a recommendation to the Dean within 10 business days of receiving the appeal.
6. The Dean will review the recommendation and will make a final decision on the appeal. The student will be notified of the decision via electronic communication within 5 business days of receiving the recommendation.
7. This concludes the appeal process.

Contact Information

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

Academic Support Services: <https://www.iona.edu/academics/academic-support-services>

Bursar’s Office: <https://www.iona.edu/offices/student-financial-services/contact-student-financial-services>

Iona University Catalog: <https://catalog.iona.edu/>

Libraries: <https://www.iona.edu/libraries>

Office of Accessibility: <https://www.iona.edu/offices/accessibility-services>

Office of Financial Aid: <https://www.iona.edu/offices/student-financial-services>

Office of Student Services: <https://www.iona.edu/students/student-handbook/administrative-offices-student-resources>



IONA UNIVERSITY

NEWYORK-PRESBYTERIAN IONA
SCHOOL of NURSING & HEALTH SCIENCES

Warning Report

Student Name: _____ **Course:** _____

Faculty Name: _____ **Date:** _____

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

Referral

- ☐ Lab Referral
- ☐ Other: _____

Description of Incident:

- ☐ SPEET Completed

SPEET Outcome

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

Outcome of Incident: ☐ Consoling ☐ Coaching ☐ Counseling

☐ 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 the clinical instructor and subsequently clinical course coordinator.

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

PLEASE PRINT:

Student Name: _____ SID: _____

Date of Birth: _____ Phone Number: _____

Date of Incident: _____ Time of Incident: _____

Instructors Name: _____

Please describe any other information related to the incident (Use a separate sheet of paper if needed):

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

Describe how the incident occurred:

Any witnesses to the incident?

Who did you first report the incident to?

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

Needle stick Cut Strain Burn Bite Puncture Splash Inhalation Other:

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

Type of fluid involved: (Circle appropriate response)

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

Amount of exposure: (Circle appropriate response)

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

The following questions are for needlestick incidents only:

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

Needlestick from: (Circle appropriate response)

Recapping Injection Trash Bin Linen Full sharps container Other:

The following question are for splash incidents only:

Splash to: (Circle appropriate response)

Mouth Eye Ear Nose Other:

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

If yes, explain _____

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

Washing Rinsing Bleeding

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

Gloves Mask Eye Protection Gown Apron Resuscitation Mask None Other:

Source of Exposure: (Gather all information available)

Name of Source client _____ Date of Birth _____

Full Address: _____ Phone Number: _____

Attending Physician of Source Client: _____

Diagnosis of Source Client: _____

Any known infectious agent of source client? (Circle appropriate responses)

HIV Hepatitis A Hepatitis B Hepatitis C Syphilis Gonorrhea Tuberculosis

Meningitis Other: _____

Any relevant information regarding Source client? _____

Student Medical Information:

Did you seek medical attention? (Circle appropriate response) YES NO

Where did you seek medical attention? _____

Date of medical attention: _____

Health Care Provider Name: _____

Address: _____

Phone Number: _____

Current Health Insurance: _____

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

Student Signature: _____

Date: _____ Time: _____ AM PM

Clinical/Lab Faculty Signature: _____

Date: _____ **Time:** _____

Course Coordinator Signature: _____

Date: _____ **Time:** _____

Student Name: _____ Date: _____

Event(s): _____ Event Number: _____

	Criteria	Human Error	At Risk Behavior				Reckless Behavior		Score
		0	1	2	3	4	5		
G	General Nursing Practice	No prior counseling for practice related issues	Prior counseling for single non-related practice issue	Prior counseling for single "related" issue	Prior counseling for "same" issue	Prior counseling for multiple related or non-related practice issues	Prior counseling for same or related issue with no or little evidence of improvement		
U	Understanding expected based on program level, course objectives/ outcomes	Has knowledge, skill and ability - Incident was accidental, inadvertent, or an oversight	Task driven/rote learning or wrong action for this circumstance	Failed to demonstrate appropriate understanding of options/resources or Aware of safety issues but in this instance cut corners	Understands rationale but failed to recognize situations in terms of overall picture or to prioritize actions or in this instance, failed to obtain sufficient info or consult before acting	Able to recognize potential problems. In this instance "negligent" or failed to act according to standards. Risk to client outweighed benefits.	Knows or should have known correct action, role and limitations. In this instance action was "gross negligence/ unsafe act" and demonstrated no regard for patient safety.		
I	Internal Program or Agency Policies/ standards/ inter-disciplinary orders	Unintentional breach or no policy/standard/ order available	Policy not enforced or cultural norm or common deviation of staff or policy/order misinterpreted	Student cut corners or deviated in this instance from policy/standard/order as time saver. No evidence or suggestion of a pattern of behavior.	Aware of policy/ standard/ order but ignored or disregarded to achieve perceived expectations of faculty, staff, patient or others. May indicate pattern or single event.	Disregarded policy/standard/order for own personal gain	Maliciously disregarded policy/standard/order		
D	Decision/ choice	Accidental/ mistake/ inadvertent error	Advantages to patient outweighed risk	Emergent situation - quick response required	Non-emergent situation. Chose to act/not to act without weighing options or utilizing resources. Used poor judgment.	Clearly a prudent student would not have done. Unacceptable risk to patient/agency/public. Disregard for patient safety.	Conscious choice. Put own interest above that of patient/agency/public. Egregious choice. Neglected red flags		
E	Ethics/ credibility/ accountability	Identified own error and self-reported. Identifies opportunities for improvement and develops action plan for ensuring incident will not be repeated.	Admitted to error and accepts responsibility. Identifies opportunities for improvement and develops action plan for ensuring incident will not be repeated.	Acknowledged role in error but attributes to circumstances and/or blames others to justify action/inaction. Cooperative during investigation. Demonstrates desire to improve practice.	Denies responsibility until confronted with evidence. Reluctantly accepts responsibility. Made excuses or made light of occurrence. Marginally cooperative during investigation.	Denied responsibility despite evidence. Indifferent to situation. Uncooperative and/or dishonest during investigation.	Took active steps to conceal error or failed to disclose known error.		

Mitigating Factors – check all identified	Aggravating Factors – check all identified
Unavailable resources (inadequate supplies/equipment)	Especially heinous, cruel, and/or violent act
Interruptions/chaotic environment/emergencies – frequent interruptions/ distractions	Knowingly created risk for more than one client
Inadequate supervision by faculty or preceptor	Threatening/bullying behaviors
Inappropriate assignment by faculty or preceptor	Prior formal student disciplinary record for practice issue(s)
Non-supportive environment – interdepartmental/staff/student conflicts	Other (identify)
Lack of response by other departments/providers	
Other (identify)	
Total # mitigating factors identified	Total # aggravating factors identified

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

Human Error	At-Risk Behavior	Reckless Behavior
# criteria in green= _____ IF 3 or more criteria in Green OR Overall criteria score is 6 or less, Address event by consoling student and/or improvement plan with student	# 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	# 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: _____ Date: _____

Director of Nursing Signature: _____ Date: _____

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

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

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

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

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

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

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

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

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

**Iona University
Department of Nursing
Confidentiality Agreement**

I understand that I may come in contact with various types of information in my studies or through my clinical rotations while a student in the Department of Nursing (DON) at Iona University. This information may include, but is not limited to, information on patents, employees, students, families, donors, research, and financial and business operations. Some of this information is made confidential by law (such as “protected health information” or “PHI” under the federal Health Insurance Portability and Accountability Act, HIPAA) or by the 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: _____